

 <p>P.O. Box 99 • Ray Brook, New www.apa.ny.gov</p>	<p>General Permit 2010G-3 Application</p>	<p>Project #:</p>
	<p><b>Change in Use of an Existing Commercial, Public/Semi-Public, or Industrial Building</b></p>	

**Instructions:** *All questions must be answered completely. Submit this form with the required attachments in person or by mail to the Adirondack Park Agency at the above address. A site visit by Agency staff will be required. You may not begin or undertake the project unless or until you have received the general permit certificate signed by Agency staff and recorded it in the County Clerk's Office. The Agency may request pertinent additional information during the course of its review regarding the application based on the specific scope and extent of your proposed project and the existing site conditions found at the project site.*

### Section I – Eligibility

This general permit is for a project to change from a lawful use in an existing commercial, public/semi public, or industrial building to a different use which results in no material change to the exterior of the building, the intensity of use remains the same and there is no material change to the project site other than installation of new signage in full conformance with 9 NYCRR Appendix Q-3. Such change in use could include, but is not limited to, commercial retail to commercial office, commercial office to municipal office or not-for-profit organization office, industrial to office, public/semi building to commercial office, or public/semi public building to light industrial or artisan scale production. (The anticipated change in use will be limited to a commercial, public/semi-public or light /artisan industrial activity). Any project which potentially involves a material increase in noise or light pollution or significantly increases traffic, parking, water usage or wastewater generation will not be eligible for this general permit.

Change in commercial, public/semi-public, or industrial use buildings located in the applicable setback distances set forth in §806 of the Act are not eligible for this permit. Changes from commercial use to public/semi-public or industrial use or visa versa in a designated river area as defined in 9NYCRR Part 577 are not eligible for this permit.

**SECTION II – Project Information**

**1. Project Sponsor(s) \***

Print Name(s) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Daytime): (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

**2. Current Property Landowner(s) (All named on the current deed of record)**

\_\_\_\_ Check if same as project sponsor(s)

Print Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Daytime): (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

\* The project sponsor is any person having legal interest in property who makes application to the Agency for the review of a project proposed on such property. Documentation demonstrating such legal interest must be provided.

**3. Authorized Contact Person**

I do not choose to have an authorized contact person.

If you, the project sponsor, choose to have your real estate agent, lawyer, surveyor, engineer, contractor, or another person act on your behalf before the Agency, please complete the following authorization:

I hereby authorize: (print name) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Daytime): \_\_\_\_\_ FAX: \_\_\_\_\_

to act as my agent in all matters relating to this permit application before the Adirondack Park Agency. I acknowledge that all contact regarding the permit application will be through my authorized contact person. I understand that I am ultimately responsible for the accuracy of the

information contained in this permit application and for compliance with all terms and conditions of any permit issued to me by the Agency.

**4. Project Site**

Town: \_\_\_\_\_ County: \_\_\_\_\_

Road: \_\_\_\_\_

Tax Map Number (see your tax bill): Section: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel: \_\_\_\_\_

Name of water body (if on shoreline): \_\_\_\_\_

**5. Prior Agency Contact**

a. Has there been any previous discussion with Agency staff regarding this project or project site, or has any Agency staff visited the project site? Y \_\_\_N \_\_\_

If YES, provide the name of the APA staff person, if known:

\_\_\_\_\_

b. Has the project site been the subject of a past Agency action (i.e., project application, variance, jurisdictional inquiry, enforcement case or wetland flagging)? Y \_\_\_N\_\_\_

If YES, provide the past project number, jurisdictional inquiry number, enforcement case number or wetland delineation boundary flagging number, if known:

\_\_\_\_\_

**6. Certification, Authorization and Signatures**

I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED IN THIS APPLICATION, INCLUDING ALL ATTACHMENTS, AND I HEREBY CERTIFY AND AFFIRM THAT THIS INFORMATION IS TRUE, ACCURATE AND COMPLETE AND THAT THE PROJECT PROPOSED IN THIS APPLICATION COMPLIES WITH THE APPLICABLE ELEIGIBILITY CRITERIA LISTED IN SECTION 1 ABOVE.

I HEREBY AUTHORIZE THE ADIRONDACK PARK AGENCY AND MEMBERS OF ITS STAFF TO ENTER ON THE PROPERTY DESCRIBED HEREIN FOR THE PURPOSES OF CONDUCTING SUCH INVESTIGATIONS, EXAMINATIONS, TESTS AND SITE EVALUATIONS AS IT DEEMS NECESSARY, AT REASONABLE TIMES AND WITH ADVANCE NOTICE WHERE POSSIBLE, TO VERIFY INFORMATION CONTAINED IN OR RELATED TO THIS APPLICATION FOR A PROJECT PERMIT.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date

Printed Names and Signature(s) of all Landowner(s) from current deed of record:

(Required for all applications)

\_\_\_\_\_  
\_\_\_\_\_ Date

Printed Names and Signature(s) of all Project Sponsors (if not the current landowners)  
(Required for all applications)

\_\_\_\_\_  
Printed Name and Signature of Authorized Contact Person: \_\_\_\_\_ Date  
(Required if designated in Section 3 of this application)

### SECTION III – Required Attachments

**(Your application will not be processed without all of the required attachments listed below.)**

Attach and label, as **ATTACHMENT A** on 8-1/2” x 11” paper, a **written detailed narrative describing the proposed project. Include the name and address of the Project Sponsors.**

Attach and label, as **ATTACHMENT B**, a **full scale copy of any available survey map, or, if there is no available survey map, the current real property tax map, or a topographic quadrangle map** clearly showing the property boundaries of the project site and any tax parcel or lot that the project site was part of on May 22, 1973. The map must clearly and accurately depict its scale.

Attach and label as **ATTACHMENT C**, a **scaled SITE PLAN MAP** clearly labeled with the map scale, north arrow, date of preparation and name of preparer.

Draw the map or plat to a scale of one inch equals fifty feet (1" = 50'). Show the entire project site. For larger parcels, show the entire property at a smaller scale, e.g. 1" = 200' or 1" = 400' and show the area of development at 1" = 50'. Show and label, as applicable, the following:

- a) all existing property boundary lines and proposed lot lines, including dimensions of each line, the acreage of each lot, any existing or proposed rights-of-way or easements and label as Lot #1 and Lot #2, as appropriate;
- b) all existing bodies of water, including the water body name and the mean high water mark for any navigable stream, river, pond, lake or intermittent stream;
- c) all mapped or delineated wetland boundaries within 150 feet of the proposed development area;
- d) all existing and proposed structures (e.g., single family dwellings, mobile homes, sheds, signs, fences, docks, decks, boathouses), including location, size, and use;
- e) all existing and proposed paved and unpaved roads, driveways and parking area, including locations, dimensions, and construction materials;
- f) all existing and proposed public utilities denoting whether overhead or underground;
- g) all existing on-site wastewater treatment systems and water supplies;
- h) all existing vegetative cover types (e.g., fields, woodlands, shrub areas, lawns) ;
- i) all temporary and permanent erosion control and stormwater management facilities (if any), including ditches, swales, culverts, catch basins and sediment basins;

- j) the proposed limits of planned vegetative clearing (complying with minimum shoreline cutting restrictions);
- k) all proposed landscape plantings, including plant name and size;
- l) any change to individual on-site water supply and/or individual wastewater treatment system locations (the plan must show all components of each proposed on-site individual wastewater treatment system and a 100% replacement area); and
- m) any change to all proposed exterior lighting fixtures, including height, fixture type and wattage.

Attach and label, as **ATTACHMENT D, a complete copy of the current recorded deed(s)** for the project site. If you have an executed contract or agreement to purchase or lease the property, please provide a copy as part of your application in order to establish your legal interest in the property (the purchase price may be eliminated from the copy).

Attach and label, as **ATTACHMENT E, a complete copy of all recorded deeds (not just abstracts) for the project site back through and including May 22, 1973.** Make a notation on the bottom of each deed, indicating what current tax map number(s) go with each deed.

Attach and label, as **ATTACHMENT F, a copy of the filled out and signed Local Government Notice Form.** If the Local Government Notice Form indicates that approval is required from the local municipality, the applicant should provide the following:

- a) a copy of the local application or, if issued at the time of this application, the written approval document (e.g., permit or signed subdivision plat);
- b) the relevant minutes of all meetings at which the project was discussed; and
- c) a copy of the provisions of local ordinances, laws or regulations pertaining to the project or a statement from the municipality that the project meets the requirements of the local ordinance and may be approved as designed.

Attach and label, as **ATTACHMENT G, a copy of all permits or approvals** necessary from local, state, or federal agencies for this proposed project. Provide names and phone numbers of key points of contact with said agencies. Provide copies of written approvals and other permits received.

Attach and label, as **ATTACHMENT H, the following:**

- 1) Explain the existing use(s) and describe hours of operation, frequency of deliveries and average number of client/customer vehicles parked at the site per day. List the proposed hours of operation, the expected frequency and type of deliveries, and the expected number of client/customer vehicles to be parked at the site per day.
- 2) Describe any proposed changes to the site including those related to driveway access, parking, pedestrian access, landscaping or vegetation removal. Describe any proposed changes to the building.
- 3) Provide written certification from an engineer licensed in the State of New York that the existing wastewater treatment system serving the existing building is adequate for the intended use or provide detailed plans for a replacement wastewater treatment system

designed in accordance with the Agency's "Minimum Requirements for Engineering Plans for On-site Wastewater Treatment Systems," for the proposed shallow absorption trench or other acceptable wastewater treatment system(s). The plans must be and show at a minimum:

- a) soils test pit location and data;
  - b) percolation test hole location and results taken within the proposed absorption area(s);
  - c) details on design of the system (application rate and number of bedrooms, etc.) ;
  - d) size and type of septic tank;
  - e) pumping station (if necessary);
  - f) distribution box; and
  - g) soil absorption system
- 4) Provide photographs of the exterior elevations of any buildings or structures more than 50 years old and describe any exterior changes proposed to be made to said buildings or structures.

REW:HEK:SME:mlr

September 2010