

<p><b>ADIRONDACK PARK AGENCY</b>  <b>Division of Regulatory Programs</b>          PO Box 99, 1133 NYS Route 86          Ray Brook, New York 12977          Telephone (518) 891- 4050          www.apa.ny.gov</p>	 <p><b>NEW YORK</b> STATE OF OPPORTUNITY.</p> <p><b>Adirondack Park Agency</b></p>	<p><b>APPLICATION FOR MINOR PROJECT PERMIT</b></p> <p><b>Single Family Dwelling, Mobile Home, or Two Lot Subdivision</b></p>
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**Instructions:** Please answer all questions and provide all attachments, as applicable. Type or print clearly in ink and label all attachments. If you have any questions about the application, please refer to the “Minor Project Permit Applicant’s Handbook” enclosed with this application, or call the Agency at the telephone number noted above and ask for the Division of Regulatory Programs. Applications should be mailed to the Agency at the address listed above.

Application review will not begin formally until the Agency determines that the application is “complete,” which means that the Agency has received all the information necessary to review the proposed project. Depending on the site conditions and the details of the proposed project, other studies, plans, and details may be required in addition to the materials requested in this application.

Please note: a jurisdictional project may not be undertaken until a permit has been issued by the Agency.

**1. Project Applicant(s)\*:**

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

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

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

Fax/E-mail: \_\_\_\_\_

I am: \_\_\_ Owner; \_\_\_ Developer; \_\_\_ Lessee;  
 \_\_\_ Contract Vendee; \_\_\_ Option Holder

**2. Current Landowner(s)\*\*: (\_\_\_)**

(check above if same as Project Applicants)

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

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

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

Fax/E-mail: \_\_\_\_\_

\* The project applicant is any person having a specific legal interest in the property who submits an application to the Agency for a minor project permit.

\*\* List all names on the current deed of record.

**ATTACHMENT A:** Provide a complete copy of the current recorded deed(s) for the project site and label the deed(s) as "Attachment A." In addition, if you are not the current landowner and have an executed contract or agreement to purchase or lease the project site property, please provide a copy of the relevant documents in order to demonstrate your legal interest in the project site.

**3. Project Site:**

*Include all adjoining lands owned by the current landowner(s), including lands across roads.*

Town: _____	Tax Map Designation (see your tax bill): _____
County: _____	Section: _____ Block: _____ Parcel: _____
Road: _____	Section: _____ Block: _____ Parcel: _____
Water body: _____	Section: _____ Block: _____ Parcel: _____

What is the total acreage of the parcel(s) of land identified as part of the project site? \_\_\_\_\_

**4. Project Description:**

*Check the one item below that describes the proposed project and complete any required information.*

- \_\_\_\_\_ The proposed project involves the construction of one single-family dwelling or mobile home on the project site, or one on each of two proposed lots or sites.
  
- \_\_\_\_\_ The proposed project involves the subdivision of the project site into two lots: Lot 1, a \_\_\_\_\_ acre parcel; and Lot 2, a \_\_\_\_\_ acre parcel.

**5. Site Plan Map or Subdivision Map:**

**ATTACHMENT B:** Provide a site plan map or subdivision map clearly labeled with the map scale, north arrow, date of preparation, and name of preparer. Label this as "Attachment B." This map is a key component of your application. Final site plans are attached to permits. For guidance in preparing the map, refer to the enclosed "Site Plan Map" flyer.

**Site Plan Map/Subdivision Map Requirements:**

Draw the site plan map or subdivision map to a scale of 1 inch equals 50 feet (1" = 50') to show the entire project site. For large parcels, depict the entire project site at a smaller scale (e.g., 1" = 100' or 1" = 200') and the area of the project site proposed for development at 1" = 50'. Clearly label what development is proposed and what is existing. The site plan must, at minimum, show all of the following information as applicable to your proposed project:

- a. existing property boundary lines;
- b. a proposed boundary line creating two lots (label as Lot 1 and Lot 2) and note the size of each proposed lot (in acres or square feet);
- c. existing or proposed rights-of-way or easements;

- d. existing bodies of water, including the water body name and the mean high water mark (if necessary) for any pond, lake, river, stream, or intermittent stream;
- e. existing wetland boundaries within 200 feet of proposed development or lot boundaries;
- f. existing and proposed structures (e.g., single-family dwellings, mobile homes, sheds, signs, fences, docks, decks, boathouses), including location, size, use, and setbacks from all roads, water bodies, and property lines;
- g. existing and proposed roads, driveways and parking areas, including locations, dimensions, and construction materials;
- h. existing and proposed public utilities denoting whether overhead or underground;
- i. existing on-site wastewater treatment systems (OSWTS) and water supplies (indicate a 100% replacement area for any existing OSWTS);
- j. areas of existing vegetation (e.g., forest, lawn, etc.) and the proposed limits of planned vegetative clearing (complying with minimum shoreline cutting restrictions);
- k. at least one potential building location on each vacant lot with driveway, well and OSWTS;
- l. a suitable deep-hole soils test pit (DHTP) for an OSWTS on each building site or vacant lot, with DHTP numbered and a corresponding notation on the site plan of soil profile results;
- m. proposed on-site water supplies;
- n. proposed OSWTS(s) (the plan must show all components of each OSWTS, including tank, piping, leach field and a reserve area for 100% replacement of leach field);
- o. location(s) of structures that existed on May 22, 1973, but which have since been removed or destroyed;
- p. location(s) of structures on the project site that are more than 50 years old (labeled to correspond to photographs in Attachment J below); and
- q. local town zoning designation boundaries and required town setbacks.

## 6. Proposed Structures:

**ATTACHMENT C:** Provide drawings (Plan view and Elevation view) and a written description of each proposed structure, (e.g., single-family dwellings, garages, sheds, docks, decks, porches and walkways). Label this as “Attachment C” and include the following information for each proposed structure:

- a. the dimensions in square feet of the proposed maximum footprint;
- b. the proposed number of stories and the maximum overall height in feet (height is measured from the highest point on the structure to the lowest point of existing grade or finished grade, whichever is greater);

- c. the number of bedrooms; and
- d. the type and color of exterior finish materials to be used on the walls and roof.

If no specific building plans are yet proposed (but a vacant lot is being created), then at minimum provide information stating what would be the maximum footprint size, maximum number of bedrooms and maximum height of a prospective single family dwelling on each vacant lot. (The height of the proposed dwelling is measured from the highest point on the structure to the lowest point of existing grade or finished grade.)

**7. Shoreline (Lakes, Ponds, Navigable Rivers and Streams):**

- a. Does the project site have any shoreline on a waterbody?  
 No \_\_\_\_  
 Yes \_\_\_\_

If you answered “no,” go to Number 8 of the Application (Wetlands).

- b. Is any portion of the project site’s shoreline currently being used or proposed for use by others for deeded or contractual access to the water body?  
 No \_\_\_\_  
 Yes \_\_\_\_

If you answered “yes,” identify by tax map number and name of current landowner(s) all lots currently having access and the date access was granted. Also, identify all lots proposed to be granted shoreline access as part of this project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- c. Will any vegetation be cut or removed within 35 feet of the shoreline of a pond or lake or within 100 feet of the shoreline of a river?  
 No \_\_\_\_  
 Yes \_\_\_\_

If you answered “yes,” show cutting limits on the Site Plan Map (Attachment B).

- d. Will any development or earth disturbance occur within 100 feet of the shoreline?  
 No \_\_\_\_  
 Yes \_\_\_\_

If you answered “yes,” provide a written description below of any development or earth disturbance occurring within 100 feet of the shoreline and depict it on the Site Plan Map (Attachment B): \_\_\_\_\_  
 \_\_\_\_\_

**8. Wetlands:**

- a. Are there any wetlands on the project site?  
 No \_\_\_\_  
 Yes \_\_\_\_  
 Unknown \_\_\_\_

If you answered “no,” go to Number 9 of the Application (On-Site Wastewater Treatment System(s)).

- b. Will any of the activities listed below occur in close proximity to or within the boundaries of a freshwater wetland?

No \_\_\_\_\_

Yes \_\_\_\_\_

If you answered “yes,” check all activities that will occur in close proximity to or within the boundaries of a freshwater wetland:

- Construction of any structure, including a single family dwelling, mobile home, boathouse, dock, etc.
- Subdividing land
- Installing an individual OSWTS
- Draining, dredging, excavating, or removing soil, peat, muck sand or gravel
- Dumping or placing soil, stone, sand, gravel, mud, rubbish, or fill of any kind
- Constructing roads or driveways, driving pilings, or placing any other obstructions
- Clearcutting more than three acres: \_\_\_\_\_ (# of acres)

**ATTACHMENT D:** For each activity that you have checked above, provide an explanation of the steps taken to avoid the wetlands in your design of the proposed project and to minimize any wetland impact. Label this as “Attachment D.” A wetland mitigation plan may be required if there is wetland filling or loss as a result of your proposed project.

### 9. On-Site Wastewater Treatment System(s):

- a. Is a new or replacement on-site wastewater treatment system (OSWTS) proposed as part of the project?

No \_\_\_\_\_

Yes \_\_\_\_\_

- b. A deep-hole soils test pit (DHTP) examination must be done on the project site for each proposed new or replacement OSWTS and/or for each building site or vacant lot. The DHTP(s) must be dug within 50 feet of the proposed absorption trench component of the wastewater treatment system. DHTPs must be dug in the presence of Adirondack Park Agency staff or a qualified soil and site evaluator (a list of soil and site evaluators that have previously done business with the Agency is available upon request). Please be

aware that all submitted soils data is subject to verification by Agency staff. Agency staff will perform the soils analysis, upon request, for subdivisions involving less than five lots. However, the applicant must provide for a back-hoe and operator to dig the test pit at the time of the scheduled site visit. Scheduling for the digging of test pits must be arranged with staff well in advance. Please be aware that the Agency does not perform soil percolation tests.

If you would like for Agency staff to perform the soil examination, then the site visit may be scheduled after the application form has been submitted to the Agency and an Environmental Program Specialist has been assigned to review the application. You should contact the assigned review officer to schedule the site visit and soils evaluation.

*Please note: For each new vacant subdivision lot, a suitable area for a potential OSWTS must be identified (even if no development is currently proposed), unless the lot will be deed-restricted as a non-building lot.*

**ATTACHMENT E:** Provide a copy of the DHTP report and label it as “Attachment E.” If you choose to have Agency staff perform the soil analysis, then Attachment E may be submitted after Agency staff’s site visit. Please note, however, the application will not be determined complete until Attachment E has been submitted.

- c. Has a licensed design professional (e.g., New York State licensed professional engineer or architect) or qualified contractor prepared detailed plans for each proposed new or replacement OSWTS on the project site?

No \_\_\_\_\_

Yes \_\_\_\_\_

**ATTACHMENT F:** Provide detailed plans prepared by a licensed design professional (e.g., New York State licensed professional engineer or architect) or qualified contractor for each proposed new or replacement OSWTS on the project site. Label as “Attachment F.”

*Please note: Where the DHTP report (Attachment E) indicates there is at least 48 inches of soil to seasonal high groundwater and 72 inches of soil to bedrock, then Attachment F plans may be prepared by a qualified contractor; otherwise the plans must be prepared by a New York State licensed design professional.*

For additional information, please refer to the Agency’s Minimum Requirements for Engineering Plans for On-site Wastewater Treatment Systems, dated March 2003, and available on the Agency’s website (<http://www.apa.ny.gov>).

- d. If the continued use of an existing OSWTS is proposed, indicate the type, material, capacity (size), age, and functional condition of each component of the system (septic tank, distribution box, leach lines, etc.):

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*Please note: an existing system must be able to adequately serve any new or expanded use.*

*Please note: If the project site located in Clinton County, then contact the Clinton County Health Department (CCHD) at (518) 565-4870 or <http://www.clintoncountygov.com>, and provide the Agency with a copy of any OSWTS permit application submitted to CCHD, and a copy of the permit issued by CCHD for an OSWTS on the project site. CCHD approval of proposed OSWTS(s) is generally accepted by the Agency as complying with applicable standards, and potentially may serve as Attachment F (if there is at least 48 inches of soil to seasonal high groundwater and 72 inches of soil to bedrock).*

**10. Property History:**

**ATTACHMENT G:** For all of the parcels identified as part of the project site (See Number 3 above), provide a complete copy of all recorded deeds from May 22, 1973 to the present date (do not send abstracts). Identify each deed by the current tax map number(s) associated with each deed. Label as "Attachment G."

- a. What is the name of the person(s) who owned the parcel(s) of land identified as part of the project site on May 22, 1973?: \_\_\_\_\_
  
- b. Did that property owner(s) own any adjoining property on May 22, 1973 (including any property on the opposite side of a road, railroad, or other intervening parcel)?  
No \_\_\_\_  
Yes \_\_\_\_  
Unknown \_\_\_\_

If you answered "yes," provide the current tax map number(s) of the adjoining property owned on May 22, 1973:

\_\_\_\_\_  
\_\_\_\_\_

Also, identify by tax map number each parcel, including the project site, that has been conveyed from the larger ownership since May 22, 1973, and (if known) the date of conveyance: \_\_\_\_\_

\_\_\_\_\_

Staff at the County Clerk's Office or Real Property Office may be able to provide assistance with property history.

- c. Are there any existing structures (buildings) on the project site?  
No \_\_\_\_  
Yes \_\_\_\_

If you answered "yes," provide the information below (Use additional sheets if necessary):

Date of Construction	Size (sq. ft. of footprint)	Height (feet)	Type/Use (e.g. dwelling, garage)
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Provide a written description of any other structures which existed on the project site as of August 1, 1973 which have since been removed or destroyed. Include the date that the structure was removed or destroyed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**11. Historic Preservation Resources:**

**ATTACHMENT H:** Provide photographs of any structures (e.g., houses, barns, commercial buildings, etc.) on the project site that are more than 50 years old. Label this as "Attachment H" and mark the photographs to correspond to the structures more than 50 years old shown on the Site Plan (ATTACHMENT B). If known, describe if there are any structures or areas on the project site eligible for inclusion on the National or NYS Historic Registers: \_\_\_\_\_

**12. Prior Agency Contact:**

a. Has there been any previous contact or discussion with Agency staff regarding this project or project site, or has Agency staff previously visited the project site?

No \_\_\_\_\_

Yes \_\_\_\_\_

If you answered "yes," provide the staff person's name and the date the contact occurred:

b. Has the project been the subject of a past Agency action (e.g., permit, variance, jurisdictional determination, enforcement case, or wetland flagging)?

No \_\_\_\_\_

Yes \_\_\_\_\_

If you answered "yes," provide the following, as applicable:

Past Permit or Variance #: P- \_\_\_\_\_.

Pre-Application #: A - \_\_\_\_\_;

Jurisdictional Inquiry #: J - \_\_\_\_\_;

Enforcement Case #: E - \_\_\_\_\_ ; and/or

Wetland Boundary Flagging #: W- \_\_\_\_\_.

**13. Deed Restrictions and Easements:**

**ATTACHMENT I:** If applicable, describe (and provide copy of) any existing deed restrictions, Homeowners Association covenants, easements or rights-of-way associated with the project site. Label this as "Attachment I."

**ATTACHMENT J:** If applicable, describe and provide any proposed draft deed language that would create easements over the project site, restrict further subdivision or development on the project site, or provide for any other deed restrictions. Label this as "Attachment J."

**14. Other Governmental Reviews:**

a. Have town, village, and/or county officials been contacted to determine whether the project requires any local municipal approval?

No \_\_\_\_\_

Yes \_\_\_\_\_



**ATTACHMENT K:** Provide a copy of the completed and signed Local Government Notice Form that is attached to this application. Label this as "Attachment K." Also, if approval is required from the local municipality, provide the following as part of Attachment K:

- a copy of the local application or, if issued at the time of this application, the written approval document (e.g., permit, site plan approval, or signed subdivision plat);
  - the minutes of all meetings at which the project was discussed (please note: this request is continuous and information should be provided to the Agency as it becomes available.) and;
  - 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 all local requirements and may be approved as designed.
- b. Have any permits, denials or other decisions been issued by any state or federal agency?  
 No \_\_\_\_\_  
 Yes \_\_\_\_\_

**ATTACHMENT L:** Provide a copy of any permit, approval, or determination obtained from any state or federal agencies for this proposed project. Provide the names and phone numbers of key points of contact with any agency from which a permit was obtained. Label this as "Attachment L."

**15. Project Applicant(s)/Landowner(s) Signatures:**

I HAVE PERSONALLY EXAMINED AND I AM FAMILIAR WITH THE INFORMATION SUBMITTED IN THIS APPLICATION, INCLUDING ALL ATTACHMENTS, AND I AFFIRM THIS INFORMATION TO BE TRUE, ACCURATE, AND COMPLETE. IN ADDITION, IN THE CASE OF ANY PROJECT APPLICANT THAT IS A CORPORATION, LIMITED LIABILITY CORPORATION, PARTNERSHIP, OR OTHER SIMILAR LEGAL ENTITY, I ALSO AFFIRM THAT I AM AUTHORIZED TO SIGN AND SUBMIT THIS APPLICATION ON BEHALF OF THAT ENTITY.

I HEREBY AUTHORIZE THE ADIRONDACK PARK AGENCY AND 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, TO VERIFY INFORMATION CONTAINED IN OR RELATED TO THIS APPLICATION FOR A PROJECT PERMIT.

Signature(s) of all Project Applicant(s) if persons other than the Landowner(s):

Signature	Print Name	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature(s) of all Landowner(s) shown on current deed of record:

Signature	Print Name	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**16. Designation of Authorized Representative:**

Do you want to designate an Authorized Representative to act as your agent in all matters relating to this permit application? If you do, all contact regarding the application will be through your Authorized Representative. However, you will remain responsible for the accuracy of the information contained in this application and for compliance with all terms and conditions of any permit issued by the Agency.

No \_\_\_\_\_

Yes \_\_\_\_\_

If you answered “yes” and by filling in the name and address below, you are authorizing the person named below to act as your agent in all matters relating to this permit application.

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Fax/E-mail: \_\_\_\_\_

Signature of Authorized Representative:

_____	_____	_____
Signature	Print Name	Date

Enclosures:      Local Government Notice Form  
                         Minor Project Permit Application Handbook with Site Plan Flyer

**All applicable attachments must be submitted with the application, or the application may not be accepted as complete for review and review time periods will not commence.**

**MINOR PROJECT PERMIT APPLICATION CHECKLIST**

- Have Agency staff visited the project site to determine the boundaries of jurisdictional wetlands, establish the mean high watermark of any shoreline, and conduct Deep Hole Soils Test Pits if applicable to your proposed project?
- Are all applicable questions answered in each section?
- Are all required ATTACHMENTS completed and labeled with your name on each?
  - ATTACHMENT A – Copy of current deed and, if applicable, purchase contract or lease agreement
  - ATTACHMENT B – Site plan map or subdivision map
  - ATTACHMENT C – Scaled drawings of proposed structures (Plan view and Elevation view)
  - ATTACHMENT D – Wetlands Impacts Analysis and Mitigation Plan
  - ATTACHMENT E – Deep Hole Test Pit report(s)
  - ATTACHMENT F – On-site wastewater treatment system plans
  - ATTACHMENT G – All recorded property deeds back to May 22, 1973
  - ATTACHMENT H – Photos of structures greater than 50 years old
  - ATTACHMENT I – Existing deed restrictions, covenants, easements or rights-of-way
  - ATTACHMENT J – Proposed draft deed restrictions, covenants, easements or rights-of-way
  - ATTACHMENT K – Completed Local Government Notice Form
  - ATTACHMENT L – Permits from other agencies (if any)
- Is the application signed in all required locations?



LOCAL GOVERNMENT NOTICE FORM
for Project/Variance Application to the Adirondack Park Agency

The Adirondack Park Agency will not deem an application complete until the appropriate municipal official in the Town/Village where a project is located has completed, signed and returned this form to the Agency.

If the Town/Village where the project site is located has zoning or other regulations which apply to the proposal, the Adirondack Park Agency will be unable to issue a permit if: (a) the town or village has either refused to grant a necessary permit or variance, or (b) the proposal is a prohibited use in that jurisdiction.

To be completed by the Applicant:

APA Project Number (if available):

Applicant Name: Landowner Name:

Project site location: Town/Village: Tax Map Number:

Project type/description:

If the project involves a subdivision, please provide the appropriate local official a copy of the proposed plat as part of the project description with the plan title and date recorded in the space provided above.

To be completed by the Town/Village:

Does the Town/Village have land use controls? Yes No

If the Town/Village has zoning, provide Zoning District Name(s)

Is the "use" allowed in the zoning district(s) Yes No

Is the project prohibited by any local law or ordinance? Yes No

Does this project require a municipal permit? Yes No

If yes, is the required permit a building permit only? Yes No

If no, identify the type of permit required:

Does this project require a municipal variance? Yes No

If yes, identify the type of variance required (e.g., area, setback, etc.)

Does the project require any other municipal approval? Yes No

If yes, identify the approval required:

Has the municipality received an application for this project? Yes No

If yes, has the municipality issued any decision on this project? Yes No

Provide explanation for any decisions on this project or inconsistencies the project may have with local laws or any comments you wish to provide to the Agency about the project:

Please provide a daytime contact telephone number with the best days/times to be reached, and/or an email address for the official signing this form, should Agency staff have further questions regarding municipal review of this project: ( ) e-mail

Signature of Zoning Official or Planning Board Chair (or Supervisor/Mayor if no such official exists)

Name and Title (Print)

Date

Please return this completed & signed form to the address or fax number below.