

Please send all application materials to apasubmissions@apa.ny.gov.

<p>ADIRONDACK PARK AGENCY Division of Regulatory Programs PO Box 99, 1133 NYS Route 86 Ray Brook, New York 12977 Telephone (518) 891- 4050 www.apa.ny.gov</p>		<p>MEDIUM SCALE RESIDENTIAL DEVELOPMENT PROJECTS 16-49 LOTS OR UNITS</p> <p>Supplemental Information Request</p>
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Applicability: This Supplemental Information Request, together with a General Information Request, is the application for an Adirondack Park Agency permit for medium scale residential development projects, such as subdivisions creating 16 – 49 lots or development of 16 – 49 dwelling units.

Instructions: Please answer all of the applicable questions in each numbered section and provide all required attachments. Type or print clearly in ink. **Submit three completed copies of the General Information Request, this Supplemental Information Request, and all required attachments to the Agency at the above address.** A site visit by Agency staff will also be required. The Adirondack Park Agency Act provides that the time period for review of the proposed project will not begin until the Agency determines that the application is complete. The proposed project may not be undertaken until a permit has been issued by the Agency.

Assistance: The project sponsor is **strongly encouraged to have a pre-application meeting** with Agency staff to review and refine the information required by the Agency prior to submitting this application. For assistance in completing this application or to request a pre-application meeting, please contact the Agency’s Regulatory Programs division at the above address/telephone number and/or refer to the Agency’s website.

Note: Permits may be granted for the development of medium scale residential projects to be undertaken in whole or in sections, subject to conditions. No application for a medium scale residential project or other project to be undertaken in sections shall be deemed complete unless it contains **sufficient information about the design of the entire project** to allow the Agency to assess the impact of the entire project pursuant to Section 809(9) or 809(10)(e) of the Adirondack Park Agency Act. If the project sponsor is seeking final approval for all phases of the project in the initial permit application, construction level detailed plans must be submitted for all phases.

I. PROJECT BACKGROUND INFORMATION AND DESCRIPTION:

Provide a detailed written report that contains the following information keyed to the following headings.

- A. Project Sponsors and Co-applicants:** List the names of all project sponsors and co-applicants. Specify the legal relationship between the project sponsor(s) and all co-applicants. If the project sponsor or co-applicant is a corporation (including a Limited Liability Company), then provide a certificate of incorporation, the office address, and names, addresses and titles for all corporate officers. If a Partnership, list all partners, identify the general managing partner, and provide the address of the partnership’s office.

- B. Developer Qualifications:** Provide a list of the most recent development projects of a similar type or size undertaken by the project sponsor or development entity. For each project, list the name and location of the project, describe the project type and size, state the year the project was started and when it was completed and list the public agencies that were involved in approving the project.
- C. Technical Advisors:** Provide the company name, address, and telephone number of each consulting firm working on this project. Identify the name, title, and telephone number of the person who will be the primary point of contact for each firm.
- D. Schedule of Completion for Plans, Studies and Legal Documents:** If any of the required plans, studies and legal documents described herein are not completed and submitted with this permit application, indicate by name, month and year when each will be submitted. If an item is not scheduled to be prepared, state why not.
- E. Project Description:** Provide a detailed narrative of the proposed project so as to allow an in-depth understanding of the scope of the project and details of necessary on-site and off-site infrastructure, potential impacts, public service needs, and community benefits. The narrative should include the following:
- 1) Project Components:** Identify and describe all development components (e.g. site preparation, infrastructure by type, structures by type, landscape development) to be undertaken in each phase of the project.
 - 2) Development Schedule:** Provide a schedule of the expected start and completion dates, by month and year, for all development including infrastructure that is proposed to be part of the project. If the project is to be phased, state the expected start and completion date, by month and year, for each phase.
 - 3) Buildup of Occupied Units by Year:** List by year, the number of proposed units expected to be built and number occupied. State the approximate number of year-round and seasonal residents expected to occupy these units. This information is necessary for the analysis of public service requirements including emergency services and education. If the project is expected to be oriented toward special populations (e.g., senior citizens, local workforce) please explain.
 - 4) On-site Infrastructure:** Describe plans for all infrastructure, including water supply, wastewater treatment/disposal, stormwater management, electrical supply and roads to be located on the project site. Discuss what systems will be privately owned and operated on private lots.

Describe what systems will serve the development as community systems. If community owned, identify the entity that will own and operate the system. If the system will be the responsibility of local government, describe and provide documents transferring that responsibility such as formation of a special service district. If the system will be the responsibility of an established private utility company/transportation

corporation, identify the entity by name, address and a point of contact. For all service systems, provide an estimate of the demand created by various components of the project and the design capacity of any community system.

- 5) **Off-site Infrastructure:** If the project is to connect with proposed or existing off-site infrastructure (water, sewer, drainage, electric), provide details on the dimensions/capacity of all off-site systems that will be used and their distance/location relative to the project site. Provide written documentation from the appropriate local service provider that the off-site systems have the capacity to meet the specific demands of the project and detail the existing or proposed legal arrangement with the involved local government that will allow the necessary hookups. If the current systems are inadequate to meet the demands of the project, provide written documentation from the local service provider regarding how additional capacity is proposed to be added.
- 6) **Development Costs:** List estimated development costs for each major project component, including but not limited to the following:
 - a) Survey, design, engineering and permitting
 - b) Site Preparation
 - c) Infrastructure
 - Roads and driveways
 - Water supply (treatment and storage and distribution)
 - Wastewater (collection and treatment and disposal)
 - Stormwater Management
 - Electric (distribution and lighting)
 - d) Landscape Development (landscaping, reclamation)
 - e) Principal buildings and accessory structures
- 7) **Estimated Property Value:** Provide the current real property tax assessment for the proposed project. Indicate the expected sales prices for units to be constructed on lots within the development, or the expected rental value for units within the project.
- 8) **Project Employment:** Estimate the number of construction jobs likely to be generated by the project on an annual basis. Indicate the distribution of year-round and seasonal jobs during the expected construction period. State whether the project involves the creation of any long-term jobs in operation of the development. If so, provide details.
- 9) **Future Development:** Describe the scope, location, size and timing for future land use and development or further subdivision of the project site. Depict such future development on appropriate scaled plans.
- 10) **Open Space:** Describe any proposed dedicated open space and any existing or proposed agricultural, recreational, or forestry uses that will be continued or developed as part of the project.

- F. Land Use:** Describe and provide an inventory and map showing and labeling the location of all existing and nearby land uses (within one-quarter mile of the boundaries of the project site), including: year-round residences, seasonal residences, commercial and industrial land uses, public and semi-public community uses, mining, forestry and other resource uses, designated scenic vistas, State land (including its classification) and open space, recreational, and vacant land.
- G. Transportation and Traffic:** Describe the type, location and capacity of existing surface and air transportation systems serving the project site. Identify the entities owning and maintaining any public or private roads providing access to the project site. Assess the anticipated increase in traffic volume on primary and secondary roads resulting from the proposed project. Determine the need for highway and traffic control improvements (e.g., road paving, road widening, intersection improvements, signage). Submit written approvals from municipal and State highway departments for any required new access onto municipal or State highways.
- H. Public Services:** Describe the existing type, location and capacities of the public parks, schools, police and fire protection, emergency medical service, health care, and solid waste, electric, sewer and water facilities that serve the project site and surrounding area. Identify the names of the entities that own and operate these facilities. For the proposed project and each project alternative, assess the potential impact on these services from the proposed project and identify any measures to mitigate any adverse impacts.

II. LEGAL PERMITS, APPROVALS AND AGREEMENTS:

- A. State and Federal Permits and Approvals:** Provide the following information and documents:
- 1) The name of each federal, State and local agency from whom a permit, license or other form of approval for this project must be obtained.
 - 2) The types of approvals, permits or variances required from each agency identified above and to which portion of the project they apply.
 - 3) The name, address and phone number for each contact person representing the agencies identified above.
 - 4) The date when you expect to apply for approval and, if you have already applied, the current status of review (provide a copy of any approvals granted).
 - 5) A copy of any zoning, subdivision ordinances and any other local laws, ordinances, resolutions and policies applicable to development in the Town or to this project in particular.
 - 6) All documents relating to any variance or Planned Unit Development proposed or any zoning change requested or to be requested.

B. Local Government and Regional Approval Documents: Provide a copy of all documents showing the project application has been submitted to all applicable local government or regional entities. If such approval has been obtained, provide the Agency with documentation of such approval. If approval has not been obtained to date, provide a list of all such applicable approvals that will be required, the expected date of project approval, and documentation that the project meets all the criteria for approval.

C. Legal Documents and Agreements: Provide approved or draft copies of each and all of the documents or agreements to which any portion of the project will be subject, including:

- 1) All existing and proposed easements, right-of-way agreements or other similar legal documents affecting the use of the project site.
- 2) Homeowners association offering plan and all related documents such as any Declaration of Covenants, bylaws and deed restrictions.
- 3) Any transportation corporation documents.
- 4) Any and all agreements and/or documents which will affect the ownership, use or enjoyment of any of the structures or uses of the project site.
- 5) Identify by survey the boundaries of all open space recreational areas. Specify what entity will retain ownership of each area and under what agreements, contracts and documents they will be managed. Provide copies of all such documents. Open space areas include, but are not limited to, forestland, agricultural land, trails for hiking, snowmobiles, trailbikes, jeeps, all-terrain vehicles, horses, bicycles, as well as playgrounds, parks, beaches, docks, boat slip areas, and ski trails. Please indicate all areas where public access will be provided on the project site.
- 6) State whether shoreline access will be provided to any non-shoreline lots. If so, indicate on a survey map the location, size and boundaries of the parcel that will provide shoreline access to any owners of a non-shoreline parcel. Specify which parcels will have access to the identified portion of shoreline. Provide any and all documents which relate to how shoreline access will be provided and/or controlled.
- 7) State any intent regarding the dedication of roads or any other structure or use of the property to local government for its ownership and operation. Provide any descriptive information on this arrangement and a statement from the municipality indicating its willingness to accept the dedications of improvements and under what condition(s).

It is Agency policy to require that either (i) all subdivision roads be constructed to Town standards prior to any lot sales or development activities; or (ii) a bond or other financial guarantee acceptable to the Agency and/or the municipality be posted to ensure successful completion of subdivision roads

prior to any lot sales or development. In the event the developer elects to proceed with item (ii) above, provide a cost estimate from the project engineer detailing the cost of construction of the proposed subdivision road(s). Indicate whether the road(s) will be built by the applicant in advance of lot sales/development or whether a financial guarantee for the road(s) will be provided. Indicate when the road(s) will be constructed.

- 8) For any time-share/fractional share or rental units, provide details as to how these units will be owned, maintained and operated. State the anticipated occupancy rate and average length of use. Describe the sales/rental arrangements of the project.

III. ENVIRONMENTAL STUDIES AND REPORTS:

The following studies and reports shall be required for each project unless otherwise agreed to in advance by Agency staff. The need for these studies and reports and the required depth of detail should be discussed in a pre-application meeting or during a preliminary site visit. The studies and reports shall be prepared by appropriately trained professionals for each task (e.g., biologist, registered landscape architect, licensed engineer) with at least two years of experience performing such investigations/analyses. Provide detailed written narratives or reports for each of the following topics and describe the methodology used to develop the information.

A. General Ecology and Endangered Species:

1) General Ecology:

- a) The Project Sponsor's consultant shall conduct a field investigation to determine existing terrestrial and aquatic ecological characteristics in the project area, including (but not limited to):
 - General terrain
 - Major hydrologic features
 - Habitat types (e.g., field, shrublands, hardwood forest, wetland, agricultural land)
 - Relative abundance of each habitat type
 - Characteristic plant species associated with each habitat type
 - Characteristic fish and wildlife (i. e., typical fish, mammal, bird, amphibian, and reptile species known or expected to occur in the project vicinity).
- b) The consultant shall evaluate the nature, extent, and significance of potential impacts (including impacts during construction and operation) of each project alternative on fish, wildlife, and habitat. This analysis shall include general determinations of the amount and type of vegetation to be disturbed, special habitats that might be damaged, and possible interruption of fish and wildlife movements (e. g., blockage of fish movement through culverts, interruption of deer movement by fences).

- c) The consultant shall determine appropriate avoidance, minimization of harm, and mitigative measures to compensate for project impacts.

2) Endangered and Threatened Species Determination:

- a) The Project Sponsor's consultant shall determine presence or absence of endangered, threatened, or rare species within the project boundaries, assess potential impacts of the proposed project and each design alternative on such species and their habitats, and as necessary determine measures for avoidance, mitigation, and minimization of harm.
- b) The consultant shall assess the potential for each design alternative to adversely affect the species of concern, and shall evaluate appropriate project modifications that would avoid, minimize, or mitigate potential project impacts and meet the concerns of involved state and federal agencies.

B. Surface Water Identification and Evaluation:

1) General Characteristics:

- a) The Project Sponsor's consultant shall conduct a field investigation to determine the general characteristics of all bodies of surface water within and adjacent to the project, including named and unnamed tributaries, streams, creeks, rivers, ponds, lakes, wetlands, and special aquatic sites.
- b) The consultant shall determine the New York State Department of Environmental Conservation (NYSDEC) surface water classification for each body of water, pursuant to 6 NYCRR Part 701.
- c) For each project alternative, the consultant shall evaluate the effects of construction activities and project changes on surface water bodies, including (but not limited to):
 - Discharge of dredged or fill material
 - Dredging in stream bed or bank
 - Fill
 - Erosion and sedimentation
 - Stream realignment
 - Reduction of canopy cover
 - Water temperature increases due to removal of stream bank vegetation
 - Changes in runoff
 - Accidental toxic spills
 - Flow changes including restriction and over-widening

- d) The consultant shall evaluate appropriate avoidance, minimization, and mitigation measures to compensate for potential surface water quality impacts, including erosion and sediment control practices proposed in the vicinity of surface waters.

2) Surface Water Quality:

- a) The Project Sponsor's consultant shall identify major drainage basins and sub-catchment areas existing within or adjacent to the project site. The consultant shall determine how the existing soils, vegetation, topography, climate, and seasonal nature of the proposed construction may affect the potential for erosion and sedimentation.
- b) For each design alternative, the consultant shall assess potential sources of surface water pollution from construction activities and from motor vehicle use and other human uses of the completed project.
- c) The consultant shall assess temporary and permanent measures and practices that may be used to avoid or minimize and control soil erosion, sedimentation, and surface water pollution during and after construction.
- d) The consultant shall determine whether a NYSDEC "SPDES General Permit for Stormwater Discharges from Construction Activities" will be required. Subdivisions involving the cumulative disturbance of more than one acre will require such a permit. If a permit will be required, the Project Sponsor shall file any required "Notice of Intent" with the NYSDEC and provide a copy to the Agency. A copy of the Stormwater Pollution Prevention Plan (SWPPP) shall also be provided to the Agency.

3) Wild, Scenic, and Recreational Rivers:

- a) The Project Sponsor's consultant shall assess whether or not the work of the project will affect the free-flowing characteristics of the involved river segment, or will affect qualities of the river segment that pertain to its present state inventory designation.
- b) The consultant shall evaluate the use of special materials (e.g., wood, stone, and colored or textured concrete) appropriate and necessary to obtain approval from the Agency.

C. APA-regulated Wetlands: All wetlands studies for state-regulated freshwater wetland permit application purposes shall be performed to support findings required by Adirondack Park Agency Rules and Regulations, Part 578.

- 1) The Project Sponsor's consultant shall investigate types, locations, and extent of APA-regulated wetlands in the project area. The consultant shall

review APA Freshwater Wetlands Maps to identify potential locations of state-regulated wetlands in the project area.

- 2) The Project Sponsor shall arrange for a consultant experienced in delineating wetlands in the Adirondack Park to conduct a field delineation of the APA-regulated wetland boundaries. APA staff will field review such delineations. The wetland field delineation shall be performed by an individual or individuals trained in the three-factor methodology adopted by the Adirondack Park Agency (NYSDEC Freshwater Wetlands Delineation Manual 1995).

The field delineator(s) shall have at least two years of experience in wetland field delineations employing this method. The consultant shall submit documentation establishing these credentials to the State for concurrence prior to performing the wetland field delineation.

The consultant shall perform the wetland field delineation at a time of year when soil samples may be collected (e.g., when the upper 18" of soil is not frozen) and there is sufficient alive or persistent vegetation cover to reasonably make a wetland determination. In most regions of the Adirondack Park, field delineation is limited to the period between March 15 and November 15. The consultant shall submit justification to the Agency and obtain prior Agency approval for any field delineation work to be performed outside of this time frame. The consultant shall delineate the wetland boundaries with survey flagging.

- 3) From field observations and wetland data sheets, the consultant shall determine wetland characteristics of each delineated wetland, including:
 - Approximate total wetland area
 - Approximate wetland area within existing or proposed right-of-way
 - Wetland cover types (e.g., forested wetland, scrub-shrub wetland, emergent marsh, wet meadow, bog)
 - APA wetland classification(s)
 - Dominant plant species
 - Probable wetland functional values (e.g., flood flow alteration, nutrient removal, wildlife habitat)
- 4) The consultant shall identify and determine the nature, extent, and significance of wetland impacts of the proposed project and each project alternative by identifying type(s) of impacts expected from construction activities and project changes, identifying affected acreage of regulated wetland area and assessing resultant potential impact on functional values.
- 5) The consultant shall assess appropriate avoidance, minimization, and mitigation measures to compensate for losses to regulated wetlands. This analysis shall be sufficient to demonstrate that the proposed action includes all practicable measures to avoid and minimize harm to the regulated wetlands and their associated values.

- 6) The consultant shall assure that delineated wetland boundaries are accurately shown on all project base mapping.
- 7) **Wetland Mitigation Plan:** If wetland mitigation is required, the mitigation plans shall be developed and implemented in accordance with the “New York State Adirondack Park Agency Compensatory Mitigation Guidelines” (copy available from the Agency). The compensatory mitigation activities (restoration, creation, enhancement) should take place prior to the impacts to existing wetland(s).

- a) **Mitigation Goals and Objectives:** To compensate for permitted unavoidable wetland losses, the Project Sponsor’s consultant shall establish mitigation goals and objectives and propose a conceptual compensatory mitigation plan including specific mitigation site(s). The consultant shall coordinate closely with the APA to ensure that the wetland mitigation proposed is consistent with the project goals and objectives and works within the project constraints.

The consultant shall establish the mitigation goals as part of the conceptual wetland mitigation planning. The goals shall relate to the functions and values of the impacted wetlands and the proposed compensatory mitigation wetlands, and shall be expressed in terms that can be quantified and field-measured. They will form the basis for determining the relative success or failure of the mitigation efforts.

The consultant shall analyze how the proposed mitigation site(s) would compensate for unavoidable wetland impacts. Mitigation may include, but is not limited to, best management practices, restoration of temporary fills or work areas, wetland restoration, on-site and in-kind replacement, off-site replacement, habitat enhancement, or mitigation banking.

- b) **Detailed Design of Wetland Mitigation Site:** The Project Sponsor’s consultant shall develop specific wetland mitigation site plan drawings, details, notes and written specifications to become part of the contract bid documents. They will be pursuant to and consistent with the goals and objectives of the conceptual wetland mitigation plan.

The drawing(s) shall show:

- Proposed wetland location, size and configuration
- Proposed grading at one-foot contours
- Temporary and permanent erosion and sediment control practices
- Proposed planting locations and water control structures, as appropriate.

Supporting notes, tables and specifications shall describe planned mitigation materials and techniques, the construction sequence, and at what point the wetland mitigation construction will take place within the overall project construction schedule and sequence of operations.

- c) **Post-Construction Monitoring Plan:** The consultant shall develop a proposed Wetland Monitoring Plan. It shall include certain parameters set in consultation with Agency staff (e.g., the number of years of monitoring required, the number of reports per year and the seasons during which the wetland must be evaluated each year).

The plan shall propose wetland characteristics to be monitored, such as:

- Changes in hydrologic conditions
- Establishment and growth of vegetation
- Development of hydric soils
- Use of the site by fish and wildlife

It shall specify factors to be assessed, such as:

- Influences of climatic and seasonal variations
- Human intrusion
- Damage by wildlife
- Off-site influences that may adversely affect the wetland

- D. Cultural Resources:** The Project Sponsor shall submit to the New York State Office of Parks, Recreation, and Historic Preservation (OPRHP) for review a location map, project description, site plan maps and recent photographs of any buildings that are more than 50 years old. Provide documentation from OPRHP that the project will not have an impact on historic resources or their recommendations for studies or surveys to be done and their recommendations for mitigation of any impacts to historic resources.

If directed by OPRHP to do so, the Project Sponsor shall conduct cultural resource field studies or surveys. The work shall comply with the New York State Historic Preservation Act (including associated guidance). All persons performing or supervising cultural resource survey work shall qualify under the appropriate professional qualification standards.

The final project plans shall include any identified measures to mitigate potential impacts to historic and cultural resources.

- E. Visual Impact Assessment (VIA):** When directed by Agency staff, the Project Sponsor shall provide a Visual Impact Assessment (VIA) of significant visual resources in accordance with current APA visual assessment methodology. The VIA shall be prepared by or under the direct guidance of a registered landscape architect licensed in the State of New York with at least two years of experience in VIA preparation. Agency staff shall be invited to be present when field work is being undertaken, such as taking representative photographs from key viewpoints and conducting balloon tests to locate proposed development.

- 1) The consultant shall review all relevant project information and visit the project site to obtain supplemental information (e.g., photographs and observational notes) necessary for defining the visual environment.

- 2) The consultant shall prepare appropriate viewshed mapping for existing conditions, proposed conditions, each design alternative, and the null alternative (wherever null alternative viewsheds at the design year would differ significantly from existing conditions) to define the physical limits of the affected visual environment.
- 3) The consultant shall submit a draft of this report for preliminary review by the Agency and by the OPRHP. The final project plans shall include any identified measures to mitigate potential impacts to historic resources.
- 4) The consultant shall identify the key views and the range of significant visual resources for each viewer group. Key views shall include the views of the project and from the project that best represent the visual environment for the proposal, each design alternative, and the null alternative.
- 5) The consultant shall prepare digital photography based visual simulations to depict the existing and proposed conditions in order to compare them to the design alternatives as seen from key viewpoints. The type and number of simulations shall be discussed with and approved by Agency staff in advance.
- 6) The consultant shall assess the visual impacts of the proposal, each design alternative, and the null alternative, including changes to significant visual resources and probable viewer response to these changes. This assessment shall include measures to avoid, minimize, or mitigate negative visual impacts and to enhance positive impacts. Descriptions and costs of these measures shall be in sufficient detail for incorporation into the preliminary design and for use in evaluating relative advantages and disadvantages among the alternatives.

F. Traffic Study: Using a qualified expert, provide a detailed study of existing vehicular traffic flows on all public roads in the vicinity of the project site during peak holiday, weekend, and peak weekday periods/hours, and calculate the amount of vehicular traffic to be generated by the project and by other planned development during these periods. This study must be done in consultation with and include documentation from the NYS Department of Transportation, County Department of Public Works, and local highway departments. Such study shall include consideration of:

- Sight distances at road intersections with existing roads;
- Level of service analyses;
- Turning movements at key intersections;
- Need for additional traffic control devices;
- Adequacy of existing roads to accommodate anticipated traffic generated not only by the project but by other planned or anticipated development as well;
- Alternatives to existing traffic routes and patterns which would mitigate traffic problems in the area; and
- Accident history of public roads on or near the project site.

G. Alternatives: Identify, assess and provide supporting plans for alternative sites, technologies, scales or magnitude of the project, project designs, project timing and phasing, uses, and types of actions. Specifically, address the following:

- 1) **Alternative Designs/Components:** Provide a description of and supporting plans for alternative project designs. For subdivision projects, include a discussion and plans on clustering versus large acreage lots and other alternative open space development designs that may combine open space areas with clustering and small, medium and large lots.
- 2) **Alternative Technologies:** Provide an assessment of alternate technologies for infrastructure facilities including, but not limited to water supply, wastewater treatment, and stormwater management.
- 3) **Alternative Access:** Provide a description of the alternative designs for access to the project property from nearby or adjoining highways. Identify the preferred alternative.
- 4) **Alternative Water and Wastewater Treatment Systems:** Provide an assessment of the costs, feasibility, and impacts of community, municipal and individual systems.

IV. MAPPING AND ANALYSIS REQUIREMENTS:

Submit the maps as specified below. Technical considerations such as map scale, area coverage and reproduction capability should be discussed with Agency staff, in a pre-application meeting, prior to preparing these materials.

Mapping should be completed in two steps: first, developing the “Existing Features Mapping and Analysis” materials and second, preparing the “Project Plans and Construction Details.”

Each required map, plan or drawing must clearly show the following: scale; north arrow; name of preparer; date map prepared; maker, date and description of revisions to original map; and professional certification, if applicable or required by the Adirondack Park Agency or NYS law.

A. Resource and Existing Features Mapping:

- 1) **Project Site Base Map** - at a scale appropriate to the project, showing:
 - Property boundary lines;
 - Boundaries of the project site;
 - Adjoining and adjacent landowners and owners of inholdings, if any;
 - All Adirondack Park Land Use and Development Plan Map land use area boundaries;
 - Local zoning boundaries;
 - All bodies of water (rivers, ponds, and lakes) and permanent and intermittent streams (based on USGS planimetric maps and as designated by NYSDEC);

- Boundaries of all wetlands (as delineated in the field by Agency staff or qualified wetlands biologist);
 - Existing buildings and structures on the site (labeled with size and use);
 - Existing paved and unpaved roadways, driveways and parking areas;
 - Existing water, wastewater, and electrical facilities; and
 - Designated Agricultural Districts.
- 2) Soils Map - at the same scale as the Project Site Base Map, provide soils mapping in accordance with the Agency's Soils Handbook. Consult with Agency staff prior to undertaking to determine the level of intensity required for the soils mapping. (The size of the lots and type of development will determine the type of soil mapping needed).
 - 3) Slope Map - at the same scale as the Project Site Base Map, provide five-foot contour topographic mapping that is shaded to show slope categories of 0-3%, 3-8%, 8-15%, 15-25%, and greater than 25%.
 - 4) Critical Areas Map - at the same scale as the Project Site Base map, depicting:
 - Areas within 100 feet of lakes, ponds, rivers, streams and wetlands;
 - Critical Environmental Areas as identified in the Adirondack Park Agency Act;
 - 100-year flood plains based on HUD flood area maps;
 - Other natural hazard areas (landslide and rock fall areas, areas of unstable geological, ice or snow formations);
 - Designated Wild, Scenic and Recreational River "river areas" (generally within ¼ mile of the bank of a designated river or as otherwise described in Appendix Q-6 of the Agency's Rules and Regulations);
 - Rare or valuable ecosystems and geological formations;
 - Significant wildlife habitats (e.g., deer wintering areas, significant avian nesting areas);
 - Designated archeological areas, historic structures, historic districts or landscapes;
 - Designated scenic vistas and other areas of local scenic significance
 - Areas of the site presently visible from public view locations (e.g., roads, trails, waterways); and
 - Any renewable resource lands such as aquifers and aquifer recharge areas, mineral resource areas, significant agricultural lands, or public watershed lands.

B. Site Analysis Mapping:

- 1) Site Limitations Composite Map - at the same scale as the Project Site Base Map. This map should be developed by overlaying the previous resource maps and, through the use of overlay shadings, identify those areas most suitable for development and those areas with cumulative limitations to development (e.g., wetlands, slopes over 25 percent, areas within 100 feet of water features and wetlands, flood plains, and other identified critical

areas). This map should be prepared and evaluated prior to any detailed engineering, site layout or design work.

V. PROJECT PLANS AND CONSTRUCTION DETAILS:

Submit the project plans and construction details specified below unless changes are agreed to with Agency staff in advance. Technical considerations such as plan scale, area coverage and reproduction capability should be discussed with Agency staff, in a pre-application meeting, prior to preparing these materials.

Each required plan or construction detail sheet must clearly show the following: scale; north arrow; name of preparer; date map prepared; maker, date and description of revisions to original map; and professional certification, if applicable or required by the Adirondack Park Agency or NYS law.

The proposed development should be placed in areas that are suitable for such use based on the Site Limitation Composite Map and protect those areas that are not suitable for development.

The development scheme should be based on the Agency's overall intensity guidelines, local zoning requirements, and be in conformance with the policies, purposes and objectives of the land use areas designated in the Adirondack Park Land Use and Development Plan Map. In particular, when developing lands classified Rural Use and Resource Management, project designs should consider clustering, large lots, substantial acreage lots and common open space options.

- A. **Cover Sheet:** clearly labeled with the name of the project, a list of the sheets in the set of plans with the number and description of each sheet, and date and descriptions of all revisions.
- B. **Overall Site Plan:** at an appropriate scale agreed to with Agency staff (e.g., 1 inch = 400, 800, or 1,000 feet) showing the boundaries of the entire landholding, the project site boundaries if different than the landholding, all proposed lots (i.e., building lots, road lots and open space parcels), existing public roads, and primary water features (i.e., lakes, ponds, rivers and permanent streams).
- C. **Subdivision Plat:** at an appropriate scale agreed to with Agency staff (1 inch = 100, 200 or 400 feet) showing the boundaries of the project site, all proposed lots (i.e., building lots, road lots and open space parcels) with the lot number and acreage of each lot, a building location or envelope on each new building lot, all existing and proposed roads, driveways and parking areas, the limits of vegetative clearing on each lot, all water features (i.e., lakes, ponds, rivers and permanent or intermittent streams) and all identified wetlands.
- D. **Lot Development Plans:** at an appropriate scale agreed to with Agency staff (1 inch = 20, 40, or 100 feet) that shows:
 - 1) scale, north arrow and property boundary lines;
 - 2) all bodies of water and permanent or intermittent streams;
 - 3) boundaries of all wetlands as identified by Agency staff in the field;

- 4) all existing and proposed roads, driveways, and parking areas;
- 5) all existing structures (locations, sizes and uses);
- 6) changes in vegetative cover types on the site (e.g., fields, forests);
- 7) the proposed lot lines with lot numbers and the acreage of each lot;
- 8) at least one building location on each lot with well, driveway, and individual wastewater treatment system locations (the plan must show all components of each system and a 100% reserve area on each lot for replacement of the absorption area);
- 9) as an alternative to a site specific building location, a building envelope may be shown on those lots which are generally suited for development (e.g., uniform soils, moderate slopes, no wetlands or other water features);
- 10) all other proposed accessory structures with locations, sizes and uses (e.g., garages, wood sheds, docks, decks, boathouses);
- 11) existing and finished contours at two-foot intervals; and
- 12) the proposed vegetation clearing limits on each lot.

For each lot, the plan should also indicate the following:

- Dimensions in square feet of the proposed maximum footprint of each proposed dwelling, including covered decks, porches and attached garages;
- The maximum footprint and exterior dimensions of all detached guest cottages and accessory structures;
- The proposed number of stories and the maximum overall height in feet of each structure (height is measured from the highest point of the structure to the lowest point of existing grade or finished grade, whichever is lower); and
- The proposed type and colors of exterior finish materials to be used on the exterior walls and roofs of all structures.

E. On-site Individual Water Supply and On-site Wastewater Treatment Systems Plans and Details: Engineering plans for on-site wastewater treatment system(s) must be of construction level quality and meet the following minimum requirements for format and content.

- 1) Format:
 - a) Engineering plans must have a minimum size of 11 inches x 17 inches and a maximum size of 24 inches x 36 inches.
 - b) The cover sheet must include the APA project number, applicant's name, sheet index, legend of symbols and the engineer's name, address, signature, date of signature and seal. If a cover sheet is not provided, then all of this information except for the sheet index must be provided on each sheet of the plans.
- 2) Contents:
 - a) Vicinity Plan or Map - a plan or map relating the project location to its environmental setting must be included at a minimum scale of 1:24,000. Such a map must be included on the cover sheet or, if no cover sheet is provided, on the first page of the plans.

- b) Site Plan Contents - the site plan should be drawn to a scale of between 1 inch = 10 ft. and 1 inch = 50 ft. and contain the following:
- Scale and north arrow;
 - House and driveway;
 - On-site well;
 - Neighboring wells within 200 feet of the proposed absorption field;
 - House wastewater system, including septic tank, pump station (if applicable), dosing siphon (if applicable), and distribution box;
 - Soil absorption system and 100% reserve area for system replacement;
 - Property lines;
 - Test pits (locations and results);
 - Percolation tests (locations and results);
 - Streams (intermittent and permanent) and wetlands;
 - Mean high water mark of streams, lakes and ponds;
 - Bedrock outcrops; and
 - Survey benchmarks.
- c) Engineering Report/Basis of Design - The basis of design for the wastewater treatment system shall be shown on the plans in an appropriately titled section or provided in a separate engineering report on 8½ x 11 inch paper. All calculations regarding the design of all wastewater treatment system components shall be provided.
- d) Hydraulic Profile/Topography - Site topography should be indicated on the site plan by contours at intervals of no more than 2 feet. The requirement for site topography may be waived depending upon the location of the house with respect to the wastewater treatment system and type of system employed. In general, site topography and/or a hydraulic profile through the system will be required.
- e) Details/Cross-Sections - A detail for each system component shall be provided. This includes septic tank, distribution box, pump station or dosing siphon. A section and longitudinal view shall be provided for an absorption trench or shallow absorption trench. A section view shall be provided for an absorption bed or any other type of absorption system.
- f) Material and Construction Specifications - Complete material and construction specification shall be clearly provided for all wastewater treatment system components. Sufficient detail must be provided to enable a contractor to know what materials are required and how they are to be installed/constructed. This can be done using the details/cross-sections previously discussed, by listing them on a section of the plans or both. Specifications may also be provided in a separate document on 8½ x 11 inch paper.

F. Community or Municipal Water Supply and Wastewater Treatment Systems Plans and Details:

Provide detailed plans, details, specifications and ownership and maintenance provisions for any new, replacement or expanded water supply and wastewater treatment system(s) prepared by an engineer licensed in the State of New York. Also provide:

- 1) detailed engineering report(s); and

- 2) documentation, if existing community or municipal system(s) are to be used, that the system is adequate to serve the project, including documentation from the owner/operator of the system(s). If the existing systems are inadequate, provide engineering reports and plans describing and depicting proposed upgrades or improvements.

G. Utility Plans: Provide a utility plan at the same scale as the Subdivision Plat. Also provide detailed engineering construction reports, drawings, construction details and specifications for all proposed public electric, telephone, cable and television.

H. Road and Driveway Construction Details: Provide subdivision road, driveway, and parking area scaled construction plans, details and specifications. Show at a minimum:

- 1) typical road construction plans showing retaining walls, ditches, base, subbase, and surfacing details;
- 2) centerline profiles showing existing and proposed grades;
- 3) cross-sections at 100-foot stations in areas where proposed roads traverse slopes greater than 15% or a grading plan showing existing and proposed contours;
- 4) limits of vegetative clearing;
- 5) drainage control plans showing locations, type, materials, anticipated loading and capacity of drains, culverts, and catch basins; and
- 6) all related temporary and permanent erosion control measures (e.g., rip-rapping, silt fences, vegetation).

I. Erosion and Sediment Control and Stormwater Management Plans: Provide construction plans, details and specifications for erosion and sediment control and stormwater management for all on-site and off-site construction work areas, staging areas, on-site or off-site detours, borrow areas, and wetland mitigation sites. Describe installation and maintenance requirements.

The plans shall be prepared by a New York State licensed professional engineer or architect, a registered Landscape Architect or a certified erosion specialist. The plans shall include:

- 1) an erosion and sediment control plan in accordance with the "NYS Guidelines for Urban Erosion and Sediment Control;"
- 2) a stormwater plan in accordance with the guidelines set forth in the "New York State Stormwater Management Design Manual;"
- 3) a Stormwater Pollution Prevention Plan for the project site, including all hydrological calculations, which:
 - a) Controls runoff, during and after development, such that peak runoff for 1-, 10- and 100-year 24-hour storm events does not exceed the peak runoff prior to development. Identification of all pre- and post-development sub-catchment areas located within or affecting the project site must be included in the analysis. Use TR-55 or equivalent methodology to calculate peak flows;
 - b) Improves water quality by capturing and treating 90% of the average annual stormwater runoff volume, defined as the Water Quality Volume, WQv. The final WQv shall be treated by an acceptable practice from the list in Table 5.1 of DEC's Stormwater Management Design Manual;
 - c) Employs design criteria for stormwater treatment structures found in

DEC's Stormwater Management Design Manual or equivalent reference, which must be cited in the report;

- d) Includes an erosion and sediment control plan for all phases of the project which reduces or eliminates erosion and sediment loading to waterbodies (i.e., lakes, ponds, streams and wetlands) during and after construction; and
- e) Includes a maintenance plan for stormwater controls during and after completion of construction.

J. Buildings and Structures: Provide to-scale construction plans, elevations and details for all residential dwellings and accessory buildings; bulkheads, piers, docks or other waterfront facilities; fencing; sidewalks; stairways; retaining walls and any other structures that will be constructed as part of the project. Show plans and elevations and label dimensions, construction materials and exterior colors.

If individual dwelling plans are not available, provide for each proposed lot the maximum footprint, number of stories, and building height of each single family dwelling and the maximum number and size in footprint and height of all proposed accessory structures and a description of all exterior materials, textures and colors.

K. Landscape Development Plan: Provide scaled plans, details, and specifications prepared by a registered landscape architect licensed in the State of New York. A separate Landscape Development Plan sheet(s) shall be provided or the required information may be shown on the Lot Development Plans. Proposed plantings should only include native species or proven non-invasive ornamental plants commonly found in the vicinity of the project site. The landscape development plan shall include:

- 1) all existing vegetation to be cut or removed;
- 2) all construction clearing and grading limit lines;
- 3) all existing vegetation to be retained and the location of tree protection measures during construction;
- 4) all existing specimen trees greater than 12 inches in diameter at breast height;
- 5) the location of all proposed plantings;
- 6) a keyed list (planting schedule) that provides the species and common names, sizes, and whether the plants are nursery grown or field collected;
- 7) written specifications, typical planting details, and seed mixes for temporary and permanent grassed areas;
- 8) a plan for maintenance and care of all plantings during the initial period of establishment and during the post-construction warranty period; and
- 9) a site-specific invasive plant control plan including, but not limited, to construction vehicle sanitation, control of invasive plant propagules onto the site, weed-free mulch materials and weed-free fill.

L. Waste Disposal Plans: Site plans shall be developed for all on-site and off-site waste disposal areas. The plans shall clearly state the volume and type of wastes to be placed in each waste disposal area. The final site plans for waste disposal areas shall show the location of the waste disposal area relative to property and right-of-way lines, existing and proposed topography with two-foot contour intervals, latitudinal and longitudinal cross-sections through the area showing

existing and proposed contours, permanent and temporary erosion control plans, including the location of silt fence, vegetative planting plans and wetland location(s) within 100 feet of each proposed waste disposal area. If located off-site, written permission from all landowners listed on the current deed for the property shall be provided to the Agency.

- M. Signage Plans:** Provide to-scale details and specifications for each proposed outdoor sign that includes at a minimum: width and height from ground surface to top of each sign, construction details and materials, proposed text, color scheme, logos or other graphics, and details of any lighting, raised foundations, planters or retaining walls.

The sign plan must comply with the Agency's "Sign Standards" (9 NYCRR Appendix Q-3). Show and label on the Site Development Map, or on a separate Sign Plan, the number, location, and orientation of all exterior signs.

- N. Lighting Plan:** Provide on a separate to-scale plan or on the Lot Development Plans, the location of all exterior light fixtures. Provide plan and elevation views and construction details of all freestanding light standards. Show the foundation, the light standard, the light fixtures, and any shielding that will restrict projected light from being seen off-site such as cut-off fixtures.

Provide manufacturers specifications and details describing: the size, color, and type of light standards and light fixtures, bulb types and wattages, surface area lit by each light, shields and reflectors.

- O. Previously Filed Plats:** Provide a copy of all previously filed subdivision plats for the project site.