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**Division of Regulatory Programs**

**APPLICATION FOR STATE  
AGENCY PROJECTS for  
CONSTRUCTION OF ROADS/  
TRAILS INVOLVING WETLANDS**

**Supplemental Information Request**

**Applicability:** This application is for State agencies proposing to construct roads and/or trails involving wetlands.

**Instructions:** Please answer all of the applicable questions in each numbered section and complete all required Attachments. Type or print clearly in ink. If you need assistance answering the questions, please call the Agency at the above telephone number. **Mail two (2) copies of your application and required attachments to the Agency at the above address.** A site visit by Agency staff will be required. The Adirondack Park Agency Act provides that the time period for the review of this project will not begin to run 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.

**1. Project Sponsor: (as shown on the General Information Request)**

State Agency:

Authorized Representative:

**2. Technical Advisors or Consultants**

Firm Name:

Firm Name:

Authorized Rep:

Authorized Rep:

Mailing Address:

Mailing Address:

Telephone Number (daytime):

Telephone Number (daytime):

FAX:

FAX:

### **3. Detailed Project Description**

a) Provide a detailed description as to purpose of and need for the project, including the manner in which the project, where possible, avoids and otherwise minimizes, mitigates and compensates for wetland impacts.:

b) Provide detailed written description of the major site development elements of the project:

c) Provide detailed written description of the need for the selected project design and describe what, if any, alternatives were considered and the reasons for rejection:

### **4. Survey or Deed Plot (Not needed for Forest Preserve Lands)**

**Provide a survey or deed plot of the entire project site prepared by a surveyor, engineer, architect or landscape architect licensed in the State of New York showing at a minimum the property boundary lines in relationship to existing roads and water features (i.e., lakes, ponds, rivers and streams).**

## 5. Site Plan Map

For each area of construction involving APA-jurisdictional wetlands, provide a site plan map prepared by a licensed surveyor or engineer (unless otherwise agreed to by Agency staff) showing the proposed project that is drawn to scale (i.e., one inch equals 50 feet) and which is clearly labeled with the map ratio scale and a bar scale, north arrow, date of preparation and name of preparer. Show and label all of the following within the proposed project limits for each area of proposed construction:

a) Existing Conditions:

**Natural resources, including all:**

- 1) waterbodies, including ponds, rivers and permanent and intermittent streams,
- 2) wetlands (to be delineated by Agency staff or by trained professionals with review by Agency staff),
- 3) flood plain boundaries and elevation of the 100-year flood plain,
- 4) areas of bedrock at or near the surface,
- 5) boundaries of existing vegetation cover types (e.g., forested, field, agricultural),
- 6) topographic contours at 2 foot intervals,
- 7) natural swales and drainage features, and
- 8) any special plant or animal species or habitats contained on the NYSDEC Natural Heritage database.

**Existing human-made resources, including all:**

- 1) principal and accessory buildings (label size, use and materials),
- 2) retaining walls, fencing and other structures,
- 3) public roadways, bridges, railroads, and parking lots (label size and materials),
- 4) intersecting private roadways and driveways (label size and materials),
- 5) sidewalks, stairways and other pedestrian facilities (label size and materials),
- 6) boat docks, fishing piers and other waterfront facilities (label size and materials),
- 7) culverts, headwalls, ditches, settling basins and other stormwater management facilities (label size and materials),
- 8) overhead and underground public utilities located within the ROW,
- 9) guide rails and signs,
- 10) property lines, lot lines and easement lines, and
- 11) right-of-way lines of all municipal, county and State highways

b) **Proposed Conditions, including all:**

- 1) new principal and accessory buildings (label use, size, and materials),
- 2) retaining walls, fencing and other structures (label size and materials)
- 3) all new roadway and parking areas (label size and materials),
- 4) new sidewalks, stairways and other pedestrian facilities (label size and materials),
- 5) proposed property lines, lot lines, and easement lines,
- 6) construction limit lines,
- 7) grading limit lines and final grading shown at 2 foot intervals,
- 8) permanent stormwater management facilities (label size and materials),
- 9) new or relocated private and public utilities,
- 10) new guide rail and signs,
- 11) fuel and bulk chemical storage and dispensing facilities,
- 12) docks, bulkheads, piers and other waterfront facilities,
- 13) temporary access roads and work pads,
- 14) temporary stream diversions,
- 15) limits of vegetative cutting,
- 16) new landscape development, and
- 17) limits of wetland fill and wetland mitigation areas.

**6. Centerline Profile And Cross-sections**

Show and label the centerline profiles of all new or reconstructed roadways, trails and bridges. Provide typical cross-sections at 50 foot intervals showing existing and finished grades for all new or reconstructed roadways and parking areas (in and within 100 feet of wetland boundaries).

**7. Proposed Construction and Operation Dates**

- a) Estimated Start of Construction Date:
- b) Estimated Construction Completion Date:

**8. Construction Phases**

Will the project be constructed in more than one phase?

- No
- Yes, if so, describe each phase as to components and estimated construction and completion dates.

**9. Purchase of Right- of- Way and Easements**

- a) Will the project involve the permanent acquisition, temporary occupancy (TO), temporary easement (TE), or permanent easement (PE) of privately owned lands?

- No
- Yes

**If Yes, ATTACH a list of landowners, tax map parcel numbers, and size of each parcel to be acquired in fee or by TO, TE or PE.**

- b) Will the project involve the acquisition temporary occupancy (TO), temporary easement (TE), or permanent easement (PE) of State Forest Preserve lands?

- No
- Yes, if so, list the type and size of each acquisition:

**If Yes, ATTACH the supporting documentation for land to be removed from the Adirondack Park Land Bank .**

**10. Construction Staging Areas**

a) Describe the location and proposed use of all on-site and off-site construction staging areas (e.g., for field office, equipment and materials storage, batch plants) for the project. Describe how the staging areas will be restored after construction completion.

**b) Show and label on a separate site plan or on the Project Site Plan all on-site and off-site construction staging areas.**

c) If the staging areas will be out of the right-of-way, provide tax map parcel numbers for all involved parcels:

Landowner Name:

Mailing Address:

Staging Area Site Location:

Street Address:

Town:

County:

Tax Map No:

Telephone Number (daytime):

**11. Waste Disposal**

a) Describe the type, estimated quantities, methods of disposal and on-site and off-site disposal locations of all waste materials generated from the project.

Type of Waste Material	Estimated Quantity	Disposal Method	Disposal Location
Stumps, trees and other grubbed materials			
Unsuitable and excess excavated soils			
Broken concrete and asphalt (from bridges, pavements)			
Construction and demolition debris (e.g., wood, paper)			
Guiderail, signs, and other metal components			
Paint chips, asbestos, excess paint and other hazardous materials			

b) If waste disposal will occur off-site, provide the following information for each waste disposal site landowner.

Landowner Name:

Mailing Address:

Waste Disposal Site Location:

Street Address:

Town:

County:

Tax Map No:

Telephone Number (daytime):

Landowner Name:

Mailing Address:

Waste Disposal Site Location:

Street Address:

Town:

County:

Tax Map No:

Telephone Number (daytime):

c) **ATTACH a separate site plan drawn to 1" = 40 feet or show on the Site Plan Map, any waste disposal area not operated as an approved land fill by the NYS Department of Environmental Conservation. The plan should show how the waste disposal site will be restored after placing the waste material.**

## 12. Flood Plain Evaluation:

*Determine the 100-year flood plain boundaries for existing conditions and for the selected preferred design alternative (the 100-year flood plain boundaries must be clearly shown and labeled on the Site Plan Map).*

a) Will project activities result in the placement of fill or the construction of permanent structures within the flood plain of navigable streams and rivers?

No

Yes (If Yes, answer the following questions):

1) Evaluate and discuss any longitudinal or other significant encroachments into the flood plain, including the risks associated with the encroachment, the impacts on natural and beneficial flood plain values, and avoidance, minimization and mitigative measures.

2) Discuss the reasons for locating the project (elements) in the flood plain and avoidance alternatives considered and why they are not practicable.

- 3) Describe how buildings, sewer systems and other structures and facilities will be protected from flooding events.

**13. Temporary Stream Diversions**

- a) Will the project involve the temporary diversion of an intermittent or permanent stream or river?

No

Yes

If yes, describe the timing of the installation and removal of the temporary facilities in the construction work sequence:

- b) Provide and label a plan (or show on the Project Site Plan) and provide construction details showing the type, location, size and material(s) of any diversion structures. Provide construction details of all erosion and sediment control practices that will be used in conjunction with any temporary stream diversion.**

**14. Temporary Access Roads and Work Pads**

- a) Will temporary access roads or work pads be constructed in wetlands or in surface water bodies, including streams, rivers, ponds or lakes?

No

Yes (*answer the following questions*)

- 1) Describe the type, location, size and material(s) of any temporary access roads or work pads:

- 2) Describe the timing of the installation and removal of the temporary facilities in the construction work sequence:

- 3) Describe measures to restore disturbed areas:

**b) Provide and label a plan (or show on the Project Site Plan) and provide construction details showing the type, location, size and material(s) of any temporary access roads or work pads. Provide labeled construction details of all erosion and sediment control practices that will be used in conjunction with the work.**

**15. Maintenance and Protection of Traffic**

a) Describe how traffic will be maintained and protected through the work zone.

b) Will the road or bridge be closed during construction and an off-site detour used?  
 No  
 Yes. If an off-site detour is proposed, describe the route and any impacts on the provision of emergency services.

**c) For road detours, ATTACH a map (or show on the Site Plan Map) the off-site detour route and provide documentation that the route has been approved for use by the municipal, county or State highway department responsible for the detour highway.**

**16. Fuel Storage and Handling**

a) Will the project involve the storage and dispensing of motor, heating, or jet fuels or bulk chemicals?  
 No  
 Yes

b) If Yes, describe the type, volume, method of storage (e.g., underground tank, aboveground tank) and location of all fuel and bulk chemical storage and dispensing facilities:

**c) Provide plans and details for all fuel storage and dispensing facilities. Show and label the facilities on the Project Site Plan. Provide a copy of the NYSDEC Tank Registration for each tank.**



**17. Use of Herbicides and Pesticides**

a) Will the operation of the project involve the use of herbicides or pesticides?

- No
- Yes

b) If Yes, describe the type, proposed areas of use, storage and handling of all herbicides and pesticides:

**18. Proposed Buildings and Structures**

a) Will the project involve the construction of any new buildings?

- G No
- G Yes

**If yes, show all the buildings on the Project Site Plan. Also provide construction plans and details for all proposed primary buildings, accessory buildings; bulkheads, piers, docks, decks or other waterfront facilities; fencing ; sidewalks; stairways; and retaining walls that will be constructed as part of the project. Show plans and elevations and label dimensions, construction materials and exterior colors.**

**19. Utility Relocation Plan**

a) Will the project involve the relocation of any public or private utilities?

- G No
- G Yes

b) **If Yes, provide and label a plan showing any public or private utilities that will be relocated as part of this project. Clearly indicate all areas of disturbance, including any removal of existing trees and shrubs. Describe how the disturbed areas will be restored.**

**20. Exterior Signing**

a) Will the project involve any new exterior signing?

- No
- Yes

- b) If yes , provide a Sign Plan as follows ( the sign plan must comply with 9 NYCRR Appendix Q-3):**
- 1. Show and label on the Project Site Plan, or on a separate Sign Plan, the number, location, and orientation of all exterior signs.**
  - 2. Provide to-scale details and specifications for each proposed outdoor sign that includes at a minimum:**
    - a. Width and height from ground surface to top of each sign;**
    - a. construction details and materials;**
    - c. proposed text, color scheme, logos or other graphics; and**
    - d. details of any raised foundations, planters or retaining walls.**

**21. Exterior Parking (i.e. trailhead construction/improvement)**

**a) Will parking be provided as part of the project**

G No

G Yes, describe the number and location of all new vehicle, boat, trailer or airplane parking spaces:

**b) Provide construction plans and details for all parking areas.**

**22. Erosion and Sediment Control Plan**

**a) Will the project involve clearing, grading, grubbing or excavation?**

No

Yes

**b) If yes, provide an Erosion and Sediment Control Plan. The plan shall apply to all on-site and off-site construction work areas, staging areas, on-site or off-site detours, borrow areas, and wetland mitigation sites.**

**1) Provide and label all temporary and permanent erosion and sediment control practices, including but not limited to silt fence, turbidity curtains, diversion structures, seeding, soil stabilization fabrics, and stone fill. Label the plan to show the type, size, and length of these measures.**

**2) Provide and label typical details, special notes and specifications for all stormwater management and erosion and sediment control facilities and practices. Describe installation and maintenance requirements. Typical details shall show the type, size, materials, and installation methods.**

**3) Identify temporary practices that will be converted to permanent facilities.**

- 4) **Provide an implementation schedule for staging temporary erosion and sediment control practices, including the timing of initial placement and the duration each practice is to remain in place.**

**23. Stormwater Management Plan**

- a) Will the project involve a cumulative disturbance of one or more acres of land area by clearing, grading, grubbing or excavation and does the project involve a stormwater discharge to Waters of the United States?  
 No  
 Yes
- b) If yes, you may be required to obtain coverage under the NYSDEC Stormwater General Permit. Provide a copy your Stormwater Management Plan required pursuant to the general permit.

**24. Proposed Landscape Development**

- a) Will the project involve landscape development (e.g., planting of trees and shrubs for screening, aesthetics or erosion control or establishment of turf areas)?  
 No  
 Yes

**b) If yes, provide a Planting Plan as follows:**

- a) **Provide and label on the Site Plan Map or a separate a plan the location of all proposed planting. Provide a keyed list that provides the species and common names, sizes, and whether the plants are nursery grown or field collected.**  
**(Note: The planting plan should only include native species or ornamental plants commonly found in the vicinity of the project site).**
- b) **Provide specification, typical planting details, and seed mixes for temporary and permanent grassed areas.**
- c) **Provide a plan for maintenance and care of all plantings during the initial period of establishment and during any post-construction warranty period.**

**25. Wetlands**

- a) Will the project result in the temporary or permanent loss of any wetland acreage by filling or draining?  
 No  
 Yes. Amount of acreage to be lost: \_\_\_\_\_ square feet.
- b) If you checked Yes to any of the above questions, you may be required to provide a Wetland Mitigation Plan (described below) as part of your Special Information Request. Contact the Agency for a copy of the Agency=s Wetlands Mitigation Guidelines for further information.

- c) If directed by the Agency's Environmental Program Specialist, provide a Wetland Mitigation Plan that includes narrative and graphic portions. The narrative portion should include the following:

**Existing Conditions at Impacted Wetland Sites:**

Describe existing conditions, including:

- 1) Existing wetland acreage and boundaries;
- 2) Existing wetland cover types (e.g., forested wetland, scrub-shrub, emergent marsh, wet meadow, bog),
- 3) Dominant plant species,
- 4) Probable wetland functions and values (e.g., flood storage, wildlife habitat),
- 5) Source of existing wetland hydrology, water depth and hydroperiod,
- 6) Existing wildlife present,
- 7) Nature, extent and duration of project impacts,
- 8) Avoidance measures taken, including why complete wetland avoidance is not feasible,
- 9) Minimization efforts taken and how the selected alternative reduces wetland impacts to the greatest extent practicable.

**Proposed Mitigation Measures:**

Describe the wetland mitigation measures, including:

- 1) Wetland mitigation goals and objectives,
- 2) Type of mitigation proposed (e.g., on-site/off-site replacement, in-kind/out-of-kind replacement, enhancement, restoration),
- 3) When the mitigation construction will occur within the overall project construction schedule and sequence of operations,
- 4) How the proposed mitigation will compensate for lost functions and values,
- 5) Existing plant, soil and hydrological characteristics at each proposed mitigation site,
- 6) How the water regime will be established at each proposed mitigation site,
- 7) Whether vegetation will be established by seeding and/or planting or by natural re-vegetation,
- 8) Any constraints and limitations of the proposed mitigation site(s),
- 9) Who will own the mitigation site(s) after construction completion of the project,
- 10) Who will be responsible for maintaining the mitigation site(s) in a healthy and functioning state,
- 11) Describe the mitigation monitoring program, including:
  - < methodology for determining successful restoration, creation or enhancement
  - < changes in hydrologic conditions
  - < establishment and growth of plants
  - < development of hydric soils
  - < use of the site by fish and wildlife
  - < contingency measures and triggers for mid-course corrections

**The graphic portion of the Plan should include:**

Maps

- 1) Show and label on a separate site plan or the Project Site Plan each of the proposed wetland mitigation areas, including:
  - < Location, boundaries, cover types and acreage of any existing wetlands impacted by the construction of the project, including existing wetlands at the mitigation site(s)
  - < Location, boundaries, cover types and acreage of all proposed wetlands
  - < All surface waterbodies, including intermittent streams
  - < Proposed existing and final contours (6 inch contours required) for the proposed mitigation site(s)
  - < All existing and proposed water control inlet and outlet structures
  - < Side slopes and proposed water depths
  - < Planned plant communities, either by planting or natural re-vegetation
  - < Temporary and permanent erosion and sediment control practices to protect existing and constructed wetlands

Sections

- 2) Provide latitudinal and longitudinal cross-sections through the wetland mitigation areas showing existing and proposed contours, side slopes, inlet and outlet structures, and cover type boundaries.

Typical Details

- 3) Provide typical details and specifications for the construction of the wetland mitigation site(s)

If this Plan is developed by a land use professional, please provide that persons name and qualifications.

**26. Operational Maintenance of the Site**

Identify who will be responsible for the operational maintenance of the activity:

Name:

Address:

Telephone Number:

State when maintenance will occur and what maintenance activities will be undertaken: