

**THIS IS A TWO-SIDED DOCUMENT**

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|  <p><b>NEW YORK</b><br/>STATE OF<br/>OPPORTUNITY.</p> <p><b>Adirondack<br/>Park Agency</b></p> <p>PO Box 99, 1133 NYS Route 86<br/>Ray Brook, NY 12977<br/>Tel: (518) 891-4050<br/><a href="http://www.apa.ny.gov">www.apa.ny.gov</a></p> | <p><b>APA General<br/>Permit/Order<br/>2024G-1</b></p>                                                             | <p>Permit No.</p> |
|                                                                                                                                                                                                                                                                                                                            | <p><b>Application for Certain Minor Regulated<br/>Activities in APA Jurisdictional Freshwater<br/>Wetlands</b></p> |                   |

**APPLICABILITY**

This application is for a certificate under General Permit/Order 2024G-1 which authorizes certain minor regulated activities in APA jurisdictional freshwater wetlands. General Permit/Order 2024G-1 is available on the Agency's website at [www.apa.ny.gov](http://www.apa.ny.gov).

**ELIGIBILITY**

1. This general permit applies where the sole basis of Agency permit jurisdiction over the proposal is due to involvement of wetlands pursuant to Section 810(1) of the APA Act or where the activity constitutes a "regulated activity" pursuant to 9 NYCRR 578.3.
2. This general permit only applies to the regulated activities listed in Part 2 below.
3. This general permit shall not be used for the installation of culverts at new wetland crossings where no wetland crossing previously existed.
4. This general permit shall not be used for activities which result in adverse impacts to cultural, historic or archeological resources, or to rare, threatened or endangered species.

**INSTRUCTIONS**

Please answer all of the questions below and provide all required attachments. For assistance in completing this application or to request a pre-application meeting, please refer to the Agency's website or contact the Agency's Regulatory Programs Division at 518-891-4050. The application with applicable attachments should be in PDF or similar format and submitted via e-mail to [apasubmissions@apa.ny.gov](mailto:apasubmissions@apa.ny.gov). Electronic copies of plans must be fully scalable. If unable to submit via e-mail, hard copy submissions are acceptable.

Agency staff will contact you if a site visit is necessary. Please be aware that no regulated activities at the project site may be undertaken until a signed certificate is issued by Agency staff.

**APPLICATION REVIEW PROCESS**

Within fifteen calendar days of receipt of the application, the Agency will confirm jurisdiction, determine whether the proposed activity meets the eligibility criteria, review it for completeness, and if determined necessary, contact the project sponsor to arrange a meeting at the project site. The meeting does not have to take place within the fifteen-day period but should be scheduled at the earliest mutually agreeable time. If the application is incomplete, the Agency will inform the project sponsor, describing the information necessary to complete the application. On the day the Agency

receives the missing information from the project sponsor, a new fifteen calendar-day review period begins for determining completeness.

Within ten business days of the site visit or when the application is deemed complete, whichever is later, the Agency will issue a signed APA General Permit 2024G-1 Certificate by certified mail approving the activity.

Where an application has been determined to be ineligible for use of this General Permit, the Agency will inform the applicant why the activity was ineligible and that the activity may be reviewed again upon receipt of a new application for a major permit application.

A proposal involving wetlands or water bodies may require additional approvals from the United States Army Corps of Engineers, the New York State Department of Environmental Conservation, and/or other regulatory agencies. APA General Permit GP2024G-1 shall not be construed to satisfy any legal obligations of the permittee to comply with all applicable laws and regulations or to obtain any governmental approval or permit from any entity other than the Agency, whether federal, state, regional, or local.

### **PART 1: PROJECT INFORMATION**

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

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

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

Project Sponsor's Authorized Representative: \_\_\_\_\_

Phone (Daytime): \_\_\_\_\_ Email: \_\_\_\_\_

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

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

☐ Check if same as project sponsor(s)

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

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

Phone (Daytime): \_\_\_\_\_ Email: \_\_\_\_\_

**3. Project Site**

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

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

APA Land Use Classification: \_\_\_\_\_

If on a shoreline, name of waterbody: \_\_\_\_\_

Include one or more of the following:

Tax Map Number(s) of project site: Section \_\_\_\_\_ Block \_\_\_\_\_ Parcel/Lot \_\_\_\_\_

Tax Map Number(s) of adjacent parcels: Section \_\_\_\_\_ Block \_\_\_\_\_ Parcel/Lot \_\_\_\_\_

Highway Mile Marker number(s): \_\_\_\_\_

**4. Prior Agency Contact**

a. Please provide the name of any APA staff person(s) consulted regarding the proposed activities involving wetlands or the project site:

\_\_\_\_\_

b. If the project site been the subject of a past Agency action (i.e., pre-application, permit application, variance, jurisdictional inquiry, enforcement case or wetland flagging), please provide the past pre-application number (A#), project number (P#), jurisdictional inquiry number (J#), enforcement case number (E#) or wetland delineation boundary flagging number (W#), if known:

\_\_\_\_\_

**PART 2: APPLICATION ELIGIBILITY**

**Regulated Activities in Wetlands Subject to this General Permit:**

This general permit authorizes, on conditions, the following regulated activities occurring in APA-regulated wetlands or in adjacent areas where the activities could substantially impair regulated wetlands. Please indicate which of the following activities matches your proposed project. Your answer must be supported by the attachments required under Part 4 of this application. If the proposal does not match an activity listed below, this application may not be used. Please instead contact the Agency’s Jurisdictional Office for guidance ([apajif@apa.ny.gov](mailto:apajif@apa.ny.gov) , 518-891-4050).

- ☐ Replacement or repair of existing or installation of new private or public underground utilities through wetlands with no permanent fill in or loss of wetlands. Installation activities may include placement of suitable clean soil or stone for backfill or bedding of the utility lines. Authorized utility lines include: pipes or pipelines for the transportation of gaseous, liquid or slurry substances; or any cable, line, fiberoptics or wire for the transmission of electrical energy, telephone, telegraph, radio or television communications. The term utility line shall also include pipes conveying drainage from one area to another. This permit is applicable only for construction disturbance of less than one year where there will be complete restoration of the wetland.
- ☐ Installation of temporary work pads, access, or detour drives. This permit is applicable only for construction disturbance of less than one year where there will be complete restoration of the wetland.

- ☐ Installation, replacement, or repair of water control structures involving less than 300 square feet of permanent wetland excavation or fill per wetland where compensatory wetland mitigation is addressed, as appropriate.
- ☐ Installation, replacement, or repair of beaver control structures (inclusive of “beaver deceivers”) involving less than 300 square feet of permanent wetland excavation or fill per wetland where compensatory wetland mitigation is addressed, as appropriate.
- ☐ Culvert removals, in-place repairs, replacements, or extensions; or new culvert installations involving less than 300 square feet of permanent wetland excavation or fill per wetland where compensatory wetland mitigation is addressed, as appropriate.
- ☐ Widening or minor improvements to lawfully existing roadways, bridges, driveways, or trails involving less than 300 square feet of permanent wetland excavation or fill per wetland where:  
a) compensatory wetland mitigation is addressed, as appropriate; b) fill is limited to the minimum necessary to bring the facility into compliance with current State design, safety, and capacity standards; and c) the improvements will not change the historic use of the facility or property.
- ☐ Grading and filling in wetlands lasting less than one year and associated with access for survey and exploratory activities where there will be no permanent fill and complete restoration of the wetland. Survey and exploratory activities include: instrument survey, archaeological and paleontological surveys, seismic operations, drilling of test wells or bore holes, excavation of test pits, core sampling, soil sampling, and other similar exploratory-type activities. The survey and exploratory activities themselves are non-jurisdictional.
- ☐ Replacement or repair of existing or installation of new private or public overhead utility poles and lines with access through wetlands with no permanent fill in or loss of wetlands. Installation activities may include in-kind replacement of existing power poles in wetlands or replacement poles involving an increase in height not resulting in a final height above grade in excess of 40 feet. Activities may also include permanent placement of screw anchors and guy wires in wetlands.

**PART 3: CERTIFICATION, AUTHORIZATION, and SIGNATURES**

**Signature of Authorized Representative**

In the case of any municipality, agency, corporation, limited liability corporation, partnership, trust, or other legal entity, all parties signing below affirm that they are authorized to act on behalf of the entity. By signing below, the authorized representative(s) affirms that the information contained in this application is true, accurate, and complete, and that the proposed project complies with the eligibility criteria for Adirondack Park Agency General Permit/Order 2024G-1.

**Note: Please sign or type below. The use of an electronic signature, by typing your signature below or using a formal PDF e-signature, shall have the same validity and effect as a handwritten signature.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* If different from the name(s) on the current deed, please include an explanation and confirm that the signatory above is authorized to act as landowner \*\*

#### **PART 4: ATTACHMENTS**

**The following must be included as part of the application. All application submissions should be in PDF or similar format and be legible. Electronic copies of plans must be fully scalable. Your application will not be processed without all of the required attachments listed below:**

1. **Project Narrative** - A written explanation of the proposed project that includes the following information:
  - a) The purpose and need for the proposed activity involving or affecting existing wetlands;
  - b) why there is no practicable alternative to avoid working in the wetlands;
  - c) how impacts to the wetlands have been avoided and minimized to the greatest extent practicable;
  - d) the quantity in square feet of temporary excavation or fill and permanent excavation or fill;
  - e) all temporary and permanent erosion and sediment control practices to be used to protect the wetlands during and after construction;
  - f) plans for the prevention and control of invasive species;
  - g) final site stabilization and restoration methods (e.g., topsoiling and seeding, planting of trees and shrubs), including the implementation schedule and list of seed mixes and plant names/sizes; and
  - h) all other proposed compensatory mitigation measures, including construction of replacement wetlands, if any, and construction activities including sequence of work and the proposed start date and estimated completion date.
  
2. **Property Boundary Map** - A Property Boundary Map which may be either a labeled and scaled copy of a survey map, deed plot, or current real property tax map clearly showing the property boundaries and labeled with the tax map number(s).
  
3. **Site Plan Map** - A site plan map scaled at 1" = 40' (1 inch equals 40 feet) for each work site involving or affecting wetlands which depicts existing site conditions and the proposed development activities including:
  - a) The date and name and title of the person who prepared the map;
  - b) existing and proposed roads, driveways, buildings, utility poles, lines and anchors;
  - c) existing and proposed drainage structures;
  - d) temporary and permanent easements;
  - e) areas of existing vegetation labeled as to coertype;
  - f) limits of proposed vegetative clearing;
  - g) existing wetland boundaries;
  - h) limits of wetland disturbance including grading and grubbing;
  - i) areas of temporary or permanent excavation or fill including the quantity in square feet, depicted with unique symbology; and
  - j) proposed mitigation, stabilization or restoration, including wetland replacement areas, if any.

4. **Scaled Sketch(es)** - A scaled sketch(es) of the proposed work areas and activities, including plan view and cross-sections through the area of wetland fill, plans and details of any temporary or permanent structures to be placed in or affecting wetlands, including de-watering systems, and temporary and permanent erosion and sediment control practices to be employed.
5. **Other Regulatory Permits and Approvals** – Copies of any permits, permit applications, agency contact information, or other correspondence if applicable, including any documentation from the New York State Historic Preservation Office (SHPO) confirming that the project will have no adverse impact to historic resources.