



**Adirondack
Park Agency**

Jurisdictional Inquiry Unit Update

August 14, 2025

JIF Staff

- Matt Brown JIF team supervisor
- Kyle Hertel and Paulina Kwasniak review Jurisdictional Inquiry Forms
- Emily Tyner logs in inquiry forms, maps the project site and acts as the Agency Preservation Officer
- Brian Ford responds to Freedom of Information requests and fields the majority of phone calls
- Mike Martin assists the department as our support staff

Why Does the JIF Unit Exist?

- Rules and Regulations part 571.1 states: “The agency will, upon request of any person having legal interest in property and contemplating land use or development or subdivision thereon, determine whether an agency permit is required, or whether a variance is required from the shoreline restrictions or other restrictions of these regulations.”

Jurisdictional Inquiry Form

D. PROJECT DESCRIPTION

Please check all that apply and fill in the appropriate blanks:

1. ☐ Subdivision
 - (a) Number of proposed lots (including any lots being retained).
 - (b) What is the size of the smallest lot in acres or square feet?
 - (c) What is the smallest shoreline lot width (if applicable)?
 - (d) Are any of the proposed lots being conveyed by gift? ☐ Yes ☐ No
If yes, what is the recipient's relationship to the person giving the lot?
 - ☐ Construction of a single family dwelling.
 - ☐ Installation of a mobile home.
 - ☐ Construction of a multiple-residence building (housing units).
 - ☐ Construction of a commercial, industrial or public building resulting in square feet of building footprint and square feet of floor space (total of all floors).
 - ☐ Expansion of the footprint of an existing square foot structure by additional square feet. For group camps and public buildings, please also provide expansion information for the total of all floor space. **NOTE:** If you are expanding a structure other than a single-family dwelling, also provide the total square footage of the structure as of May 22, 1973.
 - ☐ Proposing to install, replace or expand a seepage pit, drainage field or other leaching facility.
Will it be within 100 feet of the mean high water mark of any lake, pond, river or stream (including intermittent streams)? ☐ Yes ☐ No
Will the new system serve an actual or potential occupancy increase of the shoreline structure served? ☐ Yes ☐ No
 - ☐ Replacement of an existing square-foot structure with a new square-foot structure. Confirm the existing and proposed use of the structure.
 - ☐ Conveyance of entire ownership
 - ☐ Other (describe)
2. Does the project involve establishment of a new business? ☐ Yes ☐ No
If yes:
 - (a) Will it be operated at your residential property? ☐ Yes ☐ No
 - (b) How many people will the business employ who do not live on the premises?
 - (c) How many signs will the business have?
Will they be lighted? ☐ Yes ☐ No
What will be the combined square footage of the sign(s)?
 - (d) Please describe the type of business.

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3. Provide the height of the proposed structure(s) (measuring from the highest point of a structure including chimney to the lowest point of natural or finished grade, whichever is lower.)

(If the structure is close to 40 feet in height, it will be necessary to provide building elevations [all sides] and a grading plan which shows existing and proposed grade to obtain a jurisdictional determination.)

4. Will the project result in the removal of sand, gravel, topsoil or minerals from the property? ☐ Yes ☐ No
5. Will waste material, such as construction debris, be disposed on the property? (This does not include soil and land clearing debris generated from onsite construction activities.) ☐ Yes ☐ No If yes, explain the type and volume of debris.
6. Does the property contain shoreline? ☐ Yes ☐ No
What will be the distance from the mean high water mark to the closest new structure or expansion? feet
If an expansion, how far from the mean high water mark is the existing structure? feet

Will the existing roof ridgeline height be increased by more than 2 feet? ☐ Yes ☐ No
If yes, what is the proposed new ridgeline height in feet above the existing ridgeline height? feet
7. Will any vegetation be cut within 35 feet of a lake, pond, river or stream? ☐ Yes ☐ No
Your sketch should show the size and type of vegetation to be removed relative to the size and type which will remain.
8. Does the proposal involve provision of any new or additional deeded or contractual access to the shoreline? ☐ Yes ☐ No If yes, provide the number of new or additional lots being provided access (identify by tax map designation) and the width of the access area.

E. SKETCH MAP

(For the purposes of this Inquiry the map does not need to be professionally prepared)

On a separate sheet, provide a scaled sketch map of the property showing acreage, boundaries, and natural features and water bodies. Include the location of all existing and proposed development (including structures, on-site wastewater treatment system, water supply, driveways, roads, and areas of clearing etc.) It should be drawn at a scale which clearly shows the location of all proposed activity, with measurements labeled. For a shoreline parcel, show the lot width along the shoreline and indicate the setback distance from mean high water mark of any existing or proposed structure and sewage system. Also, provide the north arrow, the name of the map maker and date it was prepared.

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Inquiry Process

- Applicants submit a Jurisdictional Inquiry Form and site plan
- Review the proposal and the applicable regulations
- Gather relevant information and revisions from the applicant
- Coordinate with other divisions within the Agency
- Issue determination letter

Common JIFs

- Single family dwellings and on-site wastewater treatment systems
- Subdivisions
- Boathouses and docks
- Retaining walls

Agency Flyers

- Flyers explain how APA regulations are applied
- Located on the APA website
- Recently created the Shoreline Stabilization Sketches flyer

Shoreline Stabilization Sketches Flyer



SHORELINE STABILIZATION SKETCHES

This is a supplement to the Citizen's Guide, which provides basic information about Adirondack Park Agency regulations.

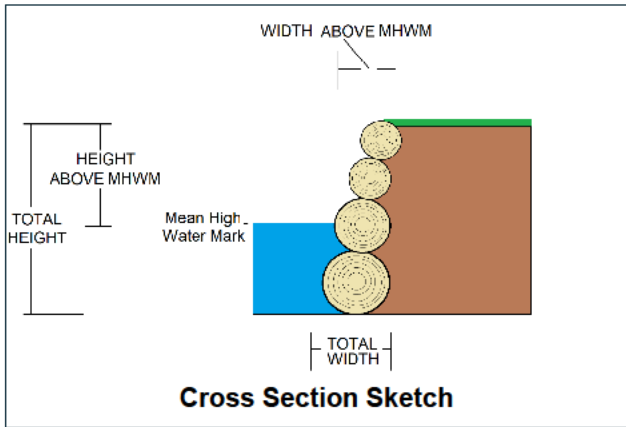
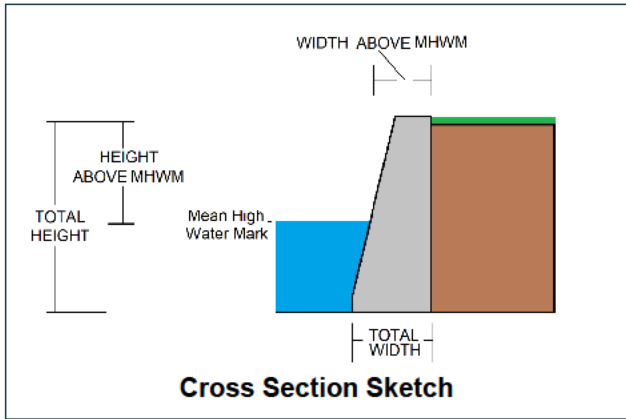
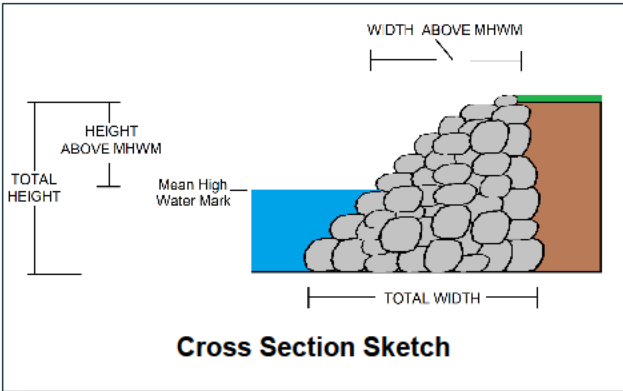
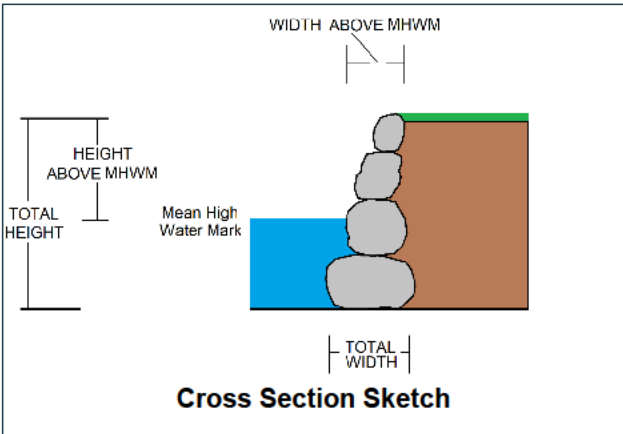
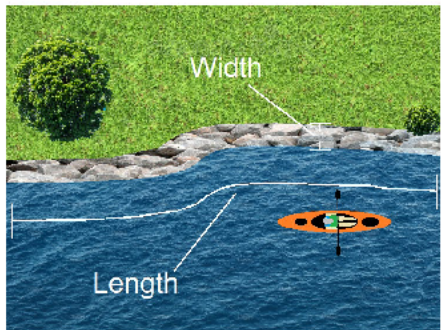
In order to determine whether a shoreline stabilization project requires an Agency permit or variance, applicants should provide cross section and plan view sketches of both the existing and proposed structures.

These sketches should show the location of mean-high water and the height, width, and length of the structure above mean-high water, as well as the extent of the structure below mean-high water. Below are examples of sketches that show the details required to make a determination.

You can find more information about Adirondack Park Agency shoreline regulations in the Shoreline Restrictions and Shoreline Stabilization flyers located at [apa.ny.gov/permitting/laws.html](https://www.apa.ny.gov/permitting/laws.html) under the Jurisdictional Explanations section.

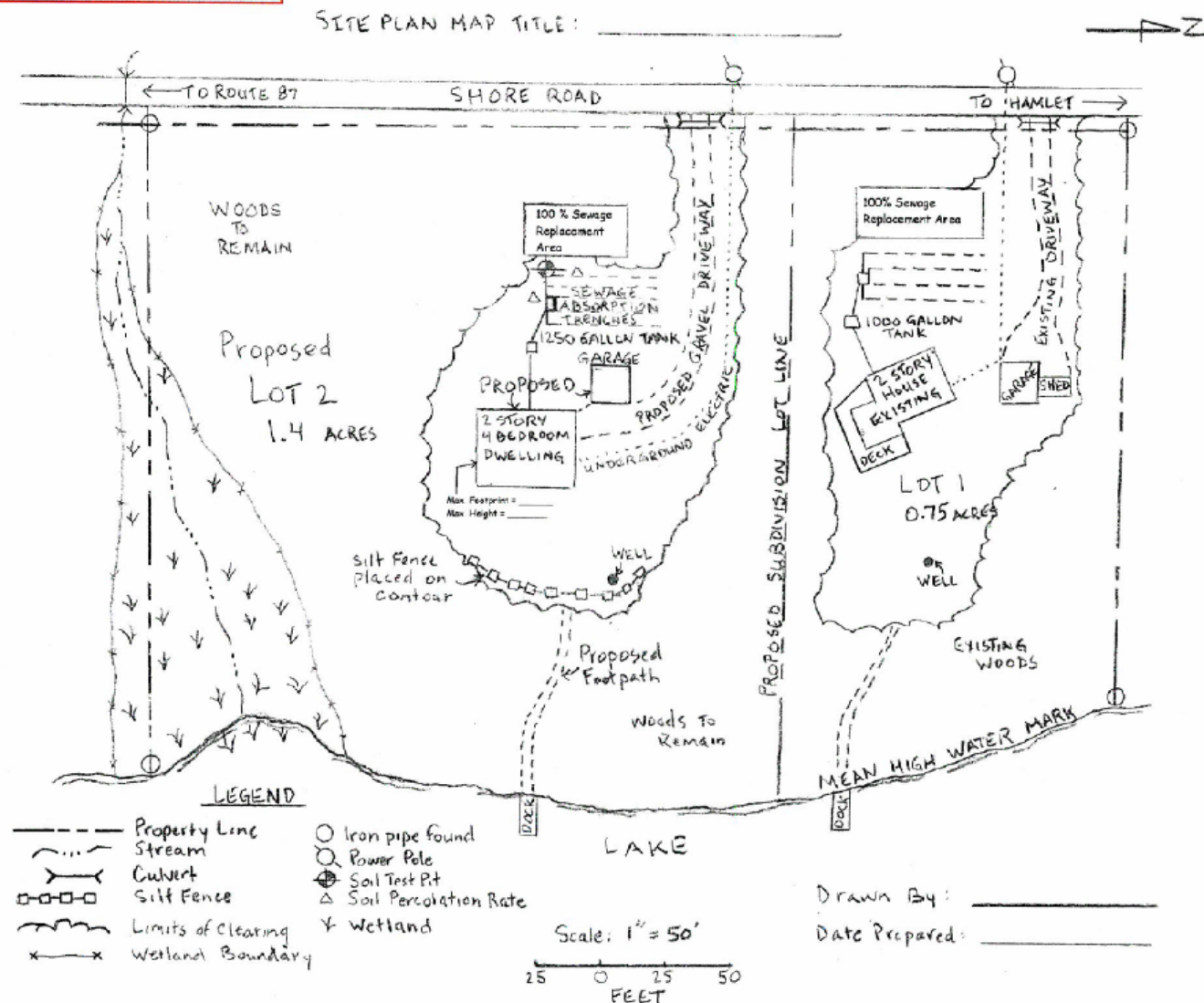
This flyer is intended to provide general information regarding Agency jurisdiction. Other provisions or restrictions may apply. Please contact the Agency with any questions at 518-891-4050. For a binding written response as to whether a specific proposal requires Agency review, please submit a Jurisdictional Inquiry Form, available at www.apa.ny.gov/Forms/jiform.pdf.

Plan View Sketch



Example Site Plan

Example Site Plan For Minor Project



2024 Jurisdictional Stats

- JIFs received – 1,239
- JIFs responded to – 1,194
 - NJ determination – 798
 - Permit required – 301
 - Variance required – 29
 - General Information – 49
 - Potential Violation – 17
- Calls received – 3,055
- Walk-ins – 79
- FOIL requests – 489

2025 JIF Stats

- Through July of this year, we have received:
 - 722 JIFs
 - 1,589 phone calls
 - 64 walk-ins
 - 219 FOIL requests
 - 19 web inquiries (over the last two months)



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