

<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>	<div data-bbox="583 186 805 294">  </div> <div data-bbox="824 201 1050 285"> <p>Adirondack Park Agency</p> </div>	<p>APPLICATION FOR CAMPGROUNDS AND/OR TOURIST ACCOMODATIONS</p>
---	---	--

Applicability: This application is for an Adirondack Park Agency permit for new or expanded campgrounds and/or tourist accommodations. A campground means any area designed for transient occupancy by camping in tents, camp trailers, travel trailers, motor homes, or similar facilities designed for temporary shelter. Tourist accommodation means any hotel, motel, resort, tourist cabin, similar facility or structure, whether temporary or permanent, designed to house the general public.

Please note: a jurisdictional project may not be undertaken until a permit has been issued by the Agency. "Undertake" means any commencement of a material disturbance of land preparatory to the proposed project, including but not limited to road construction, grading, installation of utilities, excavation, clearing of building sites, or other landscaping.

Instructions: Please answer all of the questions in each numbered section and provide all applicable attachments. For assistance in completing this application or to request a pre-application, 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 by email to APAsubmissions@apa.ny.gov.

Electronic copies of plans must be fully scalable. If un-able to submit via email, hard copy submissions will be accepted but delays may occur. After the Agency receives your signed application, you will receive a notice advising you of the date the application was received, the Agency file number, and the name of the Environmental Program Specialist (EPS) assigned to review your application.

Please note that a site visit is required before most permit applications can be considered complete. During site visits, staff review soils, slopes, wetlands, waterbodies, and other site resources on a project site. Using this and other information, staff may provide comments and suggestions to help you locate the most suitable areas for development, including appropriate locations for on-site wastewater treatment systems, site access, vegetative clearing and other activities proposed on the project site.

By law, the Agency is required to respond to your application within 15 days of its receipt, identifying any additional information necessary for a complete application. The Agency will make every effort to conduct a site visit within those 15 days. **However, the combined site visit and application review may not be possible within 15 days**, especially depending on weather and project complexity.

Site visits conducted early in the application process help to ensure that proposals are designed to meet Agency requirements, minimizing the need for follow-up information requests and resulting in a more efficient review.

Please indicate if you agree to extend the response deadline until 15 days after a site visit.

☐ YES ☐ NO

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

1. Project Applicant(s)*:

Name(s): _____

Mailing Address: _____

Phone (daytime): _____

Email: _____

2. Current Property Owner(s): (☐)**

(check above if same as Project Applicant)

Name(s): _____

Mailing Address: _____

Phone (daytime): _____

Email: _____

* A project applicant is a person having legal interest in property who makes application to the Agency for the review of a project proposed on the property. Documentation demonstrating the legal interest, such as a current deed or purchase contract, must be provided.

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

3. Project Applicant's Legal Interest in Project Site *(check the one that applies):*

☐ Owner ☐ Signed purchase agreement holder
☐ Lessee ☐ Option holder ☐ Other (identify: _____)

4. Project Applicant's Authorized Representative: By filling in the name and address below and signing this application, the project applicant is authorizing the person named below to act as agent in all matters relating to this permit application before the Adirondack Park Agency. The project applicant acknowledges that all contact regarding the application will be through the Authorized Representative. The project applicant is, however, ultimately responsible for the accuracy of the information contained in this application and for compliance with all terms and conditions of any permit issued for the project by the Agency.

Name: _____

Mailing Address: _____

Phone (daytime): _____ Email: _____

5. Additional Technical Advisor or Consultant:

Name: _____

Mailing Address: _____

Phone (daytime): _____ Email: _____

6. Prior Agency Contact: Identify any previous Agency action (permit, variance, jurisdictional inquiry, enforcement case, wetland flagging, etc.) by file number and/or any contact with Agency staff regarding this project or project site and indicate if Agency staff has visited the project site.

Staff Name(s): _____

Date of contact: _____

File #(s): _____

7. **Project Site Location/Identification:** *A project site is all adjoining properties owned by the current landowner(s), including properties separated by a public road:*

Street address: _____

Town(s): _____ County: _____

Size: _____ acres *(includes all adjoining properties owned by the landowner)*

Tax Map Designation *(from the tax bill for the property)*: _____

Section: _____ Block: _____ Parcel: _____

Section: _____ Block: _____ Parcel: _____

Section: _____ Block: _____ Parcel: _____

8. **Adjacent Properties:** Provide, as **Attachment A**, a list of the names, **mailing addresses**, and tax map references of all landowners within 500 feet of the project site (based on the current Real Property Tax assessment). This list must include landowners whose property is located across a public road or right-of-way from the project site.

9. **Deed(s):** Provide, as **Attachment B**, a complete copy of the current recorded deed(s) for the project site containing the recording information. Also, if the project applicant has an executed contract or agreement to purchase or lease the project site, please provide a copy of the documents to establish the applicant's legal interest in the project site.

10. **Deed Restrictions and Easements:**

- a. Describe and provide, as **Attachment C**, any current deed restrictions or easements associated with the project site.
- b. Describe and provide, as **Attachment D**, any proposed deed language that will restrict further subdivision or development on the project site and any other proposed deed restrictions or easements related to the project.

11. **Subdivision of Land:** *A subdivision involves the creation of lots, parcels, or sites being created for the purposes of sale, lease, or gift, and includes any lots being retained by the current landowner(s). A subdivision also involves the proposed construction of a second or subsequent principal building (single family dwelling, mobile home, commercial use structure, etc.) on the project site, even if the property is not being subdivided into lots (aka "subdivision into sites").*

Will the project require the subdivision of land? ☐ No ☐ Yes*

*If Yes, indicate the proposed acreage and number of lots to be created, including any lots to be retained or gifted.

12. **Existing Structures:**

- a. Are there existing buildings on the project site? ☐ No ☐ Yes*

*If Yes, provide the following information and attach additional sheets if necessary.

Date of Construction	Size (square feet)	Height (feet)	Type/Use

- b. Describe the details and uses of any other structures that existed on the property as of August 1, 1973, which have since been removed or destroyed (residential, commercial, etc.). Include the date that the structure was removed or destroyed.

☐ Check if no buildings or structures removed or destroyed since August 1, 1973.

13. **Historic Resources:** Does the project site have any buildings that are more than 50 years old, or does the project site or surrounding area contain any structures or districts which are listed or deemed eligible to be listed on the State or National Register of Historic Places, or does the project site involve any known archeological resources?

☐ No ☐ Yes* to any of the above criteria.

If Yes*, you must provide a project description, site plan map, and recent photographs to the New York State Office of Parks, Recreation and Historic Preservation (OPRHP) as part of consultation required by the State Historic Preservation Act. Please be advised that the Agency cannot deem an application as complete until the OPRHP's determination and/or recommendation for historic resource impact mitigation has been provided to the Agency.

14. **Character of the Area/Adjoining Land Uses:**

- a. Describe the character of the nearby and adjoining land uses, including the type and density of existing agricultural, commercial, industrial, and residential development, roads, fields, forests, State lands, and public recreation/open space recreational facilities (hiking trails, boat launches, etc.).

- b. Describe all the current land uses on the project site (agricultural, forestry, commercial, etc.). If the proposal involves a conversion of agricultural or forestry uses, please describe when the land was last used for these purposes.

15. **Project Description and Proposed Development:**

- a. Provide a narrative describing the proposed facility:

- b. Provide a detailed written inventory of all proposed structures:
- i. The maximum overall height in feet of each structure. Note, [height is measured](#) from the highest point on the structure to the lowest point of original grade or finished grade, or the base of any supporting fill, whichever is lower:
- c. Provide a detailed written inventory of all proposed campsites, the size of the sites, and whether the sites will have electric, water and sewer hook-ups; and all proposed tourist accommodations with total square footage of each unit, occupancy, bathrooms etc.
- i. The maximum total square footage of each proposed structure, including all attached components:
- ii. The construction materials of all proposed structures:
- iii. The type and the color of exterior finish materials to be used:
- iv. Maximum occupancy (if applicable):
- d. If the proposed project involves the demolition, expansion, replacement, or conversion of an existing structure on the project site, please identify the existing structure from the chart in [Item 12](#) above and describe the proposed changes stating the existing and proposed maximum footprint, height, occupancy, and use.
- e. Provide a detailed description of the need for the selected project design and describe what, if any, alternative locations and designs were considered. Describe the analysis and rationale for not selecting those alternatives. If the project will impact any sensitive resources, identify all alternatives considered to avoid impacts to resources. Please be advised that additional information concerning these alternatives may be requested.
- f. Provide a timeline for proposed site development that indicates the anticipated start and completion dates and the hours of operation for construction activities:
- g. Provide the hours of operation for the proposed facility and any additional services offered if applicable:

16. **Exterior Lighting:** Will the project involve new exterior lighting that will be free-standing or attached to existing or proposed structures? ☐ No ☐ Yes*
- *If Yes, provide a Lighting Plan that complies with Lighting Guidelines for development in the

Adirondack Park and includes the following:

- a. Show and label the location of all exterior light fixtures on either a Lighting/Utility Plan or on the Site Plan Map;
- b. Provide plan views, elevation views, and construction details of all free-standing light standards. Plans should show the foundation, the light standard, the light fixtures, and any shielding that will restrict projected light from being seen off-site. *Please note: all lighting should use full cut-off fixtures that are dark sky compliant.*
- c. Provide manufacturers specification and details describing the following:
 - i. the size, color, and type of light standards and light fixtures;
 - ii. bulb types and wattages;
 - iii. surface area lit by each light; and
 - iv. shields and reflectors.
- d. Please note, you may also be required to prepare an environmental glare impact assessment showing the maximum candela an observer could see from select viewpoints and include visual simulations of the proposed lighting as observed during daytime and nighttime conditions. The need for this assessment is dependent on the specifics of the proposal and should be discussed with Agency staff prior to preparation.

- 17. Site Plan Map:** Provide, as **Attachment E**, a Site Plan Map showing any proposed subdivision and/or proposed development that is drawn to scale (one inch equals 10, 20, 30 or 50 feet) and clearly labeled with the map scale, north arrow, date of preparation and name of preparer.

For larger parcels, show the entire site at a smaller scale, (one inch equals 100, 200 or 400 feet) and show the area of development at a larger scale. The site plan map must show and label all of the following information:

- a. existing and proposed property boundary lines, lot lines, and the acreage of each lot;
- b. existing lakes, ponds, and permanent or intermittent streams and the mean high water mark of all navigable water bodies and the associated shoreline setback line;
- c. the boundaries of all freshwater wetlands within 200 feet of development as identified in the field by Agency staff or a qualified professional and a 100 foot setback to wetlands;
- d. floodplain boundaries and elevation of the 100-year floodplain;
- e. areas of bedrock at or near the surface and the location of any existing natural swales and drainage features;
- f. location of existing and proposed erosion and sediment controls and stormwater management practices (culverts, headwalls, ditches, settling basins, etc.);
- g. existing and proposed structures with locations, sizes, and uses;
- h. location of any existing or proposed on-site wastewater treatment system(s) and water supplies;
- i. existing and proposed overhead or underground utilities;
- j. existing and proposed finished topography (more detailed topography may be required on steeper sites);
- k. existing and proposed site access, including paved or unpaved roads, driveways, parking areas, sidewalks, stairways, and other pedestrian facilities (label size and materials);
- l. existing and proposed easements or rights-of-ways;
- m. location of any existing and proposed fuel storage and dispensing facilities;
- n. location of proposed construction staging areas, temporary work pads, access roads, or stream diversions;
- o. existing and proposed limits of vegetative clearing;
- p. any proposed landscape development and plantings, including plant name and size; and
- q. local town zoning designation boundaries and required town setbacks.

18. Proposed Site Access:

- a. Provide plans, details, and specifications including the location, type of material, and size of any proposed temporary and permanent access drives.
- b. If the project site has road frontage on a State or County Highway and you propose to create or utilize existing access from a State or County Highway, provide as **Attachment F**, a copy of your NYS Department of Transportation highway access permit or documentation from the County Highway Engineer that the proposed project complies with the requirements of the County Highway Department.

19. Exterior Parking: Describe the number and location of existing and proposed vehicle, RV, boat, or trailer parking on the project site. Provide construction plans for all proposed parking areas.

20. Exterior Signage: Will the project involve any new exterior signing? ☐ No ☐ Yes*

*If Yes, provide a Sign Plan that complies with Sign [Guidelines for development in the Adirondack Park](#) and includes the following:

- a. Show and label the location, number, and orientation of all exterior signs on a Sign Plan or on the Site Plan Map; and
- b. Provide details and specifications to-scale for each proposed outdoor sign that includes at a minimum:
 - i. sign width, height from ground surface to top of each sign;
 - ii. construction details and materials;
 - iii. proposed text, color scheme, logos, or other graphics; and
 - iv. details of any lighting, raised foundations, planters or retaining walls.

21. Shoreline: If the project site contains a navigable water body (including ponds, lakes, streams and rivers) confirm compliance with all applicable [shoreline regulations](#) including structure setbacks and removal of shoreline vegetation. If you are unsure of navigability, contact Agency staff. At the project applicant's request, Agency staff will also determine the mean high water mark at the project site, or you can have the determination made by a NYS licensed land surveyor.

Does the project site contain any navigable water (including by boat, canoe, or kayak)?

☐ Unknown ☐ No ☐ Yes*

*If Yes, name of water body: _____

Length of shoreline on the project site (as it winds and turns): _____ feet.

22. Wetlands: The boundaries of any wetlands on the project site within 200 feet of the proposed development or any proposed lot line need to be field delineated and shown on the Site Plan Map. Please note that, if any new land use or development, soil disturbance or other activities will occur within 100 feet of a wetland, additional information and/or studies will be required.

- a. Have wetlands been delineated on the property? ☐ No ☐ Yes*

*If Yes, date of delineation: _____ and name and title of individual who delineated the wetlands: _____

- b. Is proposed development within 100 feet of delineated wetlands? ☐ No ☐ Yes

23. Wastewater Treatment Systems: *For guidelines regarding on-site wastewater treatment system design specifications and deep-hole test pit requirements, please see the guidance document on the Agency's website ([Guidelines for development in the Adirondack Park](#)).*

a. Type of existing system:

- ☐ None
☐ Community
☐ Municipal (Operating Entity) _____
Existing wastewater flows _____ gallons/day
☐ Individual on-site system*
☐ Sanitary Dumping station*
☐ Other: _____

*Provide an Engineer's Report or original design plans for any existing individual system(s) that includes the type, material, capacity (size), age, and functional condition of each component of the system (septic tank, distribution box, absorption field, etc.).

b. Type of new or expanded wastewater treatment system:

- ☐ None
☐ Community
☐ Municipal (Operating Entity) _____
☐ Individual on-site system*
☐ Sanitary Dumping station*
☐ Other: _____

*Provide detailed engineered design plans for any new or expanded wastewater treatment system(s) prepared by a NYS licensed engineer. If an on-site wastewater treatment system is proposed, please show at a minimum the following:

- i. soils test pit location and data (performed by the licensed engineer);
- ii. percolation test hole location within the proposed absorption area(s) and corresponding results (performed by the licensed engineer);
- iii. design details of the system (application rate, number of bedrooms, etc.);
- iv. size and type of septic tank;
- v. pumping station (if necessary);
- vi. distribution box; and
- vii. soil absorption system.

24. Water Supply Systems:

a. Type of existing system:

- ☐ None
☐ Community
☐ Municipal (Operating Entity) _____
☐ Individual on-site system

b. Type of new or expanded system:

- ☐ None
☐ Community
☐ Municipal (Operating Entity) _____
☐ Individual on-site system

- 25. Stormwater Management Plans:** Will the project involve soil disturbances of one or more acres; including disturbances of less than one acre that are part of a larger common plan of development or sale that will ultimately disturb one or more acres of land?
- ☐ No, then please see Item 27 regarding an Erosion and Sediment Control Plan.
- ☐ Yes. If Yes, you may be required to obtain coverage under the NYSDEC SPDES General Permit for Stormwater discharges from construction activities. Provide a copy of the Stormwater Management Plan (SWPPP) and draft Notice of Intent (NOI) required pursuant to the general permit. The SWPPP should at minimum include an Erosion and Sediment Control Plan as required below.
- 26. Erosion and Sediment Control Plan:** Will the project involve any soil disturbance such as clearing, grading, grubbing or excavation? ☐ No ☐ Yes.
- *If Yes, at minimum provide an Erosion and Sediment Control Plan that contains the details outlined below. 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.
- 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;
 - 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;
 - Identify temporary practices that will be converted to permanent facilities; and
 - 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.
- 27. Proposed Landscape Development:** Will the project involve landscape development (planting of trees and shrubs for screening, aesthetics, erosion control, protection of wetlands or establishment of turf areas, etc.)?
- ☐ No
- ☐ Yes. If Yes, provide a Planting Plan the includes the following:
- Show and label the location and species (native and non-invasive) type of all proposed trees and shrubs on a Landscape Development Plan or on the Site Plan Map;
 - Provide specifications, typical planting details, and seed mixes (native and non-invasive) for temporary and permanent grassed areas; and
 - Provide a maintenance plan for care of all plantings during the initial period or establishment and during the post-construction warranty period.
- 28. Proposed Outside Storage:** Will the project involve outside storage of vehicles, construction materials, equipment, raw materials, or finished goods after the project is constructed?
- ☐ No
- ☐ Yes. If Yes, describe the type, location, and method of storage materials will be stored.

- 29. Fuel Storage and Handling:** Will the project involve the storage and dispensing of motor, heating, or jet fuels or bulk chemicals?
- ☐ No
- ☐ Yes. If Yes, describe the type, volume, method of storage (underground tank, aboveground tank, etc.), and location of all fuel and bulk chemical storage and dispensing facilities. Provide plans and details for all fuel storage and dispensing facilities and provide a copy of the NYSDEC tank Registration for each tank as applicable.

- 30. Use of Herbicides, Pesticides, Fertilizers, Sand, and Salt:** Will the operation of the project involve the use of herbicides, pesticides, fertilizers, sand, or salt?
- ☐ No
- ☐ Yes. If Yes, describe the type, proposed areas of use, storage, and handling of all products. If using herbicides or pesticides, provide copies of all product labels.

- 31. Waste Materials:** Describe the type, estimated quantities, temporary storage, 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
Trees, stumps and other grubbed materials			
Unsuitable and excavated existing soils			
Construction and demolition debris			
Asbestos, paint chips and other hazardous substances			
Other:			

If waste disposal will occur off-site, provide location and ownership information of each off-site location, including landowner name, mailing address, and daytime phone number. Note, a separate permit may be required for each off-site waste disposal area.

- 32. Construction Staging Areas:** Describe the locations and proposed uses of any on-site and off-site construction staging areas (field office, equipment, materials storage, etc.). Describe how the staging areas will be restored after construction completion. If off-site construction staging areas are being proposed, then ownership information for those locations must also be provided. Staging areas should be kept within the proposed limits of disturbance to the greatest extent practicable.

33. Periods of Operation:

- a. Describe the maximum hours, days of the week, and seasons that you plan to operate the proposed facility.

- b. Complete the following table for anticipated number of customers/visitors at full operation (if applicable):

Customers/Visitors	Spring	Summer	Fall	Winter
Maximum Number/Day				
Average Daily Total				
Season Total				

34. Traffic:

- a. Complete the table for anticipated traffic at full operation during the busiest season:

Traffic	Monday to Friday	Saturday and Sunday
Peak Hours of Traffic		
Number of Cars/Trucks at Peak Period		
Number of RVs at Peak Period		

- b. Describe the method and pattern of the arrival/departure of customers/visitors. Address related traffic safety control issues, including sight distance at the access point(s) to the project site and available parking and turning areas.

35. Project Employment and Other Benefits:

- a. Describe the number of persons that will be employed by the proposed project (i) during construction and (ii) post-construction at full operation. In your response, indicate the average number of weeks workers will be employed and distinguish between full-time and part-time employees.

- b. Please provide the anticipated payroll at full operation/occupancy.
- c. Describe other benefits to be derived from the project, including general opportunities to the community.

36. Other Regulatory Permits and Approvals: The Agency cannot approve a project which has been denied a permit or which is a prohibited use under local zoning requirements and other local laws or ordinances. The Agency will also consider community goals expressed in a formally adopted land use plan. The project should be designed to the regulatory requirements of other involved agencies.

- a. Local Government Notice Form: Provide, as **Attachment G**, a completed copy of the Agency [Local Government Notice Form](#) to the municipality in which your project is located. Have it filled out and signed by an appropriate official (Zoning Administrator, Planning Board Chair or Supervisor, if no Zoning Administrator or Planning Board Chair) and return it with the project application. Please read the form for instructions.
- b. Municipal Approval Documents: If local approval has been obtained for the proposed project, then provide, as **Attachment H**, documentation (permit, site plan approval or final subdivision plat, etc.) to the Agency which confirms that the project has been approved pursuant to all applicable town and county laws including any necessary approvals from the planning and zoning boards. Also, please provide a copy of the relevant minutes of all local meetings at which the project has been discussed. (This last request is continuous; the information should be provided to the Agency as it becomes available.)
- c. State and Federal Agency Contacts: Complete the following table and indicate whether any of the following agencies or departments have been contacted. To allow for a coordinated review, your APA application may remain incomplete until all state agency applications are complete. Note, if the proposed structure is 80-feet tall or more, you must submit the project to the Federal Aviation Administration for review. Also, if the proposed structure is 85-feet or taller and located within a Military Training Route or Military Operations Area, the project must be submitted to the NYS Air National Guard.

Agency	No	Yes	Date	Contact Person & Phone Number
NYS Department of Health				
NYS Department of Transportation				
NYS Department of Environmental Conservation				
NYS Office of Parks, Recreation & Historic Preservation				
NYS Office of General Services				
U.S. Army Corps of Engineers				
Federal Aviation Administration				
NYS Air National Guard				
Lake George Park Commission				
Other:				

- d. State and Federal Permits, Approvals, and Determination: Provide, as **Attachment I**, copies of all permits, approvals and determinations received from the above Agencies.

37. Project Applicant(s)/Landowner(s) Signatures:

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

I HEREBY AUTHORIZE THE ADIRONDACK PARK AGENCY AND ITS STAFF TO ENTER ON THE PROPERTY DESCRIBED HEREIN FOR THE PURPOSES OF CONDUCTING SUCH INVESTIGATIONS, EXAMINATIONS, TESTS, AND SITE EVALUATIONS AS IT DEEMS NECESSARY, AT REASONABLE TIMES, AND WITH ADVANCE NOTICE, TO VERIFY INFORMATION CONTAINED IN OR RELATED TO THIS APPLICATION FOR A PROJECT PERMIT.

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

Signature(s) of all Project Applicant(s) (if not the landowners):
(Required for all applications)

_____	_____	_____
_____	_____	_____
Signature (type or sign)	First & Last Name/Title (if applicable)	Date

Signature(s) of all Landowner(s) from current deed:
(Required for all applications)

_____	_____	_____
_____	_____	_____
Signature (type or sign)	First & Last Name/Title (if applicable)	Date

Please provide all the required information and submit by email to
APAsubmissions@apa.ny.gov

Attachment A

Provide landowners names, **mailing addresses**, and tax map references (tax map, block and parcels numbers) for all properties within 500 feet of the project site, including property across public roads and rights-of-way.

Example: 155-1-27 Mr. John Doe Main Street Jay, New York 12941		

Remember to include any required attachments:

- ✓ Attachment B: Current Deed, [Question 9](#)
- ✓ Attachment C: Current Deed Restrictions, [Question 10a](#)
- ✓ Attachment D: Proposed Deed Restrictions, [Question 10b](#)
- ✓ Attachment E: Site Plan Map, [Question 17](#)
- ✓ Attachment F: Proposed Site Access, [Question 18](#)
- ✓ Attachment G: Local Government Notice Form, [Question 36a](#)
- ✓ Attachment H: Municipal Approval Documents, [Question 36b](#)
- ✓ Attachment I: State and Federal Permits, Approvals, and Determination, [Question 36d](#)