

<p><b>ADIRONDACK PARK AGENCY</b>  <b>Division of</b>  <b>Regulatory Programs</b>          PO Box 99, 1133 NYS Route 86          Ray Brook, New York 12977          Phone (518) 891-4050  <a href="http://www.apa.ny.gov">www.apa.ny.gov</a></p>	 <p><b>Adirondack Park Agency</b></p>	<p><b>Large-scale Subdivision Application</b></p>
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**Applicability:** The Large-scale Subdivision Application applies to all subdivisions involving five or more proposed lots, parcels, or sites on Resource Management lands, ten or more proposed lots, parcels or sites on Rural Use lands, or twenty-five or more proposed lots, parcels or sites on Low Intensity Use lands.

**Background Information:** The application process is intended to encourage the development of projects in compliance with the Agency’s review criteria, including protection of open space, wildlife, and habitat resources, and in accordance with the objectives of conservation design. The project applicant will benefit from the opportunity to review conceptual designs and public comment with Agency staff early in the application process. Following these initial steps, the application process will lead to the development of preliminary and detailed design plans before presentation of the project to the Agency board. This review process is intended to improve efficiency and to help avoid unnecessary costs to the project applicant.

For additional information related to development considerations that the Agency must take into account when reviewing subdivision proposals, please see <https://www.apa.ny.gov/Documents/Guidelines/DAP-DevelopmentConsiderations.pdf>.

**Pre-Application Consultation:** Project applicants are strongly encouraged to contact the Agency’s Regulatory Programs Division for a pre-application consultation with staff prior to submission of the Large-scale Subdivision Application. Staff are available to explain the application process, help focus project design development, and answer questions.

## **APPLICATION:**

### ***PART I – Submission of Initial Project Site Information and Conceptual Designs:***

Part I of the Large-scale Subdivision Application requests maps depicting resources and existing features, a project narrative, and conceptual design drawings of the proposal and potential alternatives. The conceptual design of the proposed project should avoid impacts to the resources on and off the project site. The application provides various references for source information, and Agency staff are available to assist in the use and interpretation of this resource material. Answers must be provided to all questions in Part 1 of the application.

A site visit with Agency staff will also be necessary prior to the public comment period.

### ***PART II – Public Comment***

Part II of the Large-scale Subdivision Application requires a public comment period. Upon receipt of Part I of the application, a notice of the opportunity for public comment will be published in the Environmental Notice Bulletin and mailed to adjoining landowners and municipal officials. The

application materials and notice of the opportunity for public comment will also be posted on the Agency's website.

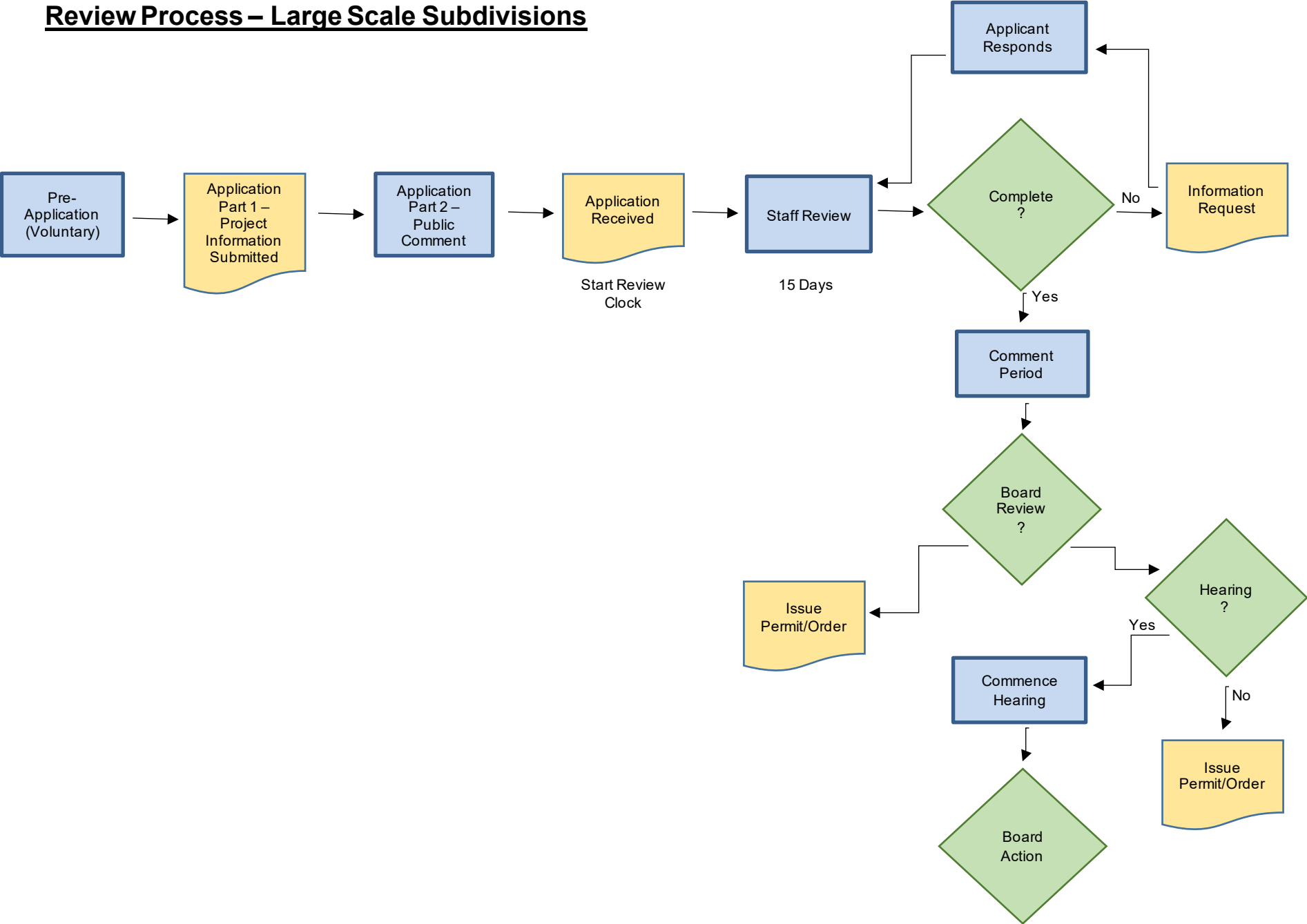
The application will be considered received upon the close of the public comment period. Alternatively, upon written notification to the Agency, the project applicant may choose to provide a narrative and updated plans in response to any public comment. In this instance, the application will be considered received upon submission of the project applicant's response.

**Review Process:** Upon receipt of the Large-scale Subdivision Application (Part I and Part II), the Agency may issue an information request within 15 days based on its analysis of the conceptual design drawings and project site maps, results of the site visit, and any concerns identified through public comments. This information request, and any subsequent information requests, will seek further clarification and evaluation of the project applicant's proposal and alternatives, and will identify required site investigations and reports necessary for the analysis of impacts to Park resources. The project applicant will also be required to submit final design plans for the proposal.

For a list of issues that may be addressed as part of the Agency's information requests, including the types of site investigations, reports, and plans that may be required, please see the attached Potential Information Request Topics.

At the time the application is deemed complete, the application will be publicly noticed pursuant to §809(2)(d) of the Adirondack Park Agency Act, and the required time periods for final Agency action on the proposed project will begin.

**Review Process – Large Scale Subdivisions**



## **APPLICATION - PART I**

**Instructions:** Please answer all of the following questions and provide all applicable attachments. The application and applicable attachments should be provided in PDF or similar format and fully scalable. Please submit the application and all attachments by email to [APAsubmissions@apa.ny.gov](mailto:APAsubmissions@apa.ny.gov). The proposed project may not be undertaken until a permit has been issued by the Agency.

**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 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 their 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 their Authorized Representative. The project applicant is, however, ultimately responsible for the accuracy of the information contained in this application and for compliance

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. **Project Site History:** If the project site was part of a larger parcel on the May 22, 1973, enactment date of the Adirondack Park Agency Land Use and Development Plan, then please provide the current tax designation(s) of all property owned on that date. The County Real Property Tax Service Office may be able to assist with this information.

Tax Map Parcel Number	Date of Conveyance	Lot Size (square feet or acres)	Was Conveyance by Gift or Sale?

9. **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.
10. **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. (The purchase price and other confidential information may be blackened out.)
11. **Deed Restrictions and Easements:**
- Describe and provide, as **Attachment C**, any current deed restrictions or easements associated with the project site.
  - 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.

**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 (store, warehouse, single family dwelling, etc.)

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

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☐ 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 recommendations for historic resource impact mitigation has been provided to the Agency.

**14. Resource and Existing Features Mapping Inventory:**

- a. **Project Site Base Map:** Provide, as **Attachment E-1**, a Project Site Base Map that is drawn at an appropriate scale and labeled with the map scale, north arrow, date of preparation, and name of preparer. For large parcels, show the entire project site at a smaller scale (one inch equals 100, 200, 500 feet, etc.) and show the area of development at a larger scale (one inch equals 10, 20, 50 feet, etc.). The map must show the following information:
- property ownership boundary lines;
  - boundaries of the project site (if different from the property boundaries);
  - adjoining and adjacent landowners and owners of inholdings (if any);
  - all Adirondack Park land use area boundaries;
  - local zoning districts;
  - all bodies of water (lakes, ponds, rivers, etc.) and permanent and intermittent streams (based on [USGS](#) planimetric maps and [as designated by New York State Department of Environmental Conservation](#));
  - preliminary boundaries of all wetlands using freshwater [wetland covertype maps](#)

[prepared by the Adirondack Park Agency](#). Note, this information is subject to field verification, and there may be wetlands on the project site that do not appear on the Agency's maps;

- viii. Significant terrestrial habitats. Recommended resources include:
    - the North Atlantic Landscape Conservation Cooperative (NALCC) [Land Use Planning Tools for Municipalities in New York State](#) for mapping,
    - [Northeast Habitat Guides: A Companion to the Terrestrial and Aquatic Habitat Maps](#) for a description of habitat types; and
    - the [New York Natural Heritage Program](#) for classification descriptions;
  - ix. existing facilities, buildings, and structures on the site (labeled with size, use, and date of construction);
  - x. existing paved and unpaved roadways, driveways, and parking areas; and
  - xi. existing municipal or private water, wastewater, and utility infrastructure.
- b. **Wetlands Map:** Provide, as **Attachment E-2**, high-resolution aerial photography interpretation of wetlands on the project site (available upon request from Agency staff).
- c. **Soils Map:** Provide, as **Attachment E-3**, a map of the "Detailed Soil Map Units" present on the project site using the same scale as the Project Site Base Map. Soils mapping is available through the [USDA's Natural Resource Conservation Service web soil survey](#) or in published soil surveys available at a local soil and water conservation service office.
- d. **Slope Map:** Provide, as **Attachment E-4**, a 20-foot contour topographic map at the same scale as the Project Base Map, that is shaded to show slope categories of 0 to 8%, 8 to 15%, 15 to 25%, and greater than 25%.
- e. **Critical Areas Map:** Provide, as **Attachment E-5**, a Critical Areas Map at the same scale as the Project Site Base Map that depicts the following ecological, cultural, and sensitive resources:
- i. a 100-foot buffer area from all lakes, ponds, rivers, streams, and wetlands;
  - ii. the following critical environmental areas identified by the Adirondack Park Agency Act:
    - 1. Designated Wild, Scenic, and Recreational River "river areas" (generally within one-quarter mile of the bank of a designated river or as otherwise described in [Appendix Q-6](#) of the Agency's regulations;
    - 2. Wetlands;
    - 3. Areas at elevations of 2,500 feet or greater;
    - 4. Areas within 1/8<sup>th</sup> mile of tracts of forest preserve land or water classified as wilderness, primitive, or canoe in the Adirondack Park State Land Master Plan;
    - 5. For project sites located in Rural Use land use areas, areas within 150 feet of the edge of the right-of-way of federal or state highways;
    - 6. For project sites located in Resource Management land use areas, areas within 300 feet of the edge of the right-of-way of federal or state highways;
    - 7. 100-year flood plains based on Federal Emergency Management Agency flood area maps;
    - 8. Unique features, including gorges, waterfalls, and geologic formations;
    - 9. Rare or valuable ecosystems;
    - 10. Significant wildlife habitats (deer wintering areas, significant avian nesting areas, vernal pools, connectivity and natural corridors, etc.);

11. Designated scenic vistas and other areas of local scenic significance;
12. Areas of the site presently visible from public locations (roads, trails, waterways, etc.); and
13. Any renewable resource lands such as primary and principal aquifers and aquifer recharge areas, designated agricultural districts, significant agricultural lands, or public watershed lands.

- f. **Site Analysis Mapping:** Provide, as **Attachment E-6**, a Site Limitations Composition Map at the same scale as the Project Site Base Map. This map should be developed by overlaying the previous resource maps and depicted through use of overlay shading to identify areas most suitable for development, areas valuable for significant resources and open space, and areas with limitations to development (wetlands, slopes over 25%, lands within 100-feet of water features, flood plains, etc.).
- g. **Natural Heritage Program Report:** Provide, as **Attachment E-7**, a narrative of New York Natural Heritage Program reported occurrences of rare, threatened, endangered, or exploitably vulnerable plants, and threatened, endangered, and special-concern animals. Include known unique natural communities and significant wildlife habitats (deer wintering areas, significant avian nesting areas, vernal pools, connectivity, and natural corridors, etc.) on the project site and surrounding areas.
- h. **Other Inventories and Classifications:** After consultation with Agency staff, provide the following if necessary:
  - i. **Bird Species Inventory:** Provide a list of bird species expected to be on the project site based on habitat requirements and geographical distribution. Please consult the 2000-2005 [New York State Breeding Bird Atlas](#) for a listing of species expected to be present.
  - ii. **Invasive Species Inventory:** Provide a list and a map of the location of any invasive species known on the project site, including any species identified on the [NYS iMapInvasives website](#).
  - iii. **Lake and Pond Classification:** Provide the surface water classification of known lakes and ponds on the project site as determined by the [Department of Environmental Conservation](#) pursuant to 6 NYCRR Part 701. Please also provide additional information about the water bodies as found in the descriptions on the [NALCC website](#) and in the [Northeast Habitat Guides: A Companion to the Terrestrial and Aquatic Habitat Maps](#).
  - iv. **Large Forest Blocks:** Provide a map at a regional scale that depicts the large forest blocks surrounding the project site. Please consult the [NALCC Land Use Planning Tools for Municipalities in New York State](#).

15. **Project Description:** Provide, as **Attachment F**, a to-scale sketch map of the project applicant's preferred project design that shows proposed building envelopes, driveways, roads, limits of clearing, and other areas of disturbance, and avoids impacts to any sensitive resources identified through the Resource and Existing Features Mapping and Inventory. The preferred project design should minimize the creation of new areas of disturbance on the project site to the greatest extent practicable and should concentrate development to the greatest extent practicable.

Also submit a series of to-scale sketch maps depicting alternative designs that have been



considered as part the design process. (Label as Attachment F-1, F-2, etc.)

- 16. Other Regulatory Permits and Approvals:** The Agency cannot approve a project that has been denied a permit or that is a prohibited use under local zoning requirements and other local laws or ordinances. The Agency will also recognize 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.

**17. Required Signatures:** Please submit required signatures with **PART I** of the application.

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

I HEREBY AUTHORIZE THE ADIRONDACK PARK AGENCY AND MEMBERS OF 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 WHERE POSSIBLE, 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 of all Project Applicants (if not the landowners):**

<b>Signature (type or sign)</b>	<b>First &amp; Last Name/Title (if applicable)</b>	<b>Date</b>

**Signature(s) of all Landowner(s) from current deed:**

<b>Signature (type or sign)</b>	<b>First &amp; Last Name/Title (if applicable)</b>	<b>Date</b>

**Signature of Authorized Representative:** (required if designated above in [Question 4](#))

<b>Signature (type or sign)</b>	<b>First &amp; Last Name/Title (if applicable)</b>	<b>Date</b>

**Please provide all the required information and submit by email to [APAsubmissions@apa.ny.gov](mailto:APAsubmissions@apa.ny.gov)**

## **APPLICATION - PART II**

The Large-Scale Subdivision Application requires a public comment period. Upon receipt of **PART I** of the application, notice of the opportunity for public comment will be published in the [Environmental Notice Bulletin](#) (ENB) and sent to adjoining landowners and municipal officials. The application materials and notice of the opportunity for public comment will also be posted on the Agency's website. Public comments may address but is not limited to the following:

- The potential impacts associated with the project, including identification of the particular aspects of the project site that may be affected;
- Methodologies for assessing any potential impacts; and
- Reasonable alternatives to be considered.

The posted notice will include a deadline for submitting public comment that is at least 15 days and no more than 45 days from the date of publishing in the ENB. All comments will be forwarded to the project applicants upon receipt. The application will be considered received upon the close of the public comment period or, at the request of the project applicant, upon receipt of the project applicant's updated plans and written response to any public comment.

## 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 10](#)
- ✓ Attachment C: Current Deed Restrictions, [Question 11a](#)
- ✓ Attachment D: Proposed Deed Restrictions, [Question 11b](#)
- ✓ Attachment E 1-7: Maps, [Question 14](#)
- ✓ Attachment F: Project Description, [Question 15](#)
- ✓ Attachment G: Local Government Notice Form, [Question 16a](#)
- ✓ Attachment H: Municipal Approval Documents, [Question 16b](#)
- ✓ Attachment I: State and Federal Permits, Approvals, and Determinations, [Question 16d](#)