

ADIRONDACK PARK AGENCY

JURISDICTIONAL INQUIRY FORM

A. INSTRUCTIONS:

This form is used to obtain a written determination as to whether an Adirondack Park Agency permit is needed for a proposed project. Only a person having a legal interest in the property (i.e., landowner or contract vendee) may obtain a formal jurisdictional determination. The landowner or contract vendee must sign this form. If the contract vendee signs, then a copy of the contract must be provided (the sales price may be blacked-out). However, any person may obtain general information about the Adirondack Park Agency Act and Agency regulations, land use areas and critical environmental areas; please feel free to contact the Agency for such information.

The legal issues involved in determining jurisdiction are complicated. Thus, the information requested on this form is necessary in order for us to determine if the proposal requires an Agency permit. The County Clerk's Office, Real Property Tax Service and/or the Town Office may be able to assist you in obtaining property information (i.e., tax map number, history, copies of deed[s], etc.).

A copy of any information submitted to the Agency may be shared with other involved local, state or federal agencies in order to facilitate a coordinated review process.

PLEASE INCLUDE COPY OF CURRENT RECORDED DEED, TAX MAP NUMBER AND A DESCRIPTION OF YOUR PROJECT, INCLUDING SKETCH MAP. WE CANNOT RESPOND TO YOUR INQUIRY WITHOUT THIS INFORMATION.

B. GENERAL INFORMATION:

APPLICANT:

PROPERTY OWNER (if not applicant):

Name _____

Address _____

Telephone _____

APPLICANT'S INTEREST IN PROPERTY (i.e., OWNER, PURCHASER, ETC.): _____

PROPERTY LOCATION:

Town/Village _____ County _____

Road/Highway _____

Tax Map No. Section _____ Block _____ Parcel _____

TAX MAP NUMBER(S) AND DEED MUST BE PROVIDED.

C. PROPERTY HISTORY:

1. Has the property been the subject of any previous Agency action (i.e., application for permit, variance, Agency Map Amendment, Agency letter, Agency site visit, or the subject of an enforcement action)? ___Yes ___No ___Don't Know

If yes, what was the date (year) of the Agency action? _____

Provide case numbers or a copy of the letter. _____

What was the prior project? _____

2. Did you contact the County Clerk's Office to determine if any APA permits for the property were recorded? ___Yes ___No Were any recorded? ___Yes ___No

If yes, permit numbers: _____ (Please note that permits are recorded in the landowner's name. Therefore, you should check for recorded permits under all post-1972 landowners' names.)

3. What is the acreage or square footage of the property at this time? _____

4. On May 22, 1973, was the property part of a larger parcel? ___Yes ___No

If yes: What was the size of the larger parcel? _____. Give the size of each parcel conveyed from the larger parcel since May 22, 1973.

5. What is the name and address of the person who owned the property on May 22, 1973?

6. Did the 1973 owner own any adjacent property on May 22, 1973? ___Yes ___No

If yes, what is the tax map number(s) of the adjacent property?

7. Structures:

(a) Please describe all structures which currently exist on the property (include size, use, and construction date of each). Also describe structures which existed as of August 1, 1973 but have since been removed or destroyed (include date structure was removed or destroyed).

(b) If the property was part of a larger parcel as of May 22, 1973, please describe all structures which exist on other lots created from the original larger parcel. Also describe structures which existed on these other lots as of August 1, 1973 but have since been removed or destroyed.

D. PROJECT DESCRIPTION:

1. Please check the applicable boxes and fill in the appropriate blanks.

subdivision

(a) Number of proposed lots (including retained lots). _____

(b) What is the size of the smallest lot in acres or square feet? _____

What is the smallest shoreline lot width (if applicable)? _____

(c) Are any of the proposed lots being conveyed by bona-fide gift? _____

If yes, what is the giftee's relationship to the giftor?

The construction of a single family dwelling or installation of a mobile home.

The construction of a multiple-residence building, creating _____ housing units.

The construction of a commercial, industrial or public building resulting in _____ square feet of floor space (total of all floors).

The expansion of an existing _____ square-foot building by _____ additional square feet (all floors). **NOTE:** If an expansion is proposed to a structure other than a single family dwelling, also provide the total size or square footage of the use or structures as of May 22, 1973 and the size or square footage of any expansions that have occurred to the use or structures since that date.

The replacement of an existing _____ square-foot _____ structure with a new _____(size) square-foot _____(use) structure.

Other (please describe) _____

2. How will the use of the land change? _____

3. Describe all land uses and development or other activities existing or proposed for this site which are not already described above.

4. If the property involves shoreline, is any portion of the shoreline utilized by others for deeded or contractual access to the shoreline? _____Yes _____No
If yes, please provide details, including # of lots having access and width of access.

Will the proposed project result in any portion of the property being utilized by others for deeded or contractual access to the shoreline? _____Yes _____No
If yes, please provide details, including # of lots having access and width of access.

5. Does the project involve a business? ___Yes ___No If yes:

(a) Will the business 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. _____

If intended as an accessory use, please describe how the commercial use will be kept small enough in size and function to be subordinate to the residential use of the property. _____

6. Will the project result in any structures over 40 feet in height (measuring from the highest point of a structure to the lower point of either natural or finished grade)? ___Yes ___No. (If close to 40 feet in height, please provide sketch and construction details of the structure and any fill material used in construction).
7. Will the project result in the removal of sand, gravel, topsoil or minerals from the property? ___Yes ___No
8. Will waste material, such as construction debris, be disposed on the property? ___Yes ___No
9. Will the project affect wetlands or streams in any way, including filling, draining, possible siltation, pollution, pesticides or tree cutting? ___Yes ___No
10. If the property contains shoreline, what will be the distance from the mean high-water mark to the closest new structure or expansion? _____ feet
If an expansion, what is the distance of present structure from the mean high-water mark? _____ feet
11. Will any sewage leaching or discharge installation (such as seepage pit, pit privy or sewerage outfall) be located within 100 feet of a lake, pond, river, stream or wetland? ___Yes ___No
12. Will any vegetation be cut within 35 feet of a lake, pond, river or stream? ___Yes ___No
13. Will any vegetation be cut within 100 feet of a river? ___Yes ___No
14. Will logging occur on the property? ___Yes ___No

E. SKETCH MAP:

On a separate sheet provide a scaled sketch map of the property showing acreage, boundaries, existing roads and buildings, natural features and water bodies, location of water supply, all portions of a sewage disposal system, including size, type and location, and all proposed structures, subdivision lines or other changes to the property. It should be made at a scale of 1 inch to 100 feet. If a subdivision is proposed, please indicate which (if any) lots are to be retained by current landowner. If your lot is a shoreline lot, show the lot width and indicate the setback distance from mean high-water of any structures and sewage system which you propose. Also, provide the north arrow and the name of the map maker and date prepared.

F. SIGNATURE OF LANDOWNER OR CONTRACT VENDEE:

The above information is correct and accurate to the best of my knowledge.

Signature

Date

Please print or type name

G. RETURN TO:

Adirondack Park Agency
P.O. Box 99
Ray Brook, NY 12977
(518-891-4050)