NEW YORK STATE OF OPPORTUNITY. | Adirondack Park Agency

JURISDICTIONAL INQUIRY FORM
Please submit by email to – apajif@apa.ny.gov

A. INSTRUCTIONS

Submit this form to obtain a written determination whether an Adirondack Park Agency permit or variance is needed for a proposed project. This form is not an application. If you know you need an Agency permit or variance you should not submit this form, but instead you should contact the Agency for the appropriate application form. Information about Agency jurisdiction can be found on the Agency's website (www.apa.ny.gov) and in the Permit Checklist on pages 10 and 11 of the Agency's 'Citizen Guide,' which is also available on the website.

The Jurisdictional Inquiry Form must be signed by a person with a legal interest in the property; only owners, tenants, mortgagees, purchasers under an existing contract of sale, or their attorneys. Please note that if the person under contract to purchase the property signs this form, then a copy of the purchase agreement signed by both parties must be provided.

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

Please include a copy of the current recorded deed, tax map number, a description of your proposal, including a sketch map, and the necessary signature(s).

WE CANNOT RESPOND TO YOUR INQUIRY WITHOUT THIS INFORMATION

B. GENERAL INFORMATION

	APPLICANT/REPRESENTATIVE:	PROPERTY OWNER (if not applicant):
Name	_____	_____
Mailing Address	_____	_____
	_____	_____
Telephone	_____	_____
Email	_____	_____

PROPERTY LOCATION:

Town/Village _____ County _____

Road/Highway _____

Tax Map Number: (This can be found on your tax bill and it looks something like this… 89.12-1-1.4 - three numbers separated by dashes, and there may not be decimals).

Section _____ Block _____ Parcel/Lot _____

C. PROPERTY HISTORY

Please include a copy of the current recorded deed for the property

1. Has the property been the subject of any previous Agency permit, variance, map amendment, jurisdictional determination, staff site visit, wetland site visit, or an enforcement action?
   ☐ Yes ☐ No ☐ Don't Know

   If yes, please include the following information:
   File number _____ Agency contact _____

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

3. Please describe all structures which currently exist on the property (include type and use of structure, size and construction date of each – for example, confirm if the structure is a mobile home, single family dwelling, barn, storage building, etc.). If your project involves replacement of a structure, please provide its description, even if it has already been removed (and indicate its removal date).

	Structure/Use	Size	Construction Date	Removal Date
a.				
b.				
c.				
d.				
e.				
f.				

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.
   ☐ Are you 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. _____

3. Will the project result in any structures over 40 feet in height (measuring from the highest point of a structure to the lowest point of natural or finished grade, whichever is lower)?
   ☐ Yes ☐ No

   (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.

   _____

Invasive Species: For any proposals that will involve the use of excavating tools, equipment, or fill brought from off-site, please remember to help prevent the spread of invasive species by ensuring all tools and equipment are thoroughly cleaned and that all fill is free of invasive species prior to use on-site. If any portion of the site contains invasives, all construction equipment and vehicles should be thoroughly cleaned prior to moving to other areas.

If the proposal will involve any plantings, care should be taken to avoid the introduction of invasive species.

Please see adkinvasives.com for more information on how to prevent the spread of invasive species in the Adirondack Park.

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.

F. NARRATIVE (Please describe your proposal)

G. CHECK LIST

- ☐ Have you answered all of the questions?
- ☐ Did you include a copy of the current recorded deed?
- ☐ Did you include a sketch map?
- ☐ Is the form signed by an authorized person?
- ☐ Did you provide the tax map identification number?
- ☐ Did you include your return mailing address and phone number?

H. SIGNATURE OF AUTHORIZED PERSON

Note: This form must be signed by a person with a legal interest in the property; only owners, tenants, mortgagees, purchasers under an existing contract of sale, or their attorneys. The use of an electronic signature, by typing in your signature and checking below, shall have the same validity and effect as a handwritten signature. Please fill in the information below and check all applicable boxes.

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

☐

_____
Signed (typed)

_____ _____ _____
Last Name First Name Middle Initial

_____
Title (if applicable)

_____
Date

By submitting this form, I hereby request the Adirondack Park Agency issue a written determination as to whether an Adirondack Park Agency permit or variance is needed for a proposed project.
I attest that I am the person named above and that I am the:

Check one:

☐ Owner of the property subject to this jurisdictional inquiry

☐ Attorney for owner of the property subject to this jurisdictional inquiry

☐ Purchaser of the property subject to this jurisdictional inquiry under an existing contract of sale (a copy of which is attached)

☐ Tenant of the property subject to this jurisdictional inquiry under an existing lease (a copy of which is attached)

☐ Mortgagee of the property subject to this jurisdictional inquiry (a copy of which mortgage is attached)

If you wish to have another person, such as a contractor, process this inquiry on your behalf, please provide the name and address of that person.

_____

I wish to have _____ complete this inquiry on my behalf.

I. PLEASE SUBMIT BY EMAIL TO – apajif@apa.ny.gov