



**JURISDICTIONAL INQUIRY FORM**

**A. INSTRUCTIONS**

Submit this form to obtain a written determination whether an Adirondack Park Agency permit or variance is needed for a proposed project. It is not a permit 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.

Only a person having a legal interest in the property (i.e., landowner or person having a signed purchase contract) 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 removed).

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.).

**You MUST include the landowner's signature, a copy of the current recorded deed, tax map number and a description of your proposal, including a sketch map.**  
**WE CANNOT RESPOND TO YOUR INQUIRY WITHOUT THIS INFORMATION.**

**B. GENERAL INFORMATION**

**APPLICANT:**

**PROPERTY OWNER (if not applicant):**

Name \_\_\_\_\_

\_\_\_\_\_

Mailing Address \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Telephone \_\_\_\_\_

\_\_\_\_\_

**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 be no decimals).

Section \_\_\_\_\_ Block \_\_\_\_\_ Parcel/Lot \_\_\_\_\_

### C. PROPERTY HISTORY

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

Provide file number or a copy of the letter/permit/settlement agreement.

\_\_\_\_\_

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

**The history of the property as it existed on the May 22, 1973 enactment date of the Adirondack Park Land Use and Development Plan is critical to determining Agency jurisdiction. We must know who owned the property on that date, whether any lots have been conveyed from the property since that date, and whether the owner on that date owned any adjoining property. Staff at the County Tax Mapping office can often assist in determining the history of subdivision of property.**

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

\_\_\_\_\_

4. Have any lots been conveyed from the property as it existed on May 22, 1973?

Yes  No If yes: What was the size of the larger parcel? \_\_\_\_\_  
Identify by tax map number each parcel conveyed from the larger parcel since May 22, 1973.

\_\_\_\_\_

5. Did the property owner on May 22, 1973 own any adjoining property (including any property on the opposite side of a road, railroad or other intervening parcel)?

Yes  No If yes, provide the tax map number(s) of the adjoining property.

\_\_\_\_\_

6. Structures:

Please describe all structures which currently exist on the property (**include size, type of structure, 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).

|  | <u>Structure</u> | <u>Size</u> | <u>Construction Date</u> | <u>Removal Date</u> |
|--|------------------|-------------|--------------------------|---------------------|
|--|------------------|-------------|--------------------------|---------------------|

- |    |       |  |  |  |
|----|-------|--|--|--|
| 1. | _____ |  |  |  |
| 2. | _____ |  |  |  |
| 3. | _____ |  |  |  |
| 4. | _____ |  |  |  |
| 5. | _____ |  |  |  |
| 6. | _____ |  |  |  |



**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 *bona fide* gift? \_\_\_\_\_  
 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 floor space (total of all floors).
  - Expansion of an existing \_\_\_\_\_ square-foot structure by \_\_\_\_\_ additional square feet (all floors). **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 and indicate the square footage of any expansion of the structure that has occurred since that date. **NOTE:** If you are expanding a single-family dwelling located within the shoreline setback area, you must provide confirmation of the location and adequacy of the wastewater treatment system as confirmed by an engineer licensed to practice in New York State. Contact the Agency for more information regarding this requirement or consult our website: [www.apa.state.ny.us](http://www.apa.state.ny.us)
  - Replacement of an existing \_\_\_\_\_ square-foot structure with a new \_\_\_\_\_ square-foot structure. Confirm the existing and proposed use of the structure. \_\_\_\_\_
  - Other (describe) \_\_\_\_\_

**Feel free to attach a narrative which further describes your proposal.**

- 2. If the property involves shoreline, is any portion of the shoreline currently used to provide deeded or contractual access to the shoreline for other parcels?  
 Yes  No If yes, provide details including the number of lots which are provided access (identify by tax map designation) and the width of the access area.

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.

- 3. 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. \_\_\_\_\_

- 4. 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.)

5. Will the project result in the removal of sand, gravel, topsoil or minerals from the property? (This does not include excavation of a foundation.)  
 Yes    No
  
6. Will waste material, such as construction debris, be disposed on the property?  
 Yes    No   If yes, explain the type and volume of debris.
  
7. Will the project require crossing any wetlands or streams, or tree cutting in a wetland?    Yes    No
  
8. 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, how far from the mean high water mark is the existing structure?  
 \_\_\_\_\_ feet
  
9. Will the leaching component of an on-site wastewater treatment system (such as seepage pit, pit privy, leach lines or other sewage outfall) be located within 100 feet of a lake, pond, river, stream or wetland?    Yes    No
  
10. 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.

**E. SKETCH MAP**

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, etc.) It should be drawn at a scale which clearly shows the location of all proposed activity and measurements must be labeled. For a shoreline parcel, show the lot width 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. 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. 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 the current landowner or contract vendee?
- Did you provide the tax map identification number?
- Did you include your return mailing address?

**H. RETURN TO**

**Adirondack Park Agency**  
**PO Box 99**  
**Ray Brook, NY 12977**  
**(518/891-4050)**