



**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. This form 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 permit application form. Information about Agency permit jurisdiction can be found on the Agency's website ([www.apa.ny.gov](http://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 owners of land or their attorney, or by purchasers of land or their attorney (w/a signed contract). Please note that if the person under contract to purchase the property or his attorney 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 \_\_\_\_\_

\_\_\_\_\_

**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 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? \_\_\_\_\_

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: Identify by tax map number each parcel conveyed from the property since May 22, 1973.

\_\_\_\_\_

5. Did the property owner on May 22, 1973 own any other property including any property separated by a road, railroad or right of way?  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 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).

	<u>Structure/Use</u>	<u>Size</u>	<u>Construction Date</u>	<u>Removal Date</u>
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 *bona fide* 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 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.
- Are you proposing to install, replace or expand a seepage pit, drainage field or other leaching facility within 100 feet of the mean high water mark of any lake, pond, river or stream (including intermittent streams)?  Yes  No  
If you are proposing to replace or expand an existing system, 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) \_\_\_\_\_

**If necessary, please attach a narrative which further describes your proposal.**

- 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? (This does not include excavation of a foundation.)  Yes  No
- 5. Will waste material, such as construction debris, be disposed on the property?  Yes  No  
If yes, explain the type and volume of debris.  
\_\_\_\_\_

6. 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
- 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.
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**E. SKETCH 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 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 AUTHORIZED PERSON**

**Note:** Authorized persons are owners of land or their attorney, or purchasers of land or their attorney (w/a signed contract). Individuals signing this form on behalf of other entities (e.g, LLCs) must have the legal authority to do so and should include their title where relevant.

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

Signature	Date	Please print or type name (and title where relevant)
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**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. RETURN TO:**

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

Revised March 6, 2012