



JOINT APPLICATION FORM - INSTRUCTIONS



For Permits/Determinations to undertake activities affecting streams, waterways, waterbodies, wetlands, coastal areas and sources of water supply.

New York State

Department of Environmental Conservation (DEC)
Office of General Services (OGS)
Department of State (DOS)

US Army Corps of Engineers (USACE)
New York District
Buffalo District

Type or print clearly in ink. Incomplete or inaccurate information may delay processing and a final decision on your application. Individual Agencies may request that you submit additional information to complete your application.

PERMITS REQUESTED Check all Permits/Determinations requested from all the listed Agencies.

Separate authorizations or determinations of no permit required must be received from each Agency in accordance with their jurisdiction prior to initiation of work.


The applicant is responsible for obtaining any other federal, state or local permits or other approvals.

APPLICANT / OWNER / CONTACT INFORMATION AND SIGNATURES Signatures of the Applicant, Owner and Agent, where applicable, are required.

Applications by a Corporation must be signed by a member of the board of directors or a "high managerial agent" of the corporation as that term is defined in the § 20.20 of the Penal Law; a Partnership by a general partner; a Sole Proprietorship by the proprietor; a Limited Liability Company by member or manager in accordance with the LLC's articles of organization as filed with the Secretary of State.

Applications by a State Agency must be signed by a person duly designated by the commissioner or other agency head. Applications by Municipalities (counties, cities, towns and villages) and Public Corporations must be signed by the chief executive officer, the head of a subordinate agency or department, or a person duly designated by the chief executive officer.


Construction or work contractors may serve as a contact/agent on behalf of the applicant, but cannot be identified as the applicant or prospective permittee should a permit be issued.

PROJECT / FACILITY LOCATION INFORMATION Location Coordinates are expressed in New York Transverse Mercator (NYTM) units (i.e., UTM Zone 18 expanded to encompass the entire state) based on the North American Datum 1983, or Latitude and Longitude. If you are able to supply accurate coordinates, please do so. Coordinates may be obtained from DEC's online Environmental Resource Mapper (www.dec.ny.gov/animals/38801.html), using the Identify  tool.

PROJECT DESCRIPTION AND PURPOSE Provide a complete narrative description of the proposed work and its purpose. Attach additional page(s) if necessary.

REQUIRED APPLICATION ATTACHMENTS

Attach and submit the following to each involved Agency:

- LOCATION MAP** A US Geological Survey (USGS) Quadrangle Map, or equivalent identifying the project location. The map should include wetlands, seasonally wet streams and ditches. An acceptable location map may be obtained from DEC's online Environmental Resource Mapper (www.dec.ny.gov/animals/38801.html), using the Printer  tool.
- PROJECT PLANS** A sketch plan view and cross-section drawn to scale with dimensions given, or engineering drawings showing location and extent of work. Note from which direction the photographs required in (3) are taken.

- PHOTOGRAPHS** At least 3 color photographs, taken from multiple directions, that clearly depict the site of the proposed activity, including any existing structures on the site, and the area surrounding that site. Indicate the time and date when taken.

OTHER REQUIREMENTS

For NY State Agencies - State Environmental Quality Review Act regulations (SEQR), 6 NYCRR Part 617

(www.dec.ny.gov/regs/4490.html) -

- If the project is an Unlisted Action, submit a completed Part 1 of a Short Environmental Assessment Form. *
- If the project is a Type I Action, submit a completed Part 1 of a Full Environmental Assessment Form. *

For NYS DEC Only - Complete the **Permission to Inspect Property Supplement** * to provide consent for DEC inspection. Failure to grant consent can be grounds for, and may result in, permit denial.

For USACE/NYS DOS - If the project requires a federal permit and lies within or affects the Coastal Zone (see the DOS Coastal Area Maps at www.nyswaterfronts.com/maps_regions.asp), submit a completed Federal Consistency Assessment Form (available at www.nyswaterfronts.com/consistency_federal.asp) to NYS DOS with a copy to USACE.

For USACE Section 404 Clean Water Act permits and specific Nationwide permits - a 401 Water Quality Certification must be obtained from NYS DEC.

For Adirondack Park - If the project is within the Adirondack Park, to determine permitting applicability contact -
NYS Adirondack Park Agency, 1133 NYS Rte 86, PO Box 99,
Ray Brook, NY 12977 (518) 891-4050 www.apa.state.ny.us

SPECIAL SUPPLEMENTS AND REQUIREMENTS FOR SPECIFIC PERMIT APPLICATIONS

Applications for . . . must be accompanied by . . .

- Dams and Impoundment Structures** Supplement D-1 *
- Docks and Moorings** Supplement D-2 *
- Water Supply** Supplement W-1 *
- Long Island Well** Regional specific supplement *
- Wild, Scenic and Recreational River Systems** Supplement WSR-1 *
- Aquatic Vegetation, Aquatic Insect, and Fish Control** Category specific form available at NYS DEC offices and at www.dec.ny.gov/chemical/8530.html. Submit applications to the NYS DEC regional office, Attn: Bureau of Pesticides.

- USACE Section 404 Clean Water Act, and DEC Freshwater Wetlands and Tidal Wetlands** . . . Applications to disturb a wetland or waterway by placing fill or performing mechanized land clearing, ditching, channelization, dredging, or excavation activities should provide a discussion of practicable alternatives considered to avoid, minimize and/or mitigate the proposed project impacts. Particular justification should be given as to why the alternatives are not suitable.

* Forms are available at NYS DEC offices and at www.dec.ny.gov/permits/6222.html

JOINT APPLICATION FORM INSTRUCTIONS - PAGE 2 OF 2

SUBMISSION OF APPLICATION FORMS AND ATTACHMENTS

Separately mail the completed application to each involved Agency based on project location and permit(s) requested.

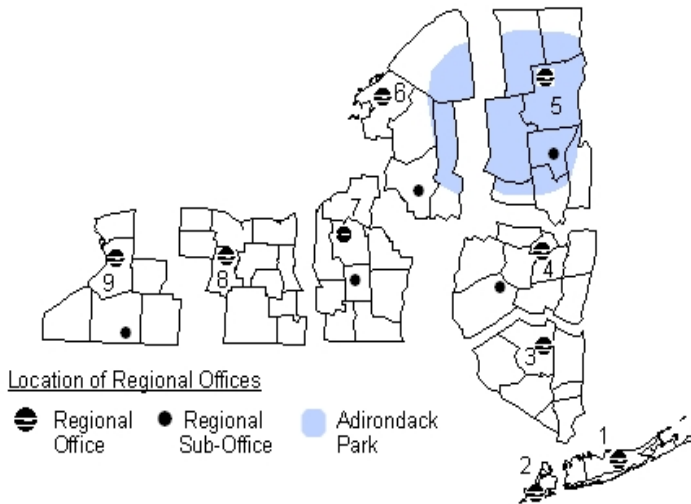
For DEC - Mail **3 copies** of Pages 1 and 2 of the Application Form and **3 copies** of all required attachments.

For Other Agencies - Mail **1 copy** of Pages 1 and 2 of the Application Form and **1 copy** of all required attachments.

AGENCY CONTACT INFORMATION

NYS Department of Environmental Conservation

www.dec.ny.gov



Location of Regional Offices

- Regional Office
- Regional Sub-Office
- Adirondack Park

NYS DEC REGION 4 Sub-Office

Regional Permit Administrator
65561 State Hwy 10
Stamford, NY 12167-9503
(607) 652-7741
email: r4dep@qw.dec.state.ny.us

NYS DEC REGION 7

Regional Permit Administrator
615 Erie Blvd West
Syracuse, NY 13204-2400
(315) 426-7438
email: r7dep@qw.dec.state.ny.us

NYS DEC REGION 5

Regional Permit Administrator
PO Box 296
1115 Route 86
Ray Brook, NY 12977-0296
(518) 897-1234
email: r5dep@qw.dec.state.ny.us

NYS DEC REGION 7 Sub-Office

Regional Permit Administrator
1285 Fisher Avenue
Cortland, NY 13045-1090
(607) 753-3095
email: r7dep@qw.dec.state.ny.us

NYS DEC REGION 5 Sub-Office

Regional Permit Administrator
PO Box 220
232 Golf Course Rd
Warrensburg, NY 12885-0220
(518) 623-1281
email: r5dep@qw.dec.state.ny.us

NYS DEC REGION 8

Regional Permit Administrator
6274 E. Avon - Lima Road
Avon, NY 14414-9519
(585) 226-5400
email: r8dep@qw.dec.state.ny.us

NYS DEC REGION 1

Regional Permit Administrator
SUNY @ Stony Brook
50 Circle Road
Stony Brook, NY 11790-3409
(631) 444-0365
email: r1dep@qw.dec.state.ny.us

NYS DEC REGION 3

Regional Permit Administrator
21 South Putt Corners Road
New Paltz, NY 12561-1620
(845) 256-3054
email: r3dep@qw.dec.state.ny.us

NYS DEC REGION 6

Regional Permit Administrator
317 Washington Street
Watertown, NY 13601-3787
(315) 785-2245
email: r6dep@qw.dec.state.ny.us

NYS DEC REGION 9

Regional Permit Administrator
270 Michigan Avenue
Buffalo, NY 14203-2915
(716) 851-7165
email: r9dep@qw.dec.state.ny.us

NYS DEC REGION 2

Regional Permit Administrator
1 Hunter's Point Plaza
47-40 21st Street
Long Island City, NY 11101-5407
(718) 482-4997
email: r2dep@qw.dec.state.ny.us

NYS DEC REGION 4

Regional Permit Administrator
1130 North Westcott Road
Schenectady, NY 12306-2014
(518) 357-2069
email: r4dep@qw.dec.state.ny.us

NYS DEC REGION 6 Sub-Office

Regional Permit Administrator
207 Genesee Street
Utica, NY 13501-2885
(315) 793-2555
email: r6dep@qw.dec.state.ny.us

NYS DEC REGION 9 Sub-Office

Regional Permit Administrator
182 East Union, Suite 3
Allegany, NY 14706-1328
(716) 372-0645
email: r9dep@qw.dec.state.ny.us

US Army Corps of Engineers

www.usace.army.mil

For DEC Regions 1, 2 and 3

US Army Corps of Engineers NY District
ATTN: Regulatory Branch
26 Federal Plaza, Room 1937
New York, NY 10278-0090
email: CENAN.PublicNotice@usace.army.mil

For DEC Regions 1, 2,
Westchester County and
Rockland County -
(917) 790-8511

For the other counties
of DEC Region 3 -
(917) 790-8411

For DEC Regions 4, 5

Department of the Army
ATTN: CENAN-OP-R
NY District, Corps of Engineers
1 Buffington Street
Building 10, 3rd Floor
Watervliet, NY 12189-4000
(518) 266-6350 - Permits team
(518) 266-6360 - Compliance Team
email: cenan.rfo@usace.army.mil

For DEC Regions 6, 7, 8, 9

US Army Corps of Engineers
Buffalo District
ATTN: Regulatory Branch
1776 Niagara Street
Buffalo, NY 14207-3199
(716) 879-4330
email: LRB.Regulatory@usace.army.mil

Statewide

NYS Department of State
Division of Coastal Resources
Consistency Review Unit
One Commerce Plaza
99 Washington Ave, Suite 1010
Albany, NY 12231-00001
(518) 474-6000
www.nyswaterfronts.com

Statewide

NYS Office of General Services
Real Estate Development - Land Management
Corning Tower, 26th Floor
Empire State Plaza
Albany, NY 12242-0001
(518) 474-2195
www.oqs.state.ny.us



New York State

JOINT APPLICATION FORM

For Permits/Determinations to undertake activities affecting streams, waterways waterbodies, wetlands, coastal areas and sources of water supply.



US Army Corps of Engineers (USACE)

Separate Permits/Determinations must be obtained from each involved agency prior to proceeding with work. Please read all instructions.

<p>1. Check All That Apply:</p> <p>NYS Department of Environmental Conservation</p> <p><input type="checkbox"/> Stream Disturbance</p> <p><input type="checkbox"/> Excavation and Fill in Navigable Waters</p> <p><input type="checkbox"/> Docks, Moorings or Platforms</p> <p><input type="checkbox"/> Dams and Impoundment Structures</p> <p><input type="checkbox"/> 401 Water Quality Certification</p> <p><input type="checkbox"/> Freshwater Wetlands</p> <p><input type="checkbox"/> Tidal Wetlands</p> <p><input type="checkbox"/> Coastal Erosion Management</p> <p><input type="checkbox"/> Wild, Scenic and Recreational Rivers</p> <p><input type="checkbox"/> Water Supply</p> <p><input type="checkbox"/> Long Island Well</p> <p><input type="checkbox"/> Aquatic Vegetation Control</p> <p><input type="checkbox"/> Aquatic Insect Control</p> <p><input type="checkbox"/> Fish Control</p> <p>US Army Corps of Engineers</p> <p><input type="checkbox"/> Section 404 Clean Water Act</p> <p><input type="checkbox"/> Section 10 Rivers and Harbors Act</p> <p><input type="checkbox"/> Nationwide Permit(s) - Identify Number(s): _____</p> <p>Preconstruction Notification - <input type="checkbox"/> Y / <input type="checkbox"/> N</p> <p>NYS Office of General Services (State Owned Lands Under Water)</p> <p><input type="checkbox"/> Utility Easement (pipelines, conduits, cables, etc.)</p> <p><input type="checkbox"/> Docks, Moorings or Platforms</p> <p>NYS Department of State</p> <p><input type="checkbox"/> Coastal Consistency Concurrence</p>	<p>2. Name of Applicant (use full name)</p> <p>Applicant must be (check all that apply): <input type="checkbox"/> Owner <input type="checkbox"/> Operator <input type="checkbox"/> Lessee</p> <p>Street Address</p> <p>Taxpayer ID (If applicant is NOT an individual):</p> <p>Post Office City State Zip Code Telephone (daytime) Email</p>	<p>3. Name of Facility or Property Owner, if different than Applicant</p> <p>Street Address</p> <p>Post Office City State Zip Code Telephone (daytime) Email</p>													
	<p>4. Contact/Agent Name</p> <p>Company Name</p> <p>Street Address</p> <p>Post Office City State Zip Code Telephone (daytime) Email</p>	<p>5. Project / Facility Name</p> <p>Property Tax Map Section / Block / Lot Number</p> <p>Project Location - Provide directions and distances to roads, bridges and bodies of waters:</p> <p>Street Address, if applicable</p> <p>Post Office City State Zip Code Telephone, if applicable Email</p> <p>Town / Village / City County</p> <p>Name of USGS Quadrangle Map Stream/Water Body Name</p> <p>Location Coordinates: Enter NYTMs in kilometers, OR Latitude/Longitude in degrees, minutes, seconds</p> <p>NYTM-E NYTM- N Latitude Longitude</p>													
	<p>6. If applicant is not the owner, both must sign the application. I hereby affirm that information provided on this form and all attachments submitted herewith is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law. Further, the applicant accepts full responsibility for all damage, direct or indirect, of whatever nature, and by whomever suffered, arising out of the project described herein and agrees to indemnify and save harmless the State from suits, actions, damages and costs of every name and description resulting from said project. In addition, Federal Law, 18 U.S.C., Section 1001 provides for a fine of not more than \$10,000 or imprisonment for not more than 5 years, or both where an applicant knowingly and willingly falsifies, conceals, or covers up a material fact; or knowingly makes or uses a false, fictitious or fraudulent statement.</p>														
	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border-bottom: 1px solid black;">Signature of Applicant</td> <td style="width:33%; border-bottom: 1px solid black;">Printed Name</td> <td style="width:33%; border-bottom: 1px solid black;">Title</td> <td style="width:10%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of Owner</td> <td style="border-bottom: 1px solid black;">Printed Name</td> <td style="border-bottom: 1px solid black;">Title</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of Agent</td> <td style="border-bottom: 1px solid black;">Printed Name</td> <td style="border-bottom: 1px solid black;">Title</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> </table>			Signature of Applicant	Printed Name	Title	Date	Signature of Owner	Printed Name	Title	Date	Signature of Agent	Printed Name	Title	Date
	Signature of Applicant	Printed Name	Title	Date											
	Signature of Owner	Printed Name	Title	Date											
	Signature of Agent	Printed Name	Title	Date											

For Agency Use Only

DEC Application Number: _____

USACE Number: _____

JOINT APPLICATION FORM - PAGE 2 OF 2

Submit this completed page as part of your Application.

7. Project Description and Purpose: Provide a complete narrative description of the proposed work and its purpose. Attach additional page(s) if necessary. Include: description of current site conditions and how the site will be modified by the proposed project; structures and fill materials to be installed; type and quantity of materials to be used (i.e., cubic yds or square ft of fill material below ordinary high water, or of structures below mean high water); area of excavation or dredging, volumes of material to be removed and location of dredged material disposal or use; work methods and type of equipment to be used; pollution control methods and mitigation activities proposed to compensate for resource impacts; and where applicable, the phasing of activities.

Proposed Use: Private Public Commercial Will Project Occupy Federal, State or Municipal Land? Yes No
If yes, please specify.

Has Work Begun on Project? Yes No If Yes, explain.

Proposed Start Date: _____ Estimated Completion Date: _____

8. List Previous Permit / Application Numbers (if any) and Dates:

9. Will this project require additional Federal, State, or Local Permits including zoning changes? Yes No If Yes, please list:

10. Based on the permits and determinations requested and project location, check all the boxes corresponding to each of the Agencies and Offices to which you are filing an application. For Agency addresses and areas covered, refer to the Agency Contact Information on the Application Instructions - Page 2.

- REGION 1 Stony Brook
- REGION 2 Long Island City
- REGION 3 New Paltz
- REGION 4 Schenectady
- REGION 4 Stamford Sub-Office
- REGION 5 Ray Brook
- REGION 5 Warrensburg Sub-Office
- REGION 6 Watertown
- REGION 6 Utica Sub-Office
- REGION 7 Syracuse
- REGION 7 Cortland Sub-Office
- REGION 8 Avon
- REGION 9 Buffalo
- REGION 9 Allegany Sub-Office

- NYS Department of Environmental Conservation**
- US Army Corps of Engineers**
- NYS Department of State**
- NYS Office of General Services**
- NY District, NYC
- NY District, Watervliet
- Buffalo District

For Agency Use Only **DETERMINATION OF NO PERMIT REQUIRED**

Agency Project Number _____

_____ has determined that No Permit is required from this Agency for the project described in this application.

(Agency Name)

Agency Representative: Name (printed) _____ Title _____

Signature _____ Date _____



PERMISSION TO INSPECT PROPERTY

By signing this permission form for submission with an application for a permit(s) to the Department of Environmental Conservation ("DEC"), the signer consents to inspection by DEC staff of the project site or facility for which a permit is sought and, to the extent necessary, areas adjacent to the project site or facility. This consent allows DEC staff to enter upon and pass through such property in order to inspect the project site or facility, without prior notice, between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday. If DEC staff should wish to conduct an inspection at any other times, DEC staff will so notify the applicant and will obtain a separate consent for such an inspection.

Inspections may take place as part of the application review prior to a decision to grant or deny the permit(s) sought. By signing this consent form, the signer agrees that this consent remains in effect as long as the application is pending, and is effective regardless of whether the signer, applicant or an agent is present at the time of the inspection. In the event that the project site or facility is posted with any form of "posted" or "keep out" notices, or fenced in with an unlocked gate, this permission authorizes DEC staff to disregard such notices or unlocked gates at the time of inspection.

The signer further agrees that during an inspection, DEC staff may, among other things, take measurements, may analyze physical characteristics of the site including, but not limited to, soils and vegetation (taking samples for analysis), and may make drawings and take photographs.

Failure to grant consent for an inspection is grounds for, and may result in, denial of the permit(s) sought by the application.

Permission is granted for inspection of property located at the following address(es):

*By signing this form, I affirm under penalty of perjury that I am authorized to give consent to entry by DEC staff as described above. I understand that false statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.**

Print Name and Title

Signature

Date

*The signer of this form must be an individual or authorized representative of a legal entity that:

- owns fee title and is in possession of the property identified above;
- maintains possessory interest in the property through a lease, rental agreement or other legally binding agreement; or
- is provided permission to act on behalf of an individual or legal entity possessing fee title or other possessory interest in the property for the purpose of consenting to inspection of such property.