



## General Instructions

Incomplete or inaccurate information may delay processing and a final decision on your application

- A. Type or print clearly in ink. Attach FIVE copies of additional information required in i. through iii. below.
  - i. A USGS map, or equivalent showing the project location. Include on the map wetlands, seasonally wet streams and ditches.
  - ii A sketch plan drawn to scale or with dimensions given or engineering drawings showing location and extent of work as well as view directions of the photographs required in iii.
  - iii At least three (3) representative color photographs of the project area and surroundings with time and date when they were taken indicated.
- B. Applications by counties, cities, towns, and villages must be signed by the chief executive of that municipality or the head of the department or agency undertaking the project.
- C. "Owner" in application item 4 holds title to the land, facility, easement or right-of-way on which the project will be undertaken. If someone other than the owner is the applicant, written consent of the owner to use the property or facility must accompany the application.
- D. The applicant is responsible for obtaining any other federal, state or local permits. Separate authorization or letter of **No Jurisdiction** should be received from the **Department of Environmental Conservation (DEC), Office of General Services (OGS), Adirondack Park Agency (APA) or Lake George Park Commission (LGPC)** and the **Army Corps of Engineers (ACOE)** prior to initiation of work in wetlands or waterways.
- E. Location Coordinates (section 8) are expressed in New York Transverse Mercator units or NYTMs (UTM Zone 18 expanded to encompass the entire state). These are based on the North American Datum 1983. If you are able to supply accurate coordinates, please do so. Otherwise the Department will determine them.

### Other Requirements

- F. If project is an unlisted action pursuant to the State Environmental Quality Review Act regulations - 6 NYCRR Part 617, a completed Part 1 of a Short Environmental Assessment Form must be submitted with the application.
- G. If project is a Type 1 action pursuant to the State Environmental Quality Review Act regulations - 6 NYCRR Part 617, a completed Part 1 of a Full Environmental Assessment Form must be submitted with the application.
- H. If project is classified as major pursuant to the Uniform Procedures Act regulations - 6 NYCRR Part 621, a completed Part 1 of a Structural Archeological Assessment Form must be submitted with the application.
- I. If project requires a federal permit and lies within the Coastal Zone, a completed Federal Consistency Assessment Form must be submitted with the application.
- J. If project is within the Adirondack Park, additional information is required by the APA to fully determine permitting applicability.

### Special Requirements for Specific Permit Applications

- K. Applications for the construction, reconstruction, or repair of a DAM or other IMPOUNDMENT STRUCTURE must be accompanied by Supplement D-1
- L. Applications for DOCK, PLATFORM, or MOORING facility permits must be accompanied by Supplement D-2
- M. Applications for Water Supply or Long Island Well permits must be accompanied by Supplement W-1
- N. Applications for a permit to apply a Chemical to control or eliminate Aquatic Vegetation, Fish or Insects must be accompanied by the proper supplemental form available from the department.
- O. Applications for a Wild, Scenic, or Recreational Rivers permit must be accompanied by Supplement WSR-1
- P. Applications for a permit to disturb a wetland or waterway by placing fill or performing mechanized land clearing, ditching, channelization, dredging, or excavation activities under Section 404 of the Clean Water Act or Article 24 and 25 of the Environmental Conservation Law 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.

Contact the Regional Permit Administrator, Division of Environmental Permits, at the appropriate DEC office; OGS, APA, LGPC permitting agent; or the respective Corps District Office, as given below, for assistance regarding any of the above requirements. Consult other available application instruction materials for the appropriate permit types.

### New York State Agencies:

#### Department of Environmental Conservation

##### REGION 1

Building 40, SUNY  
Stony Brook, NY 11790-2356  
(631) 444-0365

##### REGION 2

1 Hunter's Point Plaza  
47-40 21st Street  
Long Island City, NY 11101-5407  
(718) 482-4497

##### REGION 3

21 South Putt Corners Road  
New Paltz, NY 12561-1696  
(845) 256-3054

##### REGION 4

1150 North Wescott Road  
Schenectady, NY 12306-2014  
(518) 357-2069

##### REGION 4 Sub-Office

Route 10  
HCR #1 Box 3A  
Stamford NY 12167-9503.  
(607) 652-7741

##### REGION 5

Route 86, PO Box 296  
Ray Brook NY 12977-0296  
(518) 897-1234

##### REGION 5 Sub-Office

P.O. Box 220  
Warrensburg, NY 12885-0220  
(518) 623-1281

##### REGION 6

State Office Building  
317 Washington Street  
Watertown, NY 13601-3787  
(315) 785-2245

##### REGION 6 Sub-Office

State Office Building  
207 Genesee Street  
Utica, NY 13501-2885  
(315) 793-2555

##### REGION 7

615 Erie Blvd West  
Syracuse, NY 13204-2400  
(315) 426-7438

##### REGION 7 Sub-Office

1285 Fisher Avenue  
Cortland, NY 13405-1090  
(607) 753-3095

##### REGION 8

6274 E. Avon - Lima Road  
Avon, NY 14414-9519  
(716) 226-2666

##### REGION 9

270 Michigan Avenue  
Buffalo NY 14203-2999  
(716) 851-7165

##### REGION 9 Sub-Office

182 East Union,  
Suite 3  
Allegany, NY 14706-1328  
(716) 372-0645

#### Office of General Services

Division of Land Utilization  
Bureau of Land Management  
Corning Tower, Empire State Plaza  
Albany, NY 12242  
(518) 474-2195

#### Adirondack Park Agency

PO Box 99  
Ray Brook NY 12977  
(518) 891-4050




#### Lake George Park Commission

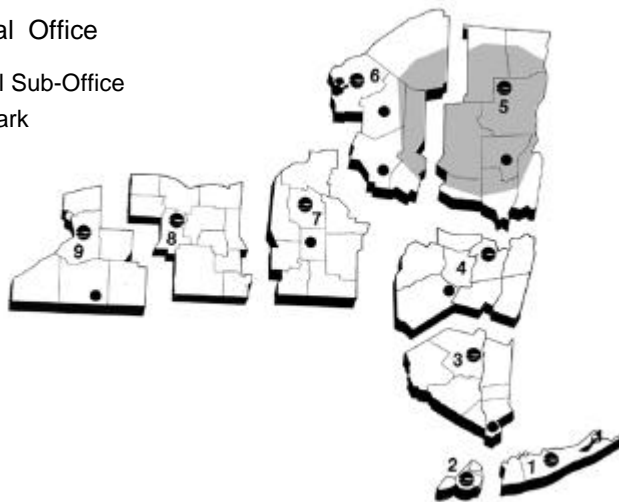
P.O. Box 749 Fort George Road  
Lake George NY 12845-0749  
(518) 668-9347

### Distribution

1ST COPY Permit Administrator 2ND COPY Corps of Engineers 3RD COPY Program  
4TH COPY NYS Agency 5TH COPY Applicant

### Legend

-  DEC Regional Office
-  DEC Regional Sub-Office
-  Adirondack Park



### United States Army Corps of Engineers

Department of the Army ATTN: Regulatory Branch  
**New York District, Corps of Engineers**, 26 Federal Plaza, New York NY 10278-0090  
Telephone  
(212) 264-6731 for DEC Regions 1,2 and Westchester and Rockland Counties  
(212) 264-0185 for DEC Region 3 except Westchester and Rockland Counties

Albany Field Office Telephone (518) 270-0588 / 0589 - DEC regions 4,5  
1 Bond Street, Troy NY 12180

**Buffalo District, Corps of Engineers** Telephone (716) 879-4330 - DEC regions 6, 7, 8, 9  
1776 Niagara Street, Buffalo NY 14207-3199