



JOINT APPLICATION FORM – INSTRUCTIONS

Use this application to apply for Permits from all of the listed state and federal agencies. This form is for all projects that affect streams, waterways, waterbodies, wetlands, coastal areas, sources of water, and endangered and threatened species.

This Joint Application Form has four pages. Incomplete, illegible or inaccurate information may delay your permit decision. Agencies may request additional information to complete your application. If you have any questions, refer to the Agency Contact Information on pages four and five of these instructions.

PERMITS REQUESTED

You are responsible for obtaining all federal, state or local approvals. Check all Permits you are applying for from the listed Agencies.

You must obtain an authorization from each involved Agency before you start work.

APPLICANT, PROPERTY OWNER, CONTACT/AGENT INFORMATION AND SIGNATURES

Information about and signatures of the Applicant and Owner are required. Eligible applicants are Owners, Operators at the site or facility, and Lessees.

Information about and signature of the Contact/Agent, where applicable, are required. Construction or work contractors or others may be named as a Contact/Agent on behalf of the applicant, but cannot be the Applicant.

Applications by . . .

Must be signed by . . .

- Corporations ..... a member of the board of directors or a "high managerial agent" of the corporation, as defined in the § 20.20 of the NYS Penal Law.
• Partnership..... a general partner.
• Sole Proprietorship ..... the proprietor.
• Limited Liability Company ..... by member or manager in accordance with the LLC's articles of organization as filed with the NYS Secretary of State.
• State Agency ..... by a person duly designated by the commissioner or other agency head.
• Municipalities (counties, cities, towns and villages) and Public Corporations ..... by the chief executive officer, the head of a subordinate agency or department, or a person duly designated by the chief executive officer.

Append additional pages of the form's Applicant, Owner or Contact information, and provide additional pages of the form's Signature section if there are additional Applicants, Owners or Contacts.

PROJECT / FACILITY INFORMATION

Provide the project address, if applicable. If there is no street address, describe the location using identifiable nearby features.

Include the tax parcel identification number(s). Tax Parcel ID numbers are found on the tax map of the community or the annual tax bill, or can be viewed at the local tax assessor's office. These ID numbers are generally in the form of section, block, and lot (SBL) numbers.

If you are able, provide project location coordinates as Latitude and Longitude in degrees, minutes, seconds.

## PROJECT DESCRIPTION AND PURPOSE


Provide a complete description of the proposed work and its purpose. Attach additional pages if necessary. Attach plans on separate pages. The following information must be provided:

- purpose of the proposed project;
- description of current site conditions;
- proposed site changes;
- type of structures and fill materials to be installed, and quantity of materials to be used (e.g., square feet of coverage, cubic yards of fill material and/or structures below ordinary/mean high water, etc.);
- area of excavation or dredging, volumes of material to be removed, and location of dredged material disposal or use;
- timing and amount of tree cutting or clearing;
- work methods and type of equipment to be used;
- planned sequence of activities;
- pollution control methods and other actions proposed to mitigate for environmental impacts;
- erosion and silt control methods that will be used to prevent water quality impacts;
- alternatives considered to avoid regulated areas; if no feasible alternatives exist, explain how the project will minimize impacts

Additional details may be required by the Agencies.

## REQUIRED APPLICATION ATTACHMENTS

**Attach and submit the following to all involved Agencies:**

1. **Location Map** - The map must show the project site boundaries at a scale large enough to display relevant information about the site. A scale of 1 inch equals 2,000 feet is generally adequate (scale ratio 1:24,000). The map can be a US Geological Survey (USGS) or NYS Department of Transportation (DOT) Quadrangle Map, or an equivalent map (e.g., tax map, an image from Google maps, or Bing maps) identifying the project location. An acceptable location map may be obtained from DEC's online Environmental Resource Mapper (<http://www.dec.ny.gov/animals/38801.html>), using the Printer  tool.
2. **Project Plans** - Sketch plan and cross-section views drawn to scale with dimensions, or engineering drawings showing the location and extent of work. Show the direction of the photographs required in Item 3, below. Drawings must include on-site wetlands, streams and ditches. See sample plans at: <http://www.dec.ny.gov/permits/70934.html>, <http://www.dec.ny.gov/permits/70807.html>, <http://www.dec.ny.gov/permits/6342.html>.
3. **Photographs** - At least three color photographs, taken from multiple directions, clearly showing the project site without snow cover. Include all existing structures on the site and the area surrounding the site. Indicate the photo's direction and the time and date when taken.

**If applying to New York State Agencies:**

State Environmental Quality Review Act (SEQR) regulation (6 NYCRR Part 617, <http://www.dec.ny.gov/regs/2488.html>) is applicable -

- a) If the project is an Unlisted Action, submit a completed Part 1 of a Short Environmental Assessment Form. <sup>1</sup>
- b) If the project is a Type I Action, submit a completed Part 1 of a Full Environmental Assessment Form. <sup>1</sup>

On-line fillable Short and Full EAFs are available on DEC's website (see <http://www.dec.ny.gov/permits/6191.html>). This webpage also provides DEC's **EAF Mapper Application** which can help you complete the EAF. The project site boundaries can be drawn or a specific tax parcel can be selected. The EAF Mapper can provide you with some of the information required for the Location Map, and the Tax Parcel ID questions on the Joint Application Form.

**If applying to NYS DEC:**

All DEC permits applications required for the project (see <http://www.dec.ny.gov/permits/6081.html>) must be submitted at the same time.

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<sup>1</sup> DEC Forms are available at NYS DEC offices and at [www.dec.ny.gov/permits/6222.html](http://www.dec.ny.gov/permits/6222.html).

**If applying to USACE/NYS DOS:**

If the project requires a federal permit and lies within or affects the Coastal Area (see the DOS Coastal Area Maps at [www.dos.ny.gov/opd/atlas/index.html](http://www.dos.ny.gov/opd/atlas/index.html)) submit a completed Federal Consistency Assessment Form (FCAF, available at [www.dos.ny.gov/opd/programs/pdfs/Consistency/FCAF\\_fillable.pdf](http://www.dos.ny.gov/opd/programs/pdfs/Consistency/FCAF_fillable.pdf)) to NYS DOS with a copy to USACE.

Applicants in New York City may submit a NYC CAF in lieu of the FCAF (NYC CAF available at [www.1.nyc.gov/assets/planning/download/pdf/applicants/wrp/wrpform.pdf](http://www.1.nyc.gov/assets/planning/download/pdf/applicants/wrp/wrpform.pdf)).

**For projects within the Adirondack Park** - To determine permitting applicability, contact -  
New York State Adirondack Park Agency, PO Box 99, 1133 NYS Route 86, Ray Brook, NY 12977  
(518) 891-4050; [www.apa.ny.gov/](http://www.apa.ny.gov/)

**SPECIAL SUPPLEMENTS AND REQUIREMENTS FOR SPECIFIC PERMIT APPLICATIONS**

<u>Applications for . . .</u>	<u>Must be accompanied by . . .</u>
• <b>Dams and Impoundment Structures</b> .....	Supplement D-1 <sup>2</sup>
• <b>Docks, Moorings or Platforms</b> .....	Supplement D-2 <sup>2</sup>
• <b>Water Withdrawal</b> .....	Supplement WW-1 <sup>2</sup> Water Conservation Program Form <sup>2</sup> Legal Certification of Proper Water District or Water Works Corporation Formation <sup>2</sup>
• <b>Long Island Well</b> .....	Regional specific supplement <sup>2</sup>
• <b>Wild, Scenic and Recreational River Systems</b> .....	Supplement WSR-1 <sup>2</sup>
• <b>DEC Freshwater Wetlands and DEC Tidal Wetlands</b> .....	Applications fees are required, except for activities under an established General Permit. Refer to: <a href="http://www.dec.ny.gov/permits/65153.html">www.dec.ny.gov/permits/65153.html</a> .
• <b>USACE Section 404 Clean Water Act, and DEC Freshwater Wetlands, and DEC Tidal Wetlands</b> .....	Applications to disturb a wetland or waterway by placing fill or performing mechanized land clearing, ditching, channelization, dredging, or excavation activities must discuss practicable alternatives that avoid, minimize or mitigate the proposed project impacts. Justification must be given for alternatives found suitable.

**SUBMISSION OF APPLICATION FORMS AND ATTACHMENTS**

Mail a completed application to each involved Agency based on project location and permit(s) required.

For DEC - Mail **two copies** of the Joint Application Form, supplemental forms, and all required attachments.

DEC encourages applicants to submit applications and supporting information electronically, and to submit paper copies as soon as possible. DEC is not yet able to accept electronic only application submissions except in limited circumstances. Contact your DEC regional Permits office for additional information on electronic submissions. The start of all application time frames are based on the Department’s receipt of your paper copies.

For Other Agencies - Mail **one copy** of the Joint Application Form, any supplemental forms, and all required attachments. Refer to each Agency’s website for specifications on submitting documents on electronically.

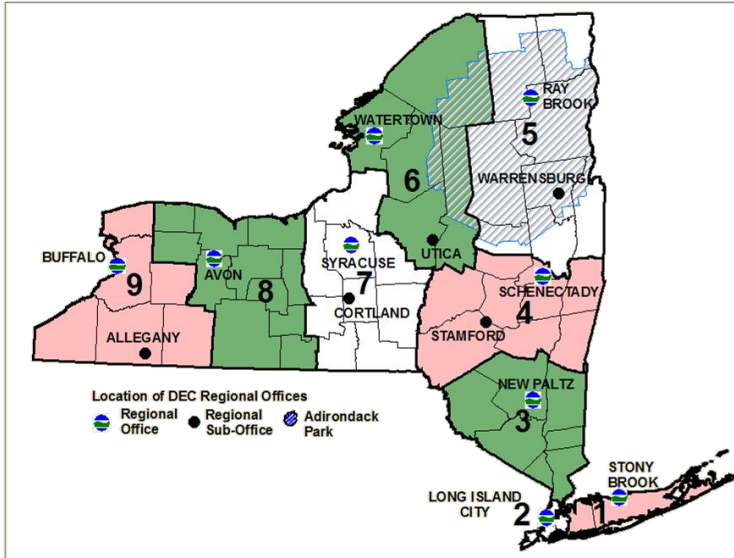
See the following pages for Agency Contact Information.

<sup>2</sup> DEC Forms are available at NYS DEC offices and at [www.dec.ny.gov/permits/6222.html](http://www.dec.ny.gov/permits/6222.html).

## AGENCY CONTACT INFORMATION

### New York State Department of Environmental Conservation

[www.dec.ny.gov](http://www.dec.ny.gov)



#### **NYS DEC REGION 6 Sub-Office**

Regional Permit Administrator  
Utica State Office Building,  
207 Genesee Street, Room 1404  
Utica, NY 13501-2885  
phone: 315-793-2555  
fax: 315-793-2748  
email: [dep.r6@dec.ny.gov](mailto:dep.r6@dec.ny.gov)  
➤ For Herkimer and Oneida Counties

#### **NYS DEC REGION 7**

Regional Permit Administrator  
615 Erie Blvd West, Room 206  
Syracuse, NY 13204-2400  
phone: 315-426-7438  
fax: 315-426-7425  
email: [dep.r7@dec.ny.gov](mailto:dep.r7@dec.ny.gov)  
➤ For Cayuga, Onondaga and  
Oswego Counties

#### **NYS DEC REGION 7 Sub-Office**

Regional Permit Administrator  
1285 Fisher Avenue  
Cortland, NY 13045-1090  
phone: 607-753-3095 ext. 233  
fax: 607-753-8532  
email: [dep.r7@dec.ny.gov](mailto:dep.r7@dec.ny.gov)  
➤ For Broome, Chenango,  
Cortland, Madison, Tioga and  
Tompkins Counties

#### **NYS DEC REGION 8**

Regional Permit Administrator  
6274 East Avon - Lima Road  
Avon, NY 14414-9519  
phone: 585-226-5400  
fax: 585-226-2830  
email: [dep.r8@dec.ny.gov](mailto:dep.r8@dec.ny.gov)  
➤ For Chemung, Genesee, Livingston,  
Monroe, Ontario, Orleans, Schuyler,  
Seneca, Steuben, Wayne and Yates  
Counties

#### **NYS DEC REGION 9**

Regional Permit Administrator  
270 Michigan Avenue  
Buffalo, NY 14203-2915  
phone: 716-851-7165  
fax: 716-851-7168  
email: [dep.r9@dec.ny.gov](mailto:dep.r9@dec.ny.gov)  
➤ For Erie, Niagara and Wyoming  
Counties

#### **NYS DEC REGION 9 Sub-Office**

Regional Permit Administrator  
182 East Union, Suite 3  
Allegany, NY 14706-1328  
phone 716-372-0645  
fax: 716-372-2113  
email: [dep.r9@dec.ny.gov](mailto:dep.r9@dec.ny.gov)  
➤ For Allegany, Cattaraugus and  
Chautauqua Counties

#### **NYS DEC REGION 1**

Regional Permit Administrator  
SUNY @ Stony Brook  
50 Circle Road  
Stony Brook, NY 11790-3409  
phone: 631-444-0365  
fax: 631-444-0360  
email: [dep.r1@dec.ny.gov](mailto:dep.r1@dec.ny.gov)  
➤ For Nassau and Suffolk Counties

#### **NYS DEC REGION 2**

Regional Permit Administrator  
1 Hunter's Point Plaza  
47-40 21st Street  
Long Island City, NY 11101-5407  
phone: 718-482-4997  
fax: 718-482-4975  
email: [dep.r2@dec.ny.gov](mailto:dep.r2@dec.ny.gov)  
➤ For Brooklyn, Bronx, Manhattan,  
Queens and Staten Island

#### **NYS DEC REGION 3**

Regional Permit Administrator  
21 South Putt Corners Road  
New Paltz, NY 12561-1620  
phone: 845-256-3054  
fax: 845-255-4659  
email: [dep.r3@dec.ny.gov](mailto:dep.r3@dec.ny.gov)  
➤ For Dutchess, Orange, Putnam,  
Rockland, Sullivan, Ulster and  
Westchester Counties

#### **NYS DEC REGION 4**

Regional Permit Administrator  
1130 North Westcott Road  
Schenectady, NY 12306-2014  
phone 518-357-2069  
fax: 518-357-2460  
email: [dep.r4@dec.ny.gov](mailto:dep.r4@dec.ny.gov)  
➤ For Albany, Columbia, Greene,  
Montgomery, Rensselaer, Schenectady  
and Schoharie Counties

#### **NYS DEC REGION 4 Sub-Office**

Regional Permit Administrator  
65561 State Highway 10  
Stamford, NY 12167-9503  
phone: 607-652-7741  
fax: 607-652-2342  
email: [dep.r4@dec.ny.gov](mailto:dep.r4@dec.ny.gov)  
➤ For Delaware and Otsego  
Counties

#### **NYS DEC REGION 5**

Regional Permit Administrator  
PO Box 296  
1115 NYS Route 86  
Ray Brook, NY 12977-0296  
phone: 518-897-1234;  
fax: 518-897-1394  
email: [dep.r5@dec.ny.gov](mailto:dep.r5@dec.ny.gov)  
➤ For Clinton, Essex, Franklin, and  
Hamilton Counties

#### **NYS DEC REGION 5 Sub-Office**

Regional Permit Administrator  
232 Golf Course Rd  
Warrensburg, NY 12885-1172  
phone: 518-623-1282;  
fax: 518-623-3603  
email: [dep.r5@dec.ny.gov](mailto:dep.r5@dec.ny.gov)  
➤ For Fulton, Saratoga, Warren  
and Washington Counties

#### **NYS DEC REGION 6**

Regional Permit Administrator  
Dulles State Office Building  
317 Washington Street  
Watertown, NY 13601-3787  
phone: 315-785-2245  
fax: 315-785-2242  
email: [dep.r6@dec.ny.gov](mailto:dep.r6@dec.ny.gov)  
➤ For, Jefferson, Lewis and  
St. Lawrence Counties

## AGENCY CONTACT INFORMATION

### US Army Corps of Engineers

For DEC Regions 1, 2 and 3

#### **US Army Corps of Engineers New York District**

ATTN: Regulatory Branch, Room 1937  
26 Federal Plaza  
New York, NY 10278-0090

email: [CENAN.PublicNotice@usace.army.mil](mailto:CENAN.PublicNotice@usace.army.mil)

For DEC Regions 1, 2 - (917) 790-8511

For DEC Region 3 - (917) 790-8411

[www.nan.usace.army.mil/Missions/Regulatory.aspx](http://www.nan.usace.army.mil/Missions/Regulatory.aspx)

For DEC Regions 4, 5

#### **US Army Corps of Engineers New York District**

Upstate Regulatory Field Office  
ATTN: CENAN-OP-RU, Bldg. 10, 3<sup>rd</sup> Floor North  
1 Buffington Street  
Watervliet, NY 12189-4000

email: [cenan.rfo@usace.army.mil](mailto:cenan.rfo@usace.army.mil)

(518) 266-6350 - Permits Processing Team

(518) 266-6360 - Permit Compliance & Enforcement

[www.nan.usace.army.mil/Missions/Regulatory.aspx](http://www.nan.usace.army.mil/Missions/Regulatory.aspx)

For DEC Regions 6, 7, 8, 9

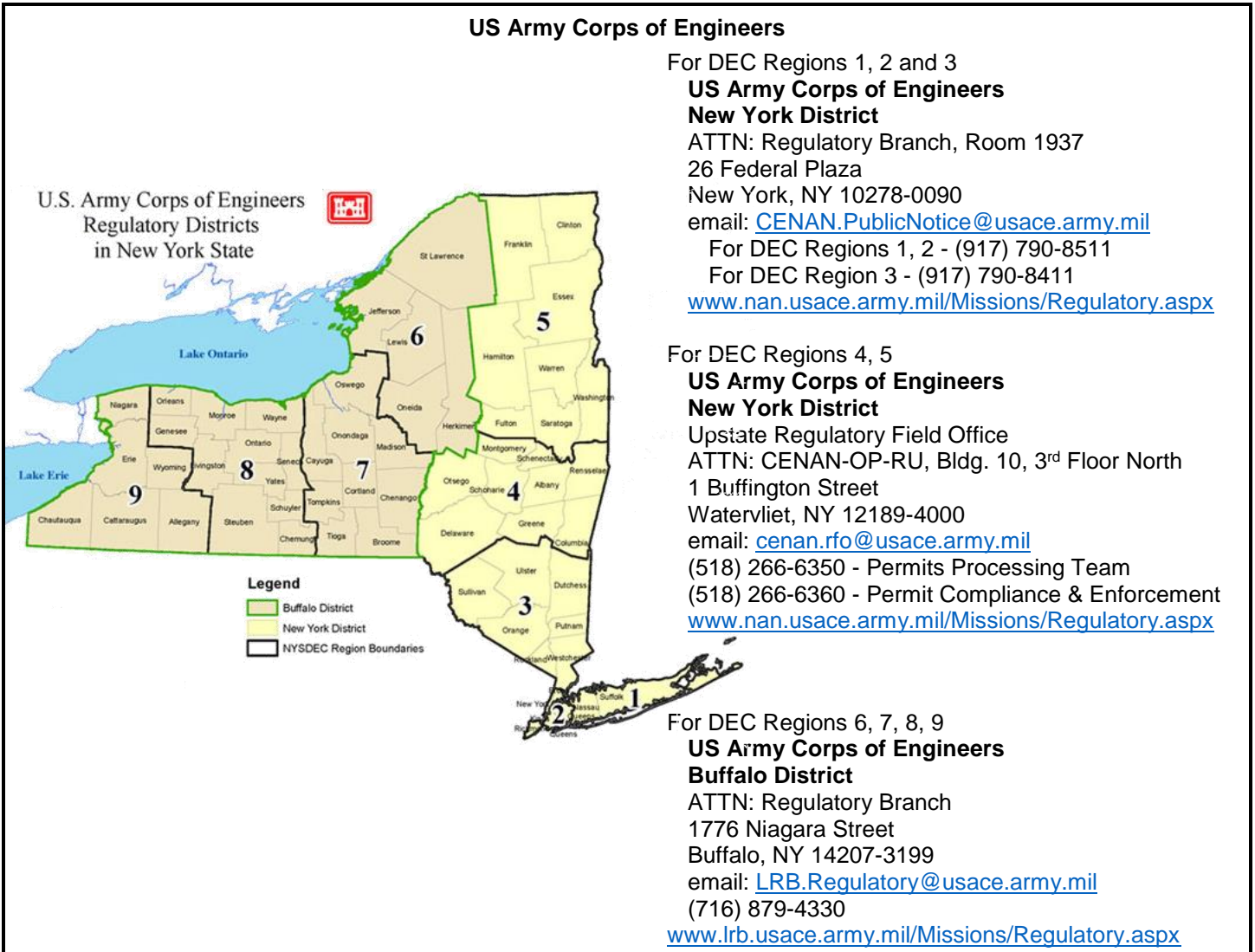
#### **US Army Corps of Engineers Buffalo District**

ATTN: Regulatory Branch  
1776 Niagara Street  
Buffalo, NY 14207-3199

email: [LRB.Regulatory@usace.army.mil](mailto:LRB.Regulatory@usace.army.mil)

(716) 879-4330

[www.lrb.usace.army.mil/Missions/Regulatory.aspx](http://www.lrb.usace.army.mil/Missions/Regulatory.aspx)



#### **New York State Department of State**

[www.dos.ny.gov/opd/programs/consistency/index.html](http://www.dos.ny.gov/opd/programs/consistency/index.html)

#### **NYS Department of State**

Office of Planning and Development  
Suite 1010  
One Commerce Plaza, 99 Washington Ave  
Albany, NY 12231-0001  
(518) 474-6000  
email: [cr@dos.ny.gov](mailto:cr@dos.ny.gov)

#### **New York State Office of General Services**

[www.ogs.state.ny.us/BU/RE/LM/EGLP.asp](http://www.ogs.state.ny.us/BU/RE/LM/EGLP.asp)

#### **NYS Office of General Services**

Bureau of Land Management  
39<sup>th</sup> Floor, Corning Tower  
Empire State Plaza  
Albany, NY 12242-0001  
(518) 474-2195  
email: [LandUnderWater@ogs.ny.gov](mailto:LandUnderWater@ogs.ny.gov)