

**NEW YORK STATE OFFICE OF GENERAL SERVICES  
APPLICATION FOR USE OF LAND UNDERWATER  
PURSUANT TO THE PUBLIC LANDS LAW  
ARTICLE 6 -- SECTION 75**

Check one:

- Existing facility
- Expansion of existing facility
- New facility

For official use only  
File No. \_\_\_\_\_

Please print or type information requested.

<b>NAME OF APPLICANT:</b>			
<b>If Corporation:</b>		<b>Profit</b> <input type="checkbox"/>	<b>Non-profit</b> <input type="checkbox"/>
		<b>Municipal</b> <input type="checkbox"/>	
<b>ADDRESS OF APPLICANT:</b>		<b>TELEPHONE: (    )</b>	
		<b>FEDERAL TAX ID #:</b>	
<b>AGENT FOR APPLICANT:</b>			
<b>ADDRESS OF AGENT:</b>		<b>TELEPHONE: (    )</b>	
<b>LOCATION OF PROJECT: (include street address of upland and body of water)</b>			
<b>CITY/TOWN/VILLAGE OF:</b>			
<b>COUNTY OF:</b>			
<b>TAX MAP NUMBER:</b>		<b>LATITUDE:</b>	<b>LONGITUDE:</b>
<b>DESCRIPTION OF PROJECT OR STRUCTURE: (INCLUDE NO. OF SLIPS, MOORINGS, DOCK MEASUREMENTS, AND DIMENSIONS OF LAND UNDERWATER ENCUMBERED BY THE PROJECT)</b>			
<b>Signature:</b>		<b>Date:</b>	

**NEW YORK STATE OFFICE OF GENERAL SERVICES**

**AFFIDAVIT OF APPLICANT**

**STATE OF**                    }  
                                  :  
**COUNTY OF**                }       **SS.:**

On the \_\_\_\_ day of \_\_\_\_\_, in the year 20  , before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public, State of New York  
Qualified in County of:  
My Commission Expires

**NEW YORK STATE OFFICE OF GENERAL SERVICES  
NOTICE OF APPLICATION PURSUANT TO  
THE PUBLIC LANDS LAW**

Check One:

- Existing facility
- Expansion of existing facility
- New facility

To be served upon: Mayor, Supervisor, Clerk or Corporation  
Counsel, as required

\_\_\_\_\_  
In the Matter of the Application of \_\_\_\_\_ :  
: :  
: :  
: :  
for use of land under the waters of \_\_\_\_\_ :  
City/Town \_\_\_\_\_ County :  
\_\_\_\_\_

**NOTICE  
OF  
APPLICATION**

To:

\_\_\_\_\_  
Name and Title of Official and Municipality

Address:  
\_\_\_\_\_  
\_\_\_\_\_

You are hereby notified that it is the intention of the undersigned to apply on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
(Application must be dated at least 20 days after the date of Service of Notice) to the Commissioner of General  
Services, pursuant to the provisions of the Public Lands Law, for use of land underwater of the State of New York,  
described as follows (insert brief description of project area including dimensions and use):

**If you believe that you will be adversely affected by this application, you should file, on or before the above date, or within 20 days upon receipt of this notice, your objections to the application with the Commissioner of General Services, Corning Tower, Empire State Plaza, Albany, NY 12242.**

Applicant address and telephone: (please print or type)  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant (signature)

\_\_\_\_\_  
Dated:

**NEW YORK STATE OFFICE OF GENERAL SERVICES  
NOTICE OF APPLICATION PURSUANT TO  
THE PUBLIC LANDS LAW**

Check One:

- Existing facility
- Expansion of existing facility
- New facility

To be served upon:    Adjoining Owner

\_\_\_\_\_  
In the Matter of the Application of \_\_\_\_\_ :  
: :  
: :  
: :  
: :  
: :  
for use of land under the waters of \_\_\_\_\_ :  
City/Town \_\_\_\_\_ County \_\_\_\_\_ :  
\_\_\_\_\_

**NOTICE  
OF  
APPLICATION**

To: \_\_\_\_\_  
Name of Adjoining Owner \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

You are hereby notified that it is the intention of the undersigned to apply on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
(Application must be dated at least 20 days after the date of Service of Notice) to the Commissioner of General  
Services, pursuant to the provisions of the Public Lands Law, for use of land underwater of the State of New York,  
described as follows (insert brief description of project area including dimensions and use):

**If you believe that you will be adversely affected by this application, you should file, on or before the above date, or within 20 days upon receipt of this notice, your objections to the application with the Commissioner of General Services, Corning Tower, Empire State Plaza, Albany, NY 12242.**

Applicant address and telephone: (please print or type)  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant (signature) \_\_\_\_\_ Dated: \_\_\_\_\_

NEW YORK STATE OFFICE OF GENERAL SERVICES

(Extra copies of this form may be made as needed)

Application of : AFFIDAVIT OF SERVICE
: OF
: NOTICE OF APPLICATION
for use of land under the waters of :
in the City/Town County : (To be completed by the person
serving the Notice of Application)

STATE OF NEW YORK, COUNTY OF \_\_\_\_\_, \_\_\_\_\_ being duly sworn,
deposes and says; deponent is over 18 years of age and resides at \_\_\_\_\_
\_\_\_\_\_. That on \_\_\_\_\_ 20\_\_ at \_\_\_\_\_ deponent served
the Notice of Application on \_\_\_\_\_ personally known to the deponent to be the
owner(s) of record of the waterfront land adjoining the land of the applicant and the area applied for, as follows:

INDIVIDUAL by delivering a true copy to said owner(s) personally; deponent knew the person so served
1. [ ] to be the owner(s) described in said record.

CORPORATION a \_\_\_\_\_ corporation, by delivering thereat a true copy to
2. [ ] \_\_\_\_\_ personally, deponent knew said corporation so served to be said
(includes City, corporate owner(s) and knew said individual to be the \_\_\_\_\_ thereof.
Town, Village)

SUITABLE AGE by delivering thereat a true copy to \_\_\_\_\_, a person of suitable
PERSON age and discretion. Said premises is owner's(s') actual place of business, dwelling place,
3. [ ] usual place of abode within the State.

If the owner(s) cannot be personally served within this State after making diligent efforts
to do so, then service methods 4 and 5 may be used.

AFFIXING TO by affixing a true copy to the door of said premises, which is owner(s) actual place of
DOOR, ETC. place of business, dwelling place, usual place of abode within the State.
4. [ ]

AND

MAILING TO EITHER deponent enclosed a copy of same in a postpaid envelope properly addressed to
RESIDENCE OR owner(s) at owner(s) last known residence, as shown on local tax rolls at
BUSINESS \_\_\_\_\_ and deposited said
5. [ ] envelope (certified mail) in an official depository under the exclusive care and custody of the
U.S. Postal Service within New York State OR deponent enclosed a copy of same in a
postpaid envelope addressed to owner(s) at owner's actual place of business, at \_\_\_\_\_
\_\_\_\_\_ and deposited said envelope (certified mail) in an official
depository under the care and custody of the U.S. Postal Service within New York State.

Deponent's (Server's) Signature

STATE OF }
: SS.:
COUNTY OF }

On the \_\_\_\_ day of \_\_\_\_\_, in the year 20 \_\_, before me, the undersigned, a Notary Public in and for said State,
personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory
evidence to be the individual(s) whose name(s) is (are) subscribed to the instrument and acknowledged to me that
he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the
individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public, State of New York
Qualified in County of:
My Commission Expires

PLEASE ATTACH COPY OF THE NOTICE OF APPLICATION

**NEW YORK STATE OFFICE OF GENERAL SERVICES  
INSTRUCTIONS  
APPLICATION FOR A LICENSED USE OF LAND UNDERWATER  
(marina & marine structures, moorings, docks, etc.)**

An application for use of land underwater, pursuant to Article 6 Section 75 (7b) of the Public Lands Law, shall be made to the Commissioner of General Services.

Please read these instructions and the enclosed pages. The application is composed of pages 1 thru 5 and is intended to provide information on the existing or proposed structure, use or project, and notice of the project to your shorefront neighbors and municipality. Applicant should fill out each page of the application and return the same to the address set forth at the end of these instructions.

- ◆ Pages 1 & 2 is the application pursuant to Article 6 Section 75 of the Public Lands Law
  - **Please Note, as detailed on Page II of these instructions, the requirement of material necessary to complete the application process.**
- ◆ Page 3 is a notice of your application, to be served upon the local municipality.
- ◆ Page 4 is a notice of your application to be served upon your adjoining WATERFRONT owners (your neighbors on either side of your property.) For the purpose of identifying an adjacent owner of waterfront lands, you may use the latest completed tax assessment roll.
- ◆ Page 5 is the Affidavit of Service providing proof that you served the local municipality and adjacent waterfront owners with notice of the application. An affidavit of service must be completed for each service of notice.

You must complete “Part 1 of the Environmental Assessment Form (EAF)” which can be found at the web address <https://www.dec.ny.gov/permits/6191.html> using the “EAF Mapper Application” which can be found at this web address <http://www.dec.ny.gov/eafmapper/> . 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.

**PLEASE ALLOW A PERIOD OF AT LEAST TWENTY (20) DAYS AFTER THE DATE OF SERVICE OF THE NOTICE OF APPLICATION BEFORE YOU SUBMIT YOUR APPLICATION, TO ALLOW THE MUNICIPALITY AND ADJOINING SHOREFRONT OWNERS SUFFICIENT TIME TO COMMENT ON YOUR APPLICATION.**

**The following additional documents shall be submitted with your application for use of underwater lands. (You may wish to check off these documents prior to submission of the application).**

- A certified copy of the deed of applicant's adjacent upland (available from the County Clerk's Office).
- Copies of adjoining waterfront owner's deeds (available from the County Clerk's Office).
- A full size copy of the Tax Map (available from the County Tax Office).
- A drawing or survey delineating the applicant's upland property boundaries and Stateowned lands to be used, including in-water docks and structures (existing or proposed).
- Photograph(s) of the project area, showing the project in relation to adjacent property lines.
- A State Environmental Quality Review Act (SEQR).

The Commissioner may require additional submissions such as a legal description, permits or letters from the U.S. Army Corps of Engineers, the NYS Department of Environmental Conservation, the NYS Department of State, the NYS Office of Parks, Recreation and Historic Preservation, and county or local agencies.

Receipt of these materials will be acknowledged immediately. After an initial review, the applicant will be advised of the fees required and whether further information is necessary.

Applications should be sent to:

NYS OFFICE OF GENERAL SERVICES  
BUREAU OF LAND MANAGEMENT  
CORNING TOWER, 39TH FLOOR  
EMPIRE STATE PLAZA  
ALBANY, NY 12242