APPLICATION FOR USE OF LAND UNDERWATER
PURSUANT TO THE PUBLIC LANDS LAW
ARTICLE 6 -- SECTION 75 (7b)
MARINAS, BOATHOUSES, LARGE DOCKS, DOCKS WITH MORE THAN 5 SLIPS

Check one:
☐ Existing facility
☐ Expansion of existing facility
☐ New facility

APPLICATION

In the Matter of the Application of ________________________________:

For a grant of license in lands under the waters of ____________________:

(Town) (City) (Village) __________________ County of ______________:

TO: THE COMMISSIONER OF GENERAL SERVICES

The application of ________________________________,
residing (having its principal office, if a corporation) at: ________________________________
______________________________respectfully alleges:

1. That he (she, they, it) is (are) owner(s) in fee of real property located at: ____________________

and adjacent to ________________________________, which real

(name of body of water)

property is described in a deed to the Applicant(s) dated__________________

recorded in the County Clerk’s (Registers) Office in Liber _______ of Deeds at page _______

on _____________.

(Date)

2. That the proposed use of the license hereinafter requested and the proposed work or
structures are: (insert brief description of proposed license area including dimensions and use):

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

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3. That the full names and addresses of the owners of record of the adjoining shorefront properties are:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

4. That there is attached hereto a copy of permit from the U.S. Department of the Army (Corps of Engineers) authorizing such work to be or has been done. (This is not required if the waters under which the lands are located are not federally controlled)

5. A drawing or survey delineating the applicant's upland property boundaries and State-owned lands to be used, including in-water docks and structures (existing or proposed).

6. That here is attached hereto a certified copy of the deed (or deeds) to the upland of the undersigned applicant(s), or letter of consent from upland owned together with certified copies of deed(s).

7. That there are attached hereto affidavits of service of notice on the municipality in which the proposed grant is situate, and on the adjoining owners along the shorefront with copies of the respective notices attached.

WHEREFORE, your applicant respectfully applies, pursuant to the provisions of Section 75, Subdivision 7(b) of the Public Lands Law, for a grant of license in lands under the waters of
______________________________________________ (Name of Body of Water)
in ____________________________________________ (Name of city or town, including name of village, if in a village) in the County of _________________________________ and State of New York, for the purpose hereinabove mentioned.
Dated: ______________________, 20 ______

___________________________________
Applicant

___________________________________
Applicant

(To be signed by all co-owners)

Phone # (H)_________________________

(W)______________________________

Other Contact: _____________________

E-Mail Address:_____________________

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NEW YORK STATE OFFICE OF GENERAL SERVICES

AFFIDAVIT OF APPLICANT

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

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75-7b License Application (12/02/2021)
NEW YORK STATE OFFICE OF GENERAL SERVICES
NOTICE OF APPLICATION FOR USE OF LAND UNDERWATER
PURSUANT TO THE PUBLIC LANDS LAW
ARTICLE 6 -- SECTION 75 (7b)
MARINAS, BOATHOUSES, LARGE DOCKS, DOCKS WITH MORE THAN 5 SLIPS

Check one:
☐ Existing facility
☐ Expansion of existing facility
☐ New facility

In the Matter of the Application of ______________________________: 

for a grant of license in lands under the waters of ________________:

(Town) (City) (Village) _______________ County of ________________:

TO: _______________________________________________________

You are hereby notified that it is the intention of the undersigned to apply on the ___________ day of ____________, 20 ____, to the Commissioner of General Services, Albany, New York, for a grant of license, pursuant to the provisions of Section 75, Subdivision 7(b), of the Public Lands Law in under water land of the State of New York, described as follows (insert brief description of proposed license area including dimensions and use):

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

If you believe yourself to be adversely affected by reason of such grant of license to the undersigned, you should, on or before the above date, file with the Commissioner of General Services, Albany, New York, your written objection and your reason for opposing the granting of such license.

The adjacent upland of the undersigned is located at:

____________________________________________________________________________________
____________________________________________________________________________________

Dated: ____________________, 20 ____

__________________________________
Applicant
Post Office Address:
AFFIDAVIT OF SERVICE OF MAYOR, SUPERVISOR, CLERK OR CORPORATION COUNSEL
NEW YORK STATE OFFICE OF GENERAL SERVICES

_______________________________________
AFFIDAVIT OF SERVICE

Application of:
OF

NOTICE OF APPLICATION

for use of land under the waters of _________________:
in the City/Town of ____________________________:
County of ________________________________:

(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

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

CORPORATION

2. □ a _______________________________ corporation, by delivering thereat a true copy to
be said corporate owner(s) and knew said individual to be the ____________________

(includes City, Town
Village)

SUITABLE AGE

3. □ by delivering thereat a true copy to _______________________ a person of suitable
age and discretion. Said premises is owner(s) actual place of business, dwelling place,

PERSON

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

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

AND

MAILING TO

5. □ deponent enclosed a copy of same in a postpaid envelope properly addressed to
owner(s) at owner(s) last known residence, as shown on local tax rolls at
____________________ and deposited said

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

envelope (certified mail) in an official depository under the care and custody of the U.S.
Postal Service within New York State.

Sworn to before me this ________________, 20 __

Applicant Signature

day of ______________________ 20 _____.

Notary Public

Print or Type Name
AFFIDAVIT OF SERVICE OF AN OWNER OF ADJOINING LANDS
NEW YORK STATE OFFICE OF GENERAL SERVICES

_______________________________________
AFFIDAVIT OF SERVICE
APPLICATION OF:

NOTICE OF APPLICATION
for use of land under the waters of ___________________
in the City/Town of _______________________________,
County of _______________________________________.

_______________________________________
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 to be the owner(s) described in said record.

CORPORATION a _______________________________ corporation, by delivering thereat a true copy to
________________________ personally, deponent knew said corporation so served to
be said corporate owner(s) and knew said individual to be the _____________________

Village)   thereof.

SUITABLE AGE  by delivering thereat a true copy to _______________________
PERSON a person of suitable
age and discretion. Said premises is owner(s) actual place of business, dwelling place,
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
DOOR, ETC.
by affixing a true copy to the door of said premises, which is owner(s) actual place of
business, dwelling place, usual place of abode within the State.

AND
MAILING TO
RESIDENCE OR
BUSINESS
depONENT enclosed a copy of same in a postpaid envelope properly addressed to

owner(s) at owner(s) last known residence, as shown on local tax rolls 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.

Sworn to before me this _____________________ day of _____________________ 20 _____.

Applicant Signature

__________________________________________    ________________________________________
Notary Public            Print or Type Name

75-7b License Application (12/02/2021)
AFFIDAVIT OF SERVICE OF AN OWNER OF ADJOINING LANDS
NEW YORK STATE OFFICE OF GENERAL SERVICES

_______________________________________

AFFIDAVIT OF SERVICE OF NOTICE OF APPLICATION

Application of:

for use of land under the waters of ___________________
in the City/Town of ____________________________:
County of ________________________________:
(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
1. by delivering a true copy to said owner(s) personally; deponent knew the person so
served to be the owner(s) described in said record.

CORPORATION
2. a _______________________________ corporation, by delivering thereat a true copy to
(includes City, Town
Village)

SUITABLE AGE
3. by delivering thereat a true copy to _______________________ a person of suitable
age and discretion. Said premises is owner(s) actual place of business, dwelling place,
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
4. DOOR, ETC. by affixing a true copy to the door of said premises, which is owner(s) actual place of
business, dwelling place, usual place of abode within the State.

MAILING TO
5. RESIDENCE OR BUSINESS by deponent enclosed a copy of same in a postpaid envelope properly addressed to
owner(s) at owner(s) last known residence, as shown on local tax rolls at
__________________________________________________ and deposited said
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.

Sworn to before me this _____________________ day of _____________________ 20 ____.

Applicant Signature

__________________________________________    ________________________________________
Notary Public            Print or Type Name

75-7b License Application (12/02/2021)
NEW YORK STATE OFFICE OF GENERAL SERVICES
INSTRUCTIONS
APPLICATION FOR A LICENSED USE OF LAND UNDERWATER
(marinas, boathouses, large docks, docks with more than 5 slips)

An application for a grant of license in lands underwater, pursuant to Article 6 Section 75 Subdivision 7(b) 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 7 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 and 2 are for the applicant’s name, location, and deed ownership of adjacent owners’ properties together with a description of the purpose of the license. Page II of these instructions has a checklist of material necessary to complete the application process

♦ Page 3, Affidavit of Applicant, is a verification of applicant’s or corporate officer’s identity. It must be notarized.

♦ Page 4, Notice of Application, to be served upon the local municipality and upon the adjacent shorefront owners. 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 adjacent shorefront owners sufficient time to comment on your application.

♦ Page 5 is the Affidavit of Service providing proof that you served the local municipality. (One affidavit for each service made). It must be notarized.

♦ Page 6 and 7 are the Affidavit of Service providing proof that you served the adjacent shorefront owner(s). They must be notarized.

♦ 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 https://gisservices.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 State-owned 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
DIVISION OF STATE ASSET & LAND MANAGEMENT
CORNING TOWER, 40TH FLOOR
EMPIRE STATE PLAZA
ALBANY, NY 12242