

Procedures For Processing Work Permits Requiring Adirondack Park Agency Section 814 Review

- Permit holder proposed or new work project identified as “new land use and development” by Regulating District staff.
- Regulating District staff determines appropriateness of its participation as Section 814 applicant.
- Permit holder notified by Regulating District staff of need to complete Regulating District work application and Adirondack Park Agency (APA) applications.
- Permit holder shall complete and submit to the Regulating District:

Regulating District work application

APA Application for State Agency Projects – General Information Request

APA Application for Public Uses – Supplemental Information Request

Other Federal, State, Local permits, letter of authorization, or letter of non-jurisdictional determination (DEC, ACE,).

These documents shall constitute the Regulating District *Work Permit Application*.

- The *Work Permit Application*, including all applications, permits and supporting documentation shall be submitted to the Regulating District Sacandaga Field Office.
- Sacandaga Area Administrator and the Chief Engineer shall review the *Work Permit Application* for completeness, conformity to Permit System Rules, and general conformity to APA rules.
- Sacandaga Area Administrator shall forward a copy of the *Work Permit Application* to the Executive Director for review and authorization to participate as applicant for Section 814 review.
- Executive Director shall authorize or deny Regulating District participation as applicant for Section 814 review, and shall notify the Sacandaga Area Administrator of the decision.
- Following Executive Director authorization to participate as applicant for Section 814 review, the Sacandaga Area Administrator shall forward the required applications and supporting documents to APA for review.
- Following Executive Director denial to participate as applicant for Section 814 review, the Sacandaga Area Administrator shall send written correspondence to the permit holder notifying them of the denial.
- Following APA approval of the work, the Sacandaga Area Administrator shall process the Regulating District work application and notify the permit holder in writing.