



**NYS Department of Environmental Conservation  
MUNICIPAL GENERAL PERMIT (GP-5-06-001)  
AUTHORIZATION FORM**



**For DEC Use Only**

- Stream Disturbance (Bed and Banks)
- Navigable Waters (Excavation and Fill)
- Freshwater Wetlands
- 401 Water Quality Certification

DEC# : \_\_\_\_\_  
 NYTM-E: \_\_\_\_\_ NYTM-N: \_\_\_\_\_  
 WIN: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_

cc: \_\_\_\_\_

**Municipality:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Project Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Exact Project Location (Include location map):** \_\_\_\_\_  
 \_\_\_\_\_

**Stream, Waterbody, or DEC Wetland ID:** \_\_\_\_\_

**Project Description and Purpose:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Municipal Authorization**

**Name (print)** \_\_\_\_\_ **Title** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**This form must be completed and submitted by email, Fax or US mail to the appropriate DEC office. Regulated work may not commence until DEC's three day review period has expired.**

<p><b>for projects located in Clinton, Essex, Hamilton, Franklin counties:</b>          NYSDEC          Division of Environmental Permits          PO Box 296, Route 86          Ray Brook, NY 12977-0296          Phone: (518) 897-1234  <b>FAX: (518) 897-1394</b>          email: r5dep@gw.dec.state.ny.us</p>	<p><b>for projects located in Fulton, Saratoga, Washington, Warren counties:</b>          NYSDEC          Division of Environmental Permits          232 Golf Course Road, PO Box 220          Warrensburg, NY 12885-0220          Phone: (518) 623-1281  <b>FAX: (518) 623-3603</b>          email: msmiglio@gw.dec.state.ny.us</p>
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INSTRUCTIONS  
FOR OBTAINING PROJECT AUTHORIZATION  
UNDER THE MUNICIPAL GENERAL PERMIT GP-5-06-001

Projects may be authorized under the Municipal General Permit (MGP) **provided they meet the Activity Thresholds and Permit Conditions of the MGP**. A copy of the MGP should be on file in your office and is available by contacting the Ray Brook or Warrensburg DEC office. After determining that the proposed activity is regulated by DEC and falls within the scope of the MGP, **the following three-step process must be completed in order to authorize the project:**

1. **Prepare Project Plans:**

In order to qualify for authorization under the MGP, the project must be designed to meet all conditions of the permit, and plans should be prepared accordingly. These plans do not need to be submitted to DEC, but must be kept on file at the municipality office.

2. **Complete the MGP AUTHORIZATION Form** (see reverse side):

This must be completed by an authorized representative of the municipality. A separate form must be filed for each project to be conducted under the MGP.

3. **Submit the completed MGP AUTHORIZATION Form:**

The completed form must be submitted by e-mail, Fax or U.S. mail to the appropriate DEC Environmental Permits office. The form must be received in the DEC office at least 72 hours (3 days) prior to commencement of work.

If DEC determines that the project does not meet the criteria for authorization under the MGP, you will be notified within three days of DEC's receipt of the MGP Authorization Form. Unless you are informed otherwise, the MUNICIPAL GENERAL PERMIT AUTHORIZATION form will be countersigned and returned to your office. **Regulated work may not commence until DEC's three day review period has expired.**

**If a project does not fall within the scope of the MGP, an individual permit must be obtained. Please contact the DEC Environmental Permits office if you have any questions regarding the MGP, DEC's permitting jurisdictions, or whether or not an individual permit is required.**