



## INSTRUCTIONS TO APPLICANTS

This application is to request authorization under the DEC General Permit GP-0-18-001 for specific work activities as listed in the General Permit that are located in the wetland adjacent area a minimum of 50 feet from the wetland boundary and disturbing no more than ¼ acre.

To obtain the required authorization under this General Permit:

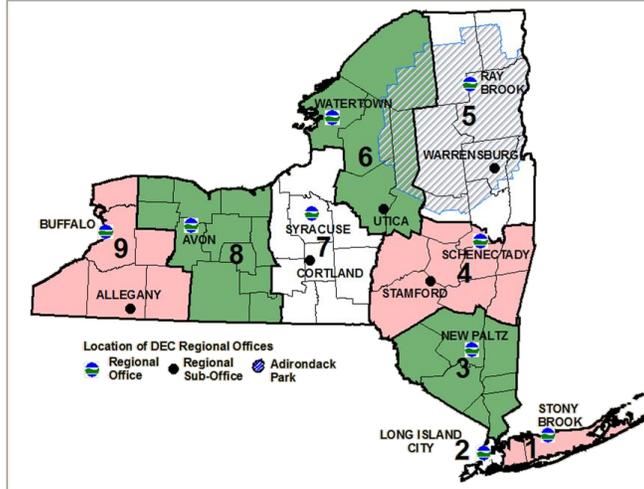
1. Read the [General Permit GP-0-18-001](#) to ensure that you understand all terms and conditions. The General Permit is available on DEC's website at <http://www.dec.ny.gov/permits/91184.html>, or available from the Regional Permit Administrator - refer to the NYS DEC Contact Information on page 2 of these instructions.
2. Determine whether or not the work you propose to do is within the scope of the General Permit. If it is not within the scope of the General Permit, contact the Regional Permit Administrator to apply for an individual permit. If it is within the scope of the General Permit, proceed with Step 3 below.
3. Fill out the [Request for Authorization for General Permit GP-0-18-001 \(PDF\)](#) (544 KB). Make sure all entries are complete and legible.
4. Submit 2 completed, signed and dated copies of the Request for Authorization to the appropriate Regional Permit Administrator/Regional Office, and attach 2 copies of each of the following items:
  - a site location map;
  - project plans or sketch drawings showing all applicable details and measurements to clearly define the extent and nature of your work;
  - 3 representative color photographs which clearly depict the site of the proposed activity; indicate the time and date when taken; and
  - the [Permission to Inspect Property Form \(PDF\)](#) (549 KB), available on DEC's website at <http://www.dec.ny.gov/permits/6222.html>, or available from the Regional Permit Administrator.
5. If the project is approved, an authorized DEC representative will sign the Project Authorization form and a copy will be returned to you by hand, via mail or email as your authorization to undertake the work.  
  
**Note:** A DEC representative may contact you to review your project plans at the proposed work site location before making a decision on this authorization.
6. Ensure that individuals or contractors doing the actual work understand and comply with all terms and conditions of the General Permit.
7. Any proposed changes to the scope of authorized work must be submitted to the Regional Permit Administrator or authorized DEC representative for approval. Contact the authorized DEC representative if you have questions or encounter unforeseen problems during the course of the work.



Complete the **Request for Authorization** and submit it along with the required attachments to the NYSDEC Regional Permit Administrator for your project area:

NYS Department of Environmental Conservation

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



**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: [r1dep@gw.dec.state.ny.us](mailto:r1dep@gw.dec.state.ny.us)  
< 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: [r2dep@gw.dec.state.ny.us](mailto:r2dep@gw.dec.state.ny.us)  
< 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: [r3dep@gw.dec.state.ny.us](mailto:r3dep@gw.dec.state.ny.us)  
< 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: [r4dep@gw.dec.state.ny.us](mailto:r4dep@gw.dec.state.ny.us)  
< 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: [r4dep@gw.dec.state.ny.us](mailto:r4dep@gw.dec.state.ny.us)  
< 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: [r5dep@gw.dec.state.ny.us](mailto:r5dep@gw.dec.state.ny.us)  
< 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: 518-623-1281 fax: 518-623-3603  
email: [r5dep@gw.dec.state.ny.us](mailto:r5dep@gw.dec.state.ny.us)  
< For Fulton, Saratoga, Warren and Washington Counties

**NYS DEC REGION 6**

Regional Permit Administrator  
Dulles State Office Building  
317 Washington Street  
Watertown, NY 13601-2885  
phone: 315-785-2245 fax: 315-785-2242  
email: [r6dep@gw.dec.state.ny.us](mailto:r6dep@gw.dec.state.ny.us)  
< For Jefferson, Lewis and St. Lawrence Counties

**NYS DEC REGION 6 Sub-Office**

Regional Permit Administrator  
Utica State Office Building,  
207 Genesee Street, Room 1404  
Utica, NY 13501-3787  
phone: 315-793-2555 fax: 315-793-2748  
email: [r6dep@gw.dec.state.ny.us](mailto:r6dep@gw.dec.state.ny.us)  
< 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: [r7dep@gw.dec.state.ny.us](mailto:r7dep@gw.dec.state.ny.us)  
< For Cayuga, Madison, 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: [r7dep@gw.dec.state.ny.us](mailto:r7dep@gw.dec.state.ny.us)  
< For Broome, Chenango, Cortland, 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: [r8dep@gw.dec.state.ny.us](mailto:r8dep@gw.dec.state.ny.us)  
< 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: [r9dep@gw.dec.state.ny.us](mailto:r9dep@gw.dec.state.ny.us)  
< 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: [r9dep@gw.dec.state.ny.us](mailto:r9dep@gw.dec.state.ny.us)  
< For Allegany, Cattaraugus and Chautauqua Counties