REQUEST FOR AUTHORIZATION for Logging Activities

General Permit GP-0-18-003 - Temporary Bridges and Arch Culverts
General Permit GP-0-18-004 - Temporary Bridges and Culverts

INSTRUCTIONS TO APPLICANTS

General Permit GP-0-18-003 for the installation, construction, maintenance and removal of a
- Temporary Bridge (30’ maximum bridge length); and/or
- Temporary Arch Culvert (maximum 4’ wide stream).

General Permit GP-0-18-004 for the installation, construction, maintenance and removal of a
- Temporary Bridge (50’ maximum bridge length); and/or
- Temporary Culvert (maximum 8’ wide stream).

To obtain the required authorization under one or both of these General Permits (GPs):

1. Read the applicable General Permit(s) to ensure that you understand all terms and conditions. The General Permit is available on the DEC’s website at: http://www.dec.ny.gov/permits/91184.html, or from the Regional Permit Administrator (refer to the NYSDEC Contact Information on page 3 of these instructions.

2. Determine whether or not the work you propose to do is within the scope of either of the GPs. (Refer to the Description of Authorized Activities on Page 1 of each of the GPs). If it is not within the scope of either GP, contact the DEC Regional Permit Administrator to apply for an individual permit. If it is within the scope of either GP, proceed to Step 3.

3. Fill out the Request for Authorization (RFA). Make sure all entries are complete and legible. DEC ENCOURAGES ELECTRONIC SUBMISSION OF THE REQUEST FOR AUTHORIZATION.

Operator/Applicant and Property Owner: Complete the name and contact information for both the Operator/Applicant (Logger) and Property Owner (if different).

Project Location: Complete the location information. If you are able to supply accurate project location coordinates, please do so. Location Coordinates are expressed in New York Transverse Mercator (NYTM) units (i.e., UTM Zone 18 expanded to encompass the entire state) based on the North American Datum 1983, or Latitude and Longitude. Coordinates may be obtained from DEC’s online Environmental Resource Mapper (www.dec.ny.gov/animals/38801.html), using the Identify tool.

Description of Project: Indicate the stream crossing type (bridge, culvert) for your project under the appropriate General Permit number (GP-0-18-003, GP-0-18-004).

Check the boxes confirming that you are submitting the required application attachments:
- Location Map - A USGS Quadrangle Map, or an equivalent map identifying the project location. An acceptable location map may be obtained from DEC’s online Environmental Resource Mapper (www.dec.ny.gov/animals/38801.html), using the Printer tool.
- Photographs – At least 3 color photographs which clearly depict the site of the proposed activity. Note the direction from which the photographs were taken.
• Project Plans - A sketch plan view and cross-sections drawn to scale, with dimensions showing location and extent of work. Note on this plan the direction from which the photographs were taken.

• Permission to Inspect Property Supplement to provide consent for DEC inspection. This form is available on the DEC website at http://www.dec.ny.gov/permits/6222.html.

**Certification:** The applicant and property owner must read the certification and sign and date the application. If you are submitting the Request for Authorization electronically, you may print your name and check the box that certifies you are the responsible applicant/property owner in lieu of providing an original signature.

4. Submit the Request for Authorization and the required application attachments to the DEC Regional Permit Administrator (refer to NYSDEC Contact Information on Page 3 of these Instructions).

5. DEC Project Approval Process:
   For **General Permit GP-0-18-003**
   If DEC does not contact the Applicant regarding any environmental concerns within 5 business days of DEC's receipt of the Request for Authorization and the required application attachments, the project can proceed without further approval. Otherwise the project may not proceed until concerns are resolved.

   For **General Permit GP-0-18-004**
   Use of this General Permit is not authorized unless the Request for Authorization / Part 2 - Project Authorization is signed and returned by the DEC Regional Permit Administrator.

6. Ensure that individuals and 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 the proposed or authorized work must be submitted to the regional Permit Administrator or authorized DEC representative for approval. Contact the DEC authorized 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 DEC REGION 3
Regional Permit Administrator  
21 South Putt Corners Road  
New Paltz, NY 12561-1620  
phone: 845-256-3054  
fax: 845-255-4659  
e-mail: DEP.R3@dec.ny.gov  
< 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  
e-mail: DEP.R4@dec.ny.gov  
< 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  
e-mail: DEP.R4@dec.ny.gov  
< For Delaware and Otsego Counties

### NYS DEC REGION 5
Regional Permit Administrator  
1115 NYS Route 86  
Ray Brook, NY 12977-0296  
phone: 518-897-1234  
fax: 518-897-1394  
e-mail: DEP.R5@dec.ny.gov  
< 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  
e-mail: DEP.R5@dec.ny.gov  
< For Fulton, Saratoga, Warren and Washington Counties

### NYS DEC REGION 5 Sub-Office
Regional Permit Administrator  
Dulles State Office Building  
317 Washington Street  
Watertown, NY 13601-3787  
phone: 315-785-2245  
fax: 315-785-2242  
e-mail: DEP.R6@dec.ny.gov  
< For Jefferson, Lewis and St. Lawrence Counties

### NYS DEC REGION 6
Regional Permit Administrator  
615 Erie Blvd West, Room 206  
Syracuse, NY 13204-2400  
phone: 315-426-7438  
fax: 315-426-7425  
e-mail: DEP.R7@dec.ny.gov  
< For Cayuga, Madison, Onondaga and Oswego Counties

### NYS DEC REGION 6 Sub-Office
Regional Permit Administrator  
Utica State Office Building  
207 Genesee Street, Room 1404  
Utica, NY 13501-2885  
phone: 315-793-2555  
fax: 315-793-2748  
e-mail: DEP.R6@dec.ny.gov  
< For Herkimer and Oneida Counties

### NYS DEC REGION 7
Regional Permit Administrator  
270 Michigan Avenue  
Buffalo, NY 14203-2915  
phone: 716-851-7165  
fax: 716-851-7168  
e-mail: DEP.R9@dec.ny.gov  
< For Erie, Niagara and Wyoming Counties

### NYS DEC REGION 8
Regional Permit Administrator  
182 East Union, Suite 3  
Allegany, NY 14706-1328  
phone: 716-372-0645  
fax: 716-372-2113  
e-mail: DEP.R9@dec.ny.gov  
< For Allegany, Cattaraugus and Chautauqua 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  
e-mail: DEP.R7@dec.ny.gov  
< For Broome, Chenango, Cortland, Tioga and Tompkins Counties