



INSTRUCTIONS TO APPLICANTS

General Permit GP-0-23-004 for the installation, construction, maintenance and removal of

- Temporary Bridge (30' maximum bridge length); and/or
- Temporary Arch Culvert (maximum 4' wide stream).

General Permit GP-0-23-005 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/93482.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. 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-0-23-004, GP-0-23-005).

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](http://www.dec.ny.gov/permits/6222.html) 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-0-23-004

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-0-23-005

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.

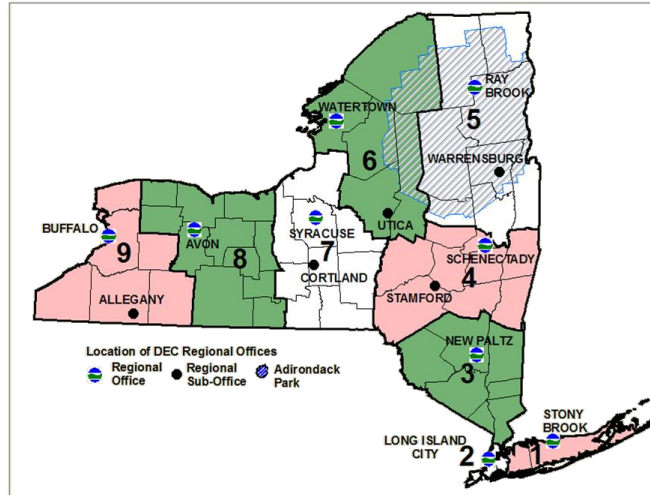
6. Ensure that individuals and contractors doing the actual work understand and comply with all terms and conditions of the General Permit.

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 Department of Environmental Conservation

www.dec.ny.gov



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: 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
email: DEP.R4@dec.ny.gov

< 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: 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
email: DEP.R5@dec.ny.gov

< For Fulton, Saratoga, Warren and Washington Counties

NYS DEC REGION 6

Regional Permit Administrator
Dulles State Office Building
317 Washington Street
Watertown, NY 13601-3787
phone: 315-785-2245
fax: 315-785-2242
email: DEP.R6@dec.ny.gov

< 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 13501-2885
phone: 315-793-2555
fax: 315-793-2748
email: DEP.R6@dec.ny.gov

< For Herkimer and Oneida Counties

NYS DEC REGION 7

Regional Permit Administrator
5786 Widewaters Parkway
Syracuse, NY 13214-1867
phone: 315-426-7438
fax: 315-426-7425
email: DEP.R7@dec.ny.gov

< For Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Oswego, Tioga, Tompkins Counties



**Department of
Environmental
Conservation**

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: DEP.R8@dec.ny.gov

< For Chemung, Genesee, Livingston, Monroe, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne and Yates Counties

NYS DEC REGION 9

Regional Permit Administrator
700 Delaware Avenue
Buffalo, NY 14209
phone: 716-851-7165
fax: 716-851-7168
email: DEP.R9@dec.ny.gov

< 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: DEP.R9@dec.ny.gov

< For Allegany, Cattaraugus and Chautauqua Counties