



# Village of Saranac Lake

Community Development Department

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 – 4150

Fax: (518) 891 – 1324

Web Site: [www.saranaclakeny.gov](http://www.saranaclakeny.gov)

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## DEVELOPMENT BOARD MEETING AGENDA 5:00PM TUESDAY, February 4, 2025

This meeting will be held in the Village Board Room and may be viewed through ZOOM Enter at the side door of the building, 39 Main Street

<https://us02web.zoom.us/j/5184919884?pwd=Nk5ISVZQNjgvdS9tbitMZG93M2xZUT09>

Meeting ID: 518 491 9884

Passcode: 704556

### A. Approval of Minutes

- January 14, 2025 Meeting Minutes

### B. Application of: Kathleen Pallota, Special Use Permit for a Short-Term Rental, 21 Fox Run Rd. (Tax Map Parcel #458.37-4-11.100)

#### **Public Hearing**

Public Hearing for the Application of: Kathleen Pallota, Special Use Permit for a Short-Term Rental, 21 Fox Run Rd. (Tax Map Parcel #458.37-4-11.100)

#### **Board Action**

Application of: Kathleen Pallota, Special Use Permit for a Short-Term Rental, 21 Fox Run Rd. (Tax Map Parcel #458.37-4-11.100)

### C. Application of: Sunny Rozakis and John Joe Reilly, Special Use Permit for a Short-Term Rental at 146 Petrova Ave., Saranac Lake, NY 12983. (Tax Map Parcel #457.28-2-24).

#### **Public Hearing**

Public Hearing for the Application of: Sunny Rozakis and John Joe Reilly, Special Use Permit for a Short-Term Rental at 146 Petrova Ave., Saranac Lake, NY 12983. (Tax Map Parcel #457.28-2-24).

#### **Board Action**

Application of: Sunny Rozakis and John Joe Reilly, Special Use Permit for a Short-Term Rental at 146 Petrova Ave., Saranac Lake, NY 12983. (Tax Map Parcel #457.28-2-24).

### D. Application of: John and Temnit Muldowney, Special Use Permit for a Short-Term Rental at 333 Park Ave., Saranac Lake, NY 12983. (Tax Map Parcel #32.150-2-2.000).

#### **Public Hearing**

Public Hearing for the Application of: John and Temnit Muldowney, Special Use Permit for a Short-Term Rental at 333 Park Ave., Saranac Lake, NY 12983. (Tax Map Parcel #32.150-2-2.000).

**Board Action**

Application of: John and Temnit Muldowney, Special Use Permit for a Short-Term Rental at 333 Park Ave., Saranac Lake, NY 12983. (Tax Map Parcel #32.150-2-2.000).

- E. **Application of:** Chase Jermano and Autumn Poppleton, Special Use Permit for a Short-Term Rental at 159 Prospect Ave., Saranac Lake, NY 12983 (Tax Map Parcel #446.76-1-7).

**Public Hearing**

Public Hearing for the Application of: Chase Jermano and Autumn Poppleton, Special Use Permit for a Short-Term Rental at 159 Prospect Ave., Saranac Lake, NY 12983 (Tax Map Parcel #446.76-1-7).

**Board Action**

Application of: Chase Jermano and Autumn Poppleton, Special Use Permit for a Short-Term Rental at 159 Prospect Ave., Saranac Lake, NY 12983 (Tax Map Parcel #446.76-1-7).

- F. **Application of:** Bobs North, LLC, Special Use Permit for a Short-Term Rental at 18 Virginia Street, Saranac Lake, NY 12983 (Tax Map Parcel #446.76-5-1).

**Public Hearing**

Public Hearing for the Application of: Bobs North, LLC, Special Use Permit for a Short-Term Rental at 18 Virginia Street, Saranac Lake, NY 12983 (Tax Map Parcel #446.76-5-1).

**Board Action**

Application of: Bobs North, LLC, Special Use Permit for a Short-Term Rental at 18 Virginia Street, Saranac Lake, NY 12983 (Tax Map Parcel #446.76-5-1).

- G. **Application of:** Chairman Properties, LLC, Minor Subdivision for Tax Map #: 32.295-1-23.000

**Public Hearing**

Public Hearing for the Application of: Chairman Properties, LLC, Minor Subdivision for Tax Map #: 32.295-1-23.000

**Board Action**

Application of: Chairman Properties, LLC, Minor Subdivision for Tax Map #: 32.295-1-23.000

**H. OLD BUSINESS****I. NEW BUSINESS**

- **Local Law 1-2025**

**J. ADJOURNMENT**



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<https://us02web.zoom.us/j/5184919884?pwd=Nk5ISVZQNjgvdS9tbitMZG93M2xZUT09>

Meeting ID: 518 491 9884

Passcode: 704556

### ATTENDANCE

#### Development Board Members:

Elias Pelletieri, Chairperson, Present

Bill Domenico, Present

Meg Cantwell-Jackson, Present

Dan Reilly, Present

Rick Weber, Present

KT Stiles, Alternate, Present

### A. Approval of Minutes

#### Elias Pelletieri opened the meeting at 5:00pm.

- Motion to approve December 3, 2024 Board Meeting Minutes by Domenico, seconded by Weber. Pelletieri asked for a Roll Call Vote.  
Roll Call: Cantwell-Jackson, yes; Domenico, yes; Reilly, yes; Weber, yes; and Pelletieri, yes. All in favor, meeting minutes approved.

### B. Application of: Mark Legeza and Michaelle Chojnacki, 67 Old Military Road, Tax Map #32.150-1-17.000, Area Variance Application

Katrina reminds everyone that each public hearing comment is a max of 3 minutes at a time. Mark gives an overview that he is looking for 6 inches over from the property line. With this area variance they take into account the benefit to the applicant. They will likely move if this is not granted. 1. A detriment to the nearby properties. Mark says it is not and according to the last meeting the neighbors advocated for it. Many other properties are near or on the property line. This addition will be nearly invisible to the street and they have a reputable architect that would justify the reasoning on this. 2. Will there be any other benefit? Rendering shows just enough for a Volks Wagon beetle to fit. Currently everything is stored outside and aesthetically unpleasing. Potential for a 3<sup>rd</sup> bedroom or storage area. Potential for a larger family to move in there in the future. 4. Environmental impact. No impact. All other areas would cause an environmental impact. This location would also cause the taxes to go up with would benefit the Village. 5. Positioning. Location A is the Northside. It is too large in front of the house. Not attractive to neighborhood and would need to go through the garage to get in. It would be built on the current driveway so less parking would become available and it is environmentally unfriendly. Location B is the Westside, uphill touching the house at the toe of Mount Pisgah. Excavation is pricey and a lot of excavation with the instability. Up North, Down South quotes \$336,000 to build there. The trees would need to be cut which is irresponsible. It would also

destroy the views for the neighbors. Four windows would be blocked and the property value would be decreased. It would still be 5 feet from the property line too. Bill commented that this quote does not seem accurate. Michaelle commented that it was hard getting contracts without the variance. Dan said that is not outrageous for the cost of excavation and he is not surprised. He disagrees with Bill. Mark continues on to Location C, which is behind the house, facing Park Ave. This shouldn't even be entertained because it is so steep. Location D is on the Eastside, which is the desired location. The architect advocates this location. It has minimal impact, privacy for neighbors, improves the flow of the current building. There is potential to adding the second floor. If it is moved closer, it would remove the breezeway, costing about \$273,000 because the entire structure and foundation would completely change. An additional \$150,000 for that location and it would lose the pantry and large doors. Dan said there is no location that doesn't require a variance.

### **Public Hearing**

- Public Hearing for the Application of: Mark Legeza and Michaelle Chojnacki, 67 Old Military Rd., area variance application seeking approval of side yard setback variance (14.5ft relief request) to build a garage addition to primary residence, Tax Map Parcel #32.150-1-17.000.
  - Motion to open the public hearing by Domenico Second: Cantell-Jackson  
Pelletieri asked for a Roll Call Vote.  
Roll Call: Cantwell-Jackson, yes; Domenico, yes; Reilly, yes; Weber, yes; and Pelletieri, yes. All in favor, public hearing opened.

Betsy Durranburger, a neighbor, moved into the "sunshine" cottage and she loves the community and the neighbors. The front of the house will be blocking the sunlight if this is built as a 2 story. She would like it to be one story. She can see the fireworks and sun coming into her window. This will change her own experience.

- Motion to close the public hearing by Weber Second: Reilly  
Pelletieri asked for a Roll Call Vote.  
Roll Call: Cantwell-Jackson, yes; Domenico, yes; Reilly, yes; Weber, yes; and Pelletieri, yes. All in favor, public hearing closed.

### **Board Action**

- Application of: Mark Legeza and Michaelle Chojnacki, 67 Old Military Rd., area variance application seeking approval of side yard setback variance (14.5ft relief request) to build a garage addition to primary residence, Tax Map Parcel #32.150-1-17.000.

Allie states that there are 5 criteria listed by the state. And the board will go around and agree or disagree. 1. Undesirable change in the neighborhood. Dan comments No. Bill says there are already many not conforming. Granting a variance seems appropriate, so yes. Rick said there's a zero-lot line because to him 6 inches is still on the line and it is a concern for the neighborhood with the height as an issue. Allie said no, a neighborhood is the people not the buildings. It is undesirable as 2 stories. Meg stated that it is very tight and the neighbor's thoughts should be considered. 2. Alternative to variance. Bill said if cost was not an issue, then yes, there are. Estimates are very high, but he wouldn't go with the other estimates. There are no realistic alternatives. Rick said that the applicant looked at the other alternatives and made a good effort in showing this. Finding the alternatives of the building mass have not been explored and the pricing is high. The preferred is least expensive and most feasible. Allie commented that the applicant did a good job at looking at the alternatives. The bids look high, but it is hard to get people to look. Still falling on the other variance. Meg agrees that they had proved their point with the higher bids. Dan said no. 3. Substantial Variance. Rick says yes, technically substantial. Significant ask of use of a side yard. Allie says it is substantial, due to other points it is but all other alternatives are as well. Meg says yes. Dan says no, because the height is separate from variance request. It affects no one but 3 people that share the driveway. This is the best spot for a garage and the neighbors want it. Bill says it is an area variance vs a use variance. Technically, this question may not matter on the outcome. 4. The impact on the environment. Allie says no impact. Meg says it has the least impact, does have impact on the



neighbor. Dan says no. Bill says the building site is not impactful. If anything, it would be small and minimal. Rick said no adverse effect and the preferred location is the least. 5. Self-created difficulty. Meg says yes. Dan says no, he addresses this well tonight. Bill says technically yes. Rick says yes but against other criteria, least weighted. Allie says yes, but doesn't hold weight. Meg agrees. All agree that it is self-created but think it shouldn't weigh it down. Bill suggests just bringing it to a vote. Dan responds that he is not concerned about it effecting the environment or self-created. Allie said it is substantial but it shouldn't stop the project in this case. Rick thinks it is important but is the 6in a substantial request? Allie likes the one story. Mark said the two story may obscure the view but the sunlight won't affect her house. Michaelle says that there are about 13 cedar trees that are already blocking. Katrina asks if the height is as tall as they need it to be. Mark commented back saying that the second floor is 12 feet and that is needed for the slope of the structure. Bill said the applicant has come back 3 times and his answers have not changed Applicant can alter the height of the project if granted. He believes he should get it as proposed. Dan comments that he should get the variance approved and the height gets pushed off. Bill said he can choose to change the height after the approval. Dan said the length of the roof is 24 feet. Rick said the development board granting any variances should preserve, protect neighborhood and welfare of the community. Now it is the height concern, not as much of the footprint. Everything else is fine and unique to the character. Allie agrees with Rick that it may be better as a flat roof or slightly pitched roof. Meg said they could do a rubber roof. Bill said that if there is a different buyer that they may go in and level everything with no setbacks but it could be 30-35 feet tall if there is no regulation put. Rick said, if a new neighbor comes then they get this 6 in variance. Meg said it could go to 40ft if they wanted to. Views have been blocked with other properties and if there is a concern then they should've bought that lot. Allie said they could grant with a lower roof and as proposed. Rick suggests with a condition of 2 story lowered. Allie makes a motion to accept the project as is except for the height of the roof being lowered to 1.5. Dan Seconds the motion. Everyone in favor besides Rick.

- Area Variances are a Type 2 action pursuant to SEQR. No further SEQR decision is required.
- Motion to approve the Area Variance for a side yard principle building addition with condition to lower the height of the roof to 1.5.

Motion: Pelletieri seconded by: Reilly

Pelletieri asked for a Roll Call Vote.

Roll Call: Cantwell-Jackson, yes; Domenico, yes; Reilly, yes; Weber, no; and Pelletieri, yes.  
Declaration moved.

### **C. Application of: Chairman Properties, LLC, Minor Subdivision for Tax Map #: 32.295-1-23.000**

#### **Board Action**

- Application of: Chairman Properties, LLC, Minor Subdivision for Tax Map #: 32.295-1-23.000
  - No Board Action – Preliminary Review

This project consists of dividing a wetland in half and the applicant wanted to show the board to give them a chance to see it. There would be one house on each lot. Lot 1: 1 acre in size, all public water and sewer proposed. Lot 2: Turtle pond road access, about 12 acres. Lot 3: 12.7 acres, with access off of Edward Street with building. Some steep slopes on that lot. Meets all sideward and front setbacks. There is a trail on the property. Katrina stated that they have met in relationship to this project and its best use with the APA. Allie said that Lot 3 would need amended permit with the Development Board and the APA. Skip, the applicant, says yes, he would get approval from the APA first then Development Board. That would be the purchases responsibility. Bill says the applicant did an excellent job and was worried about it at first but believes there is value to larger lots in the Village. Rick appreciated the effort put into the details in Lot 3.

**D. Application of: Bramble & Thorne, Site Plan Review for Tax Map #: 447.69-7-17**

This application consists of a Wine Bar on Woodruff Street. There are no setbacks and they are using the existing building. Katrina commented that there are two businesses allowed and parking is not required in this district. Isabella, the applicant, states that it is a wine bar in Scott's Florist. Ideal for date nights, a friend's gathering location and she states that the current space is underused. Katrina says they are already working with the Department of Health and the Liquor Authority.

**Public Hearing**

- Public Hearing for the Application of: Bramble & Thorne, Site Plan Review for Tavern for Tax Map #: 447.69-7-17
  - Motion to open the public hearing by Reilly Second: Cantwell-Jackson  
Pelletieri asked for a Roll Call Vote.  
Roll Call: Cantwell-Jackson, yes; Weber, yes; Reilly, yes; Stiles, yes; and Pelletieri, yes. All in favor, public hearing opened.

Alex, the Director of the Youth Center, said she appreciates the florist owner and she asked the Youth Center kids about the next door expansion. She said they would be worried about walking home because of the people being drunk and they would feel uncomfortable. She would like to create and keep a space that is safe for the kids and when she first heard about the project she was more concerned and now after hearing a bit more about the project and its purpose, she feels better about it being close to the Youth Center and the safety of the kids.

- Motion to close the public hearing by Stiles Second: Weber  
Pelletieri asked for a Roll Call Vote.  
Roll Call: Cantwell-Jackson, yes; Weber, yes; Reilly, yes; Stiles, yes; and Pelletieri, yes. All in favor, public hearing closed.

**Board Action**

- Application of: Bramble & Thorne, Site Plan Review for Tavern for Tax Map #:447.69-7-17

Allie said that the design standards in this district does not require parking but they have plenty of it. With the runoff, does the water run into the river? Isabella commented that it is a small channel to the left but that has been there forever and did not plan on making changes to this. Allie comments that she could have it upgraded to make sense. Dan said there is more of a concern for the water getting inside of the building. Allie said that it is hard to backout into the street. He also says that she would need a bike rack. Isabella responds saying that she can add a bike rack, there are plenty of spaces there. Allie says he prefers it at the end of the parking. Asks if there is a pedestrian sidewalk across the front of the building and to the right. Katrina said that cars go right up to that side, would it be beneficial? Alex says that it would benefit the neighborhood. Isabella comments that she doesn't think people can just walk through her property, but she is happy to make whatever changes are required, it would also block the front of the florist. Allie thinks there would be room for the parking still. Isabella would like the parking to fit for all the neighbors still. She would be concerned of the liability on her property and the parking has already been improved with pressure rock. Allie says the rubbish is taken care of and any lighting is dark sky compliant. Rick asks about the signage. Isabella had a mock up in the photos sent over. Any additional signage she will reach out to Chris McClatchie, code enforcement. Katrina said that Franklin County approves the signage and is pending our approval. Allie motions to approve the project with the condition to put a sidewalk across the front and side of the property and add a bike rack. Rick seconds, All in Favor.

- Motion to approve the Site Plan application with conditions to put a sidewalk across the front and side of the property and add a bike rack  
Motion: Pelletieri seconded by: Weber  
Pelletieri asked for a Roll Call Vote.  
Roll Call: Cantwell-Jackson, yes; Weber, yes; Reilly, yes; Stiles, yes; and Pelletieri, yes. All in favor, declaration moved.

**E. OLD BUSINESS**

**F. NEW BUSINESS**

**G. ADJOURNMENT**

Motion to adjourn the meeting.

Motion: Reilly Second: Stiles

Pelletieri asked for a Roll Call Vote.

Roll Call: Cantwell-Jackson, yes; Weber, yes; Reilly, yes; Stiles, yes; and Pelletieri, yes. All in favor, meeting adjourned.

Meeting was officially adjourned at 6:53 PM

Meeting Minutes prepared by; Community Development Assistant, Bayle Reichert



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Web Site: [www.saranaclakeny.gov](http://www.saranaclakeny.gov)

APPLICATION #: DB2025-001

Major ☐ Minor ☐

DATE RECEIVED: 1/6/24

DATE PAID: 1/6/24

## SPECIAL USE PERMIT APPLICATION REQUIREMENTS

Incomplete application forms, site plans, or SEQR forms (when applicable) will not be accepted. If you have questions when filing out the application, please contact the Community Development Department.

1. **Pre-application Conference** – Before filing a formal application, an informal pre-submission conference with the Director is recommended to discuss the nature of the proposed use and to determine the specific information that will need to be submitted.

2. **Mandatory staff review submission:**

A. **Submit one electronic copy of the following:**

- ☐ **Special Use Permit Application Form, signed**
- ☐ **Site Plan Review Checklist**
- ☐ **Site Plan Drawings/Maps**, for new construction: include Elevation Drawings
- ☐ **Environmental Assessment Form** – complete Part 1 (check with Director on whether to complete the Full or Short form)
- ☐ **Waterfront Assessment Form (WAF)** - complete Section 1 only
- ☐ **Drawing of proposed sign(s)** (if applicable)
- ☐ **For Pre-Existing STR application:** submit proof of operation as of January 31, 2023<sup>1</sup>

B. **Application fee of \$300.00.** Make check payable to Village of Saranac Lake.

3. **Final submission for review by the Development Board:**

A. **Submit one hard copy + one digital copy of the application packet. Site Plan to be at a scale that is suitable for the proposed development relative to its size and is sufficiently legible for the required review to occur. Digital copy should be sent to [comdevassist1@saranaclakeny.gov](mailto:comdevassist1@saranaclakeny.gov).**

- ☐ **Special Use Permit Application Form, signed**
- ☐ **Site Plan Review Checklist**
- ☐ **Site Plan Drawings/Maps**, for New construction: include Elevation Drawings
- ☐ **Environmental Assessment Form** – complete Part 1
- ☐ **Waterfront Assessment Form (WAF)** - complete Section 1 only
- ☐ **Drawing of proposed sign(s)** (if applicable)

The application shall be accompanied by the information listed above. The Community Development Director may require additional submission materials if determined appropriate for the nature and scale of the proposed project. The pre-application conference may be used to determine the application requirements. The information above should be emailed and brought to the Village of Saranac Lake at least three weeks prior to the scheduled Development Board meeting in order to be placed on the agenda. The Board meets on the first Tuesday of each month at 5:00pm in the Village Board Room, 39 Main St., Saranac Lake, NY 12983

<sup>1</sup> Acceptable documentation includes: 1. A Franklin or Essex County Certificate of Authority to collect occupancy tax.

2. Proof of operation as a STR between January 31, 2022, and January 31, 2023.

## SPECIAL USE PERMIT APPLICATION

Applicant Information	
Applicant Name	Kathleen C Palotta
Applicant Address	21 Fox Run Rd. - Saranac Lake
Mailing Address, If Different	
Applicant Email	Kcp4560@gmail.com
Applicant Phone	518-637-4473

If Different from Project Applicant	
Property Owner Name	
Property Owner Address	
Mailing Address, If Different	
Property Owner Email	
Property Owner Phone	

### Project Information

1. Project Address 21 Fox Run Rd.  
Saranac Lake NY 12983
2. Tax Map # 458.37-4-11.100
3. Zoning District K-2
4. Current Lot Size .25595264
5. Building square footage ☒ Existing  
1704 ☐ Proposed
6. Property/Building use
  - a. Present use of property, (i.e., commercial, residential, mixed, vacant):
  - b. Proposed use of property:
  - c. For mixed-use buildings:

Level	Current Use	Proposed Use
Basement		STR
1st		Owner Residence
2nd		it
3rd		it

7. Will development be phased? ☒ NO ☐ YES      If yes, explain in a narrative:

8. Please provide a written description of proposed structures and improvements. Include all of the following information that applies to the project:

- Describe primary and secondary uses *Residence*
- Proposed interior changes *N/A*
- Day/hours of operation *N/A*
- Utilities- will you connect to existing utilities or install new? *N/A*
- Anticipated number of residents, users, shoppers, employees, etc. as a result of this project *4 max. renters*
- Exterior features to be added/changed, (i.e., lighting fixtures, signage, decorative elements, doors, windows, siding, painting, etc.) *N/A*
- For residential, mixed-use buildings, or STRs, include a number of dwelling units by size (efficiency/studio, one-bedroom, two-bedroom, three or more bedroom) *1 ~~one~~ dwelling unit*
- Parking plan *- 1 parking space on site for renter(s)* *Basement*
- Proposed Landscaping *N/A* *2 Bedrooms*
- Garbage storage *- in garage/garbage pick-up.* *(600 sq. ft.)*
- Explain the need for managing stormwater and drainage facilities that will be utilized in preventing flooding and erosion *N/A*

9. State and federal permit or approvals needed, (i.e., SHPO, APA, DEC, DOT, or Other) N/A

10.

If you are operating a new business at the project location, provide the following information	
Name of Business	
Hours of Operation	

In granting or denying special use permits, the Development Board shall take into consideration the scale of the proposed project and the need to maintain the historic, close-knit building pattern in the Village and compatibility among adjoining land uses. If the applicant proves the proposed project meets the review criteria, they are entitled to the Special Use Permit. Conversely, if the applicant fails to address or satisfy any one or part of the review criteria then they are not entitled to the Special Use Permit.

**Criteria to be addressed:**

11. Explain how the proposed use will not have a substantial or undue adverse effect upon adjacent property, traffic conditions, parking, and other matters affecting the public health, safety and general welfare. Does the project include buffers or screening from neighboring properties and public roads?

N/A

12. Provide evidence and information which demonstrates that the proposed use will not substantially impact the nature and character of the surrounding neighborhood.

N/A

13. Provide information which demonstrates that the proposed use will be adequately served by storm drainage structures, water, sanitary sewers, off-street parking, access to public roads to handle projected traffic volumes, fire and police protection, and solid waste disposal, and any other services that may be relevant to your project.

N/A

14. Explain how the project safely accommodates bicycle and pedestrian travel to/from the site. Explain how the project will impact pedestrian safety, either positively or negatively.

N/A

15. Is the property suitable for the proposed project considering the lot size, location, topography, vegetation, soils and hydrology?

N/A

16. How will your project avoid the loss, destruction, or damage to any natural, historic, and scenic resources of the village through design, layout of structures, provision of buffer areas, and operation of the proposed use?

N/A

17. Is the project consistent with the village goal of concentrating retail uses in villages, avoiding strip commercial development, and locating nonresidential uses that are incompatible with residential use on well-buffered properties?

N/A

18. Will the proposed use result in excessive noise, dust, odors, solid waste, or glare, create any other nuisances, or result in the introduction of invasive species?

NO



19. Explain why your proposed use will not be more objectionable than would development of uses that are permitted by right (allowed uses that do not require a special use permit)? Consider the environmental, social and economic impacts of traffic, noise, dust, odors, solid waste, glare or any other nuisances.

N/A

20. Is the project located within a historic building? ☒ NO ☐ YES  
 historic district? ☒ NO ☐ YES

To check if your property falls within a historic district or is on the National Register, visit the Cultural Resource Information System (CRIS) website and use the mapping tool: [cris.parks.ny.gov](https://cris.parks.ny.gov)

21. Please list any professionals who will be assisting you with your application

Name	Company	Profession	Phone	Email
N/A				

Applicant's Signature Kathleen Pallotta Date 1/6/24

Property Owner's Signature Kathleen Pallotta Date 1/6/24

For Office Use Only - Essex County Referral		
Property is located within 500 feet of:	Y	N
Property located in Essex County	<input type="checkbox"/>	<input type="checkbox"/>
Municipal boundary (village or town)	<input type="checkbox"/>	<input type="checkbox"/>
County or State Parks	<input type="checkbox"/>	<input type="checkbox"/>
County or State Roads	<input type="checkbox"/>	<input type="checkbox"/>
County or State Facilities	<input type="checkbox"/>	<input type="checkbox"/>

21 Fox Run Rd.

Parking

Garden

Owners  
private  
Parking  
drive way

windows  
...

Front  
lawn

12x13  
Living  
Room

4x9  
Kitchen

10x20  
Stair  
Floor

Lawn

Arbor

Lawn

Stairs

11x5  
Entryway  
CLOSET  
Entry door

Bedroom

10x10

Hall

Tub Shower

8x9  
Bath  
CLOSET

Bedroom/  
Den

11x13

Garden

Covered Deck

HOT  
TUB

Lawn

Hot Tub  
emergency  
on +  
off  
box

Privacy  
Fence

Lawn

Deck

Pond

Garden

Yard

Fire Pit Area

3 floors

Primary Residence

basement only rented

2 Bedrooms - 4 people max.

Parking on-site

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>							
Name of Action or Project: <div style="text-align: center; font-family: cursive;">STR @ 21 Fox Run Rd.</div>							
Project Location (describe, and attach a location map): <div style="text-align: center; font-family: cursive;">21 Fox Run Rd.</div>							
Brief Description of Proposed Action: <div style="text-align: center; font-family: cursive;">Proposed New 2 bedroom STR</div>							
Name of Applicant or Sponsor: <div style="text-align: center; font-family: cursive;">Kathleen Pallotta</div>		Telephone: <div style="text-align: center; font-family: cursive;">518-637-4473</div> E-Mail: <div style="text-align: center; font-family: cursive;">KCP4560@gmail.com</div>					
Address: <div style="text-align: center; font-family: cursive;">21 Fox Run Rd.</div>							
City/PO:		State: <div style="text-align: center; font-family: cursive;">NY</div>	Zip Code: <div style="text-align: center; font-family: cursive;">12983</div>				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 2px;">NO</td> <td style="text-align: center; padding: 2px;">YES</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 2px;">NO</td> <td style="text-align: center; padding: 2px;">YES</td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
3.a. Total acreage of the site of the proposed action? <div style="text-align: right; font-family: cursive;">.25</div> acres b. Total acreage to be physically disturbed? <div style="text-align: right; font-family: cursive;">N/A</div> acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? <div style="text-align: right; font-family: cursive;">N/A</div> acres							
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland							

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: <u>Kathleen Pallotta</u> Date: <u>1/6/24</u></p> <p>Signature: <u>K. Pallotta</u></p>		



## Village of Saranac Lake

Community Development Department  
39 Main St.  
Saranac Lake, NY 12983  
Phone (518) 891-0490  
Fax (518) 891-5928  
[www.saranaclakeny.gov](http://www.saranaclakeny.gov)

### VILLAGE OF SARANAC LAKE WATERFRONT ASSESSMENT FORM (WAF)

#### Section A. Instructions

Instructions: Applicants or, in the case of direct actions, Village agencies, shall complete this WAF for proposed actions which are subject to the LWRP consistency review law. This assessment is intended to supplement other information used by a Village agency in making a determination of consistency with the Village's Local Waterfront Revitalization Program.

Before answering the questions in Section C, the preparer of this form should review the policies and explanations of policy contained in the Local Waterfront Revitalization Program (LWRP), a copy of which is on file in the Village of Saranac Lake, 39 Main St., Second Floor, Saranac Lake, NY 12983 or online at [www.saranaclakeny.gov](http://www.saranaclakeny.gov). A proposed action should be evaluated as to its significant beneficial and adverse effects upon the waterfront area.

If any question in Section C on this form is answered "yes", then the proposed action may affect the achievement of the LWRP policy standards and conditions contained in the consistency review law. Thus, the actions should be analyzed in more detail and, if necessary, modified prior to making a determination that it is consistent to the maximum extent practicable with the LWRP policy standards and conditions. If an action cannot be certified as consistent with the LWRP policy standards and conditions, it shall not be undertaken.

#### SECTION B. Description of Site and Proposed Action

1. Name of applicant: <u>Kathleen Pallotta</u>		3. Telephone Number: <u>518-637-4473</u>	
2. Mailing address: <u>21 Fox Run Rd. Saranac Lake</u>		5. Tax Map # (s): <u>458.37-4-11.100</u>	
4. Location of action: <u>STR</u>			
6. Size of site: <u>.25595264</u>	7. Present land use(s): <u>N/A</u>		
8. Present zoning classification: <u>K-2</u>		9. Percentage of site which contains slopes of 15% or greater:	
10. Type of action (check appropriate response) <input type="checkbox"/> Directly undertaken (e.g. capital construction, planning activity, agency regulation, land transaction) <input type="checkbox"/> Financial assistance (e.g. grant, loan, subsidy) <input checked="" type="checkbox"/> Permit, approval, license, certification <input type="checkbox"/> Agency undertaking action:			
11. Streams, lakes, ponds, or wetlands existing within or continuous to the project area? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, Waterbody Name: _____ Waterbody Size (in acres): _____			
12. Describe nature and extent of action: <u>STR Application</u>			
13. Describe any unique or unusual land forms on the project site (i.e. bluffs, ground depressions, other geological formations): <u>N/A</u>			
14. Will the action be directly undertaken, require funding, or approval by a State or Federal Agency? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, which State or Federal Agency?			



**SECTION C. Waterfront Assessment** (To be completed by reviewing agency)

1. Will the proposed action have a significant effect upon:		YES	NO
(a)	Commercial or recreational use of fish and wildlife resources	<input type="checkbox"/>	<input type="checkbox"/>
(b)	Scenic quality of the waterfront environment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(c)	Development of future, or existing water dependent uses?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(d)	Stability of the shoreline?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(e)	Surface or groundwater quality?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(f)	Existing or potential public recreation opportunities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(g)	Structures, sites or districts of historic, archeological or cultural significance to the Village, State or nation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Will the proposed action involve or result in any of the following:		YES	NO
(a)	Physical alteration of land along the shoreline, land under water or coastal waters?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b)	Physical alteration of two (2) acres or more of land located elsewhere in the waterfront area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(c)	Expansion of existing public services or infrastructure in undeveloped or low density areas of the waterfront area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(d)	Energy facility not subject to Article VII or VIII of the Public Service Law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(e)	Mining, excavation, filling or dredging?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(f)	Reduction of existing or potential public access to or along the shore?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(g)	Sale or change in use of publicly-owned lands located on the shoreline or under water?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(h)	Development within designated flood hazard area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(i)	Development on a natural feature that provides protection against flooding or erosion?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(j)	Diminished surface or groundwater quality?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(k)	Removal of ground cover from the site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Project:		YES	NO
(a)	If a project is to be located adjacent to shore:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1)	Will water-related recreation be provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(2)	Will public access to the shoreline be provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(3)	Does the project require a waterfront site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(4)	Will it supplant a recreational or maritime use?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(5)	Do essential public services and facilities presently exist at or near the site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(6)	Is it located in a flood prone area	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(7)	Is it located in an area of high erosion	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b)	If the project site is publicly owned:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1)	Will the project protect, maintain and/or increase the level and types of public access to water-related recreation resources and facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(2)	If located in the foreshore, will access to those and adjacent lands be provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(3)	Will it involve the siting and construction of major energy facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(4)	Will it involve the discharge of effluents from major steam electric generating and industrial facilities into a waterway	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(c)	Is the project site presently used by the community as an open space or recreation area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(d)	Does the present site offer or include scenic views or vistas known to be important to the community?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(e)	Will the surface area of any waterways or wetland areas be increased or decreased by the proposal?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(f)	Will the project involve any waste discharges?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(g)	Does the project involve surface or subsurface liquid waste disposal?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(h)	Does the project involve transport, storage, treatment or disposal of solid waste or hazardous material?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(i)	Does the project involve shipment or storage of petroleum products?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(j)	Does the project involve discharge of toxics, hazardous substances or other pollutants?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(k)	Will the project affect any area designated as a freshwater wetland?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(l)	Will the project alter drainage flow, patterns or surface water runoff on or from the site	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(m)	Will best management practices be utilized to control storm water runoff into waterways?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(n)	Will the project cause emissions which exceed Federal or State air quality standards or generate significant amounts of nitrates or sulfates?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### SECTION D. Remarks or Additional Information

For questions answered "Yes" in Section C, explain methods you will undertake to reduce adverse effects. Review the LWRP to see if the project is consistent with each policy. List policies the project is not consistent with and explain all mitigating actions. Add any additional sheets necessary to complete this form.



### SECTION E. Preparer Information

Preparer's Name (Please print):

Title:

Organization Name: Village of Saranac Lake Development Board

Phone Number:

Signature:

Date:

### SECTION F. Determination of LWRP Consistency (To be completed by the Planning Board)

The Village of Saranac Lake Planning Board finds that the above referenced project is:

- ☐ consistent with LWRP policy standards and conditions.
- ☐ not consistent with LWRP policy standards and conditions and shall not be undertaken.

Print Name of Planning Board Chair

Signature of Planning Board Chair

Date

My name is Kathy Pallotta,

I live on 21 Fox Run Rd., Saranac Lake.

I was born & raised in Lake Placid,  
Lived many years on Silver Lake, until  
our taxes got unaffordable, So we  
Sold & bought a home in Saranac Lake  
and were surprised to learn our  
taxes are higher here then living  
on the lake.

We love living here but are realizing  
we are going to need to supplement  
our income some how.

My husband is 74 years old and has  
major health issues. He is currently on  
a Kidney transplant list in 2 States  
and at this stage of his disease he  
can only work very minimally, So with  
that being said, and without going into  
a lot of detail of his illness, I  
am asking out of necessity for "STR Permit.

We have an efficiency apartment in our basement that we usually use for family & friends but we would like to rent it periodically in the summer months. We would be living on sight also.

I would appreciate it if you would consider my application that I will provide when needed.

Thank you for your  
consideration in this  
matter.

Kathy C. Pallotta

Fox Run Rd

Fox Run Rd



21 Fox Run, Saranac  
Lake, NY 12983







# Village of Saranac Lake

Community Development Department

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: [www.saranaclakeny.gov](http://www.saranaclakeny.gov)

APPLICATION #:	DB-2025-002
Major <input type="checkbox"/>	Minor <input type="checkbox"/>
DATE RECEIVED:	1/7/25
DATE PAID:	1/7/25

## SPECIAL USE PERMIT APPLICATION REQUIREMENTS

Incomplete application forms, site plans, or SEQR forms (when applicable) will not be accepted. If you have questions when filing out the application, please contact the Community Development Department.

1. **Pre-application Conference** – Before filing a formal application, an informal pre-submission conference with the Director is recommended to discuss the nature of the proposed use and to determine the specific information that will need to be submitted.
2. **Mandatory staff review submission:**
  - A. **Submit one electronic copy of the following:**
    - ☐ Special Use Permit Application Form, signed
    - ☐ Site Plan Review Checklist
    - ☐ Site Plan Drawings/Maps, for new construction: include Elevation Drawings
    - ☐ Environmental Assessment Form – complete Part 1 (check with Director on whether to complete the Full or Short form)
    - ☐ Waterfront Assessment Form (WAF) - complete Section 1 only
    - ☐ Drawing of proposed sign(s) (if applicable)
    - ☐ For Pre-Existing STR application: submit proof of operation as of January 31, 2023<sup>1</sup>
  - B. **Application fee of \$300.00.** Make check payable to Village of Saranac Lake.
3. **Final submission for review by the Development Board:**
  - A. **Submit one hard copy + one digital copy of the application packet. Site Plan to be at a scale that is suitable for the proposed development relative to its size and is sufficiently legible for the required review to occur. Digital copy should be sent to [comdevassist1@saranaclakeny.gov](mailto:comdevassist1@saranaclakeny.gov).**
    - ☐ Special Use Permit Application Form, signed
    - ☐ Site Plan Review Checklist
    - ☐ Site Plan Drawings/Maps, for New construction: include Elevation Drawings
    - ☐ Environmental Assessment Form – complete Part 1
    - ☐ Waterfront Assessment Form (WAF) - complete Section 1 only
    - ☐ Drawing of proposed sign(s) (if applicable)

The application shall be accompanied by the information listed above. The Community Development Director may require additional submission materials if determined appropriate for the nature and scale of the proposed project. The pre-application conference may be used to determine the application requirements. The information above should be emailed and brought to the Village of Saranac Lake at least three weeks prior to the scheduled Development Board meeting in order to be placed on the agenda. The Board meets on the first Tuesday of each month at 5:00pm in the Village Board Room, 39 Main St., Saranac Lake, NY 12983

<sup>1</sup> Acceptable documentation includes: 1. A Franklin or Essex County Certificate of Authority to collect occupancy tax.

2. Proof of operation as a STR between January 31, 2022, and January 31, 2023.

## SPECIAL USE PERMIT APPLICATION

Applicant Information	
Applicant Name	STEPHANIE + JOHN REILLY
Applicant Address	146 PETROVA AVE, SARANAC LAKE, NY 12983
Mailing Address, If Different	21 WESPALEY RD, LAKE PLACID, NY 12946
Applicant Email	SUNNY ROZAKIS @ GMAIL.COM
Applicant Phone	518-569-8371 / 518-569-2384

If Different from Project Applicant	
Property Owner Name	
Property Owner Address	
Mailing Address, If Different	
Property Owner Email	
Property Owner Phone	

### Project Information

1. Project Address 146 PETROVA AVE, SARANAC LAKE, NY 12983
2. Tax Map # 457-28-2-24
3. Zoning District Z CODE 02
4. Current Lot Size .51
5. Building square footage 1483 ☒ Existing ☐ Proposed
6. Property/Building use
  - a. Present use of property, (i.e., commercial, residential, mixed, vacant):
  - b. Proposed use of property: STR
  - c. For mixed-use buildings:

Level	Current Use	Proposed Use
Basement		
1st	Residence / STR	
2nd		
3rd		

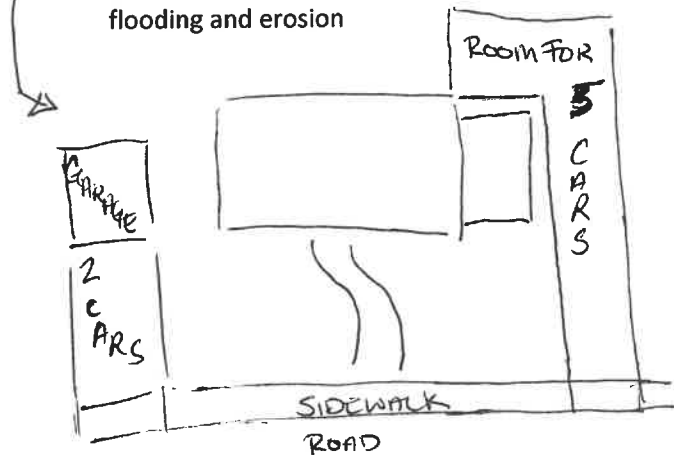
7. Will development be phased? ☐ NO ☐ YES If yes, explain in a narrative:

N/A



8. Please provide a written description of proposed structures and improvements. Include all of the following information that applies to the project:

- Describe primary and secondary uses
- Proposed interior changes
- Day/hours of operation
- Utilities- will you connect to existing utilities or install new?
- Anticipated number of residents, users, shoppers, employees, etc. as a result of this project 6-8
- Exterior features to be added/changed, (i.e., lighting fixtures, signage, decorative elements, doors, windows, siding, painting, etc.)
- For residential, mixed-use buildings, or STRs, include a number of dwelling units by size (efficiency/studio, one-bedroom, two-bedroom, three or more bedroom) 2-3 BEDROOM COTTAGE
- Parking plan - SEE BELOW
- Proposed Landscaping
- Garbage storage - IN GARAGE
- Explain the need for managing stormwater and drainage facilities that will be utilized in preventing flooding and erosion



2 bedrooms & 4

Reading Room 2

Brk bed

Living Room 2  
couch

8 max

OK by  
Chris 1/7



9. State and federal permit or approvals needed, (i.e., SHPO, APA, DEC, DOT, or Other)

N/A

10.

If you are operating a new business at the project location, provide the following information	
Name of Business	
Hours of Operation	

In granting or denying special use permits, the Development Board shall take into consideration the scale of the proposed project and the need to maintain the historic, close-knit building pattern in the Village and compatibility among adjoining land uses. If the applicant proves the proposed project meets the review criteria, they are entitled to the Special Use Permit. Conversely, if the applicant fails to address or satisfy any one or part of the review criteria then they are not entitled to the Special Use Permit.

**Criteria to be addressed:**

11. Explain how the proposed use will not have a substantial or undue adverse effect upon adjacent property, traffic conditions, parking, and other matters affecting the public health, safety and general welfare. Does the project include buffers or screening from neighboring properties and public roads?

ADJACENT PROPERTY IS AN STR.  
NO ADVERSE EFFECT EXPECTED AS IT REMAINS IN SIMILAR USE  
AS PRESENT.  
SCREENING IS CURRENTLY FOLIAGE.

12. Provide evidence and information which demonstrates that the proposed use will not substantially impact the nature and character of the surrounding neighborhood.

SAME AS ABOVE.

13. Provide information which demonstrates that the proposed use will be adequately served by storm drainage structures, water, sanitary sewers, off-street parking, access to public roads to handle projected traffic volumes, fire and police protection, and solid waste disposal, and any other services that may be relevant to your project.

PETROVA AVE HOMES ARE ALL ADEQUATELY  
SERVED.

14. Explain how the project safely accommodates bicycle and pedestrian travel to/from the site. Explain how the project will impact pedestrian safety, either positively or negatively.

SIDEWALKS ARE PRESENT.

15. Is the property suitable for the proposed project considering the lot size, location, topography, vegetation, soils and hydrology?

YES.

16. How will your project avoid the loss, destruction, or damage to any natural, historic, and scenic resources of the village through design, layout of structures, provision of buffer areas, and operation of the proposed use?

IT HAS ALREADY IMPROVED THE AREA.

17. Is the project consistent with the village goal of concentrating retail uses in villages, avoiding strip commercial development, and locating nonresidential uses that are incompatible with residential use on well-buffered properties?

YES.

18. Will the proposed use result in excessive noise, dust, odors, solid waste, or glare, create any other nuisances, or result in the introduction of invasive species?

NOT ANY MORE THAN CURRENT USE.

19. Explain why your proposed use will not be more objectionable than would development of uses that are permitted by right (allowed uses that do not require a special use permit)? Consider the environmental, social and economic impacts of traffic, noise, dust, odors, solid waste, glare or any other nuisances.

*IT'S SIMILAR USE AS CURRENT.*

20. Is the project located within a historic building? ☒ NO ☐ YES  
 historic district? ☒ NO ☐ YES

To check if your property falls within a historic district or is on the National Register, visit the Cultural Resource Information System (CRIS) website and use the mapping tool: [cris.parks.ny.gov](https://cris.parks.ny.gov)

21. Please list any professionals who will be assisting you with your application

*N/A*

Name	Company	Profession	Phone	Email

Applicant's Signature *Stacy Reilly* Date *1/7/2025*

Property Owner's Signature *Stacy Reilly* Date *1/7/2025*

For Office Use Only - Essex County Referral		
Property is located within 500 feet of:	Y	N
Property located in Essex County	<input type="checkbox"/>	<input type="checkbox"/>
Municipal boundary (village or town)	<input type="checkbox"/>	<input type="checkbox"/>
County or State Parks	<input type="checkbox"/>	<input type="checkbox"/>
County or State Roads	<input type="checkbox"/>	<input type="checkbox"/>
County or State Facilities	<input type="checkbox"/>	<input type="checkbox"/>

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>							
Name of Action or Project: <b>HOBBIT HOUSE</b>							
Project Location (describe, and attach a location map): <b>146 PETROVA AVE, SARANAC LAKE, NY 12983</b>							
Brief Description of Proposed Action:  <b>STR Application</b>							
Name of Applicant or Sponsor: <b>STEPHANIE + JOHN REILLY</b>		Telephone: <b>518-569-8371 / 518-569-2384</b> E-Mail: <b>SUNNY.ROZAKIS@GMAIL.COM</b>					
Address: <b>146 PETROVA AVE</b>							
City/PO: <b>SARANAC LAKE</b>		State: <b>NY</b>	Zip Code: <b>12983</b>				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>NO</b></td> <td style="text-align: center;"><b>YES</b></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	<b>NO</b>	<b>YES</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>NO</b>	<b>YES</b>						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>NO</b></td> <td style="text-align: center;"><b>YES</b></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	<b>NO</b>	<b>YES</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>NO</b>	<b>YES</b>						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
3.a. Total acreage of the site of the proposed action?		<b>.51</b> acres					
b. Total acreage to be physically disturbed?		<b>.51</b> acres					
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		<b>.51</b> acres					
4. Check all land uses that occur on, adjoining and near the proposed action.							
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland							

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input type="checkbox"/> NO <input type="checkbox"/> YES		

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: <u>STEPHANIE REILLY</u> Date: <u>1/7/2025</u></p> <p>Signature: <u><i>Stephanie Reilly</i></u></p>		



## Village of Saranac Lake

Community Development Department

39 Main St.

Saranac Lake, NY 12983

Phone (518) 891-0490

Fax (518) 891-5928

[www.saranaclakeny.gov](http://www.saranaclakeny.gov)

### VILLAGE OF SARANAC LAKE WATERFRONT ASSESSMENT FORM (WAF)

#### Section A. Instructions

Instructions: Applicants or, in the case of direct actions, Village agencies, shall complete this WAF for proposed actions which are subject to the LWRP consistency review law. This assessment is intended to supplement other information used by a Village agency in making a determination of consistency with the Village's Local Waterfront Revitalization Program.

Before answering the questions in Section C, the preparer of this form should review the policies and explanations of policy contained in the Local Waterfront Revitalization Program (LWRP), a copy of which is on file in the Village of Saranac Lake, 39 Main St., Second Floor, Saranac Lake, NY 12983 or online at [www.saranaclakeny.gov](http://www.saranaclakeny.gov). A proposed action should be evaluated as to its significant beneficial and adverse effects upon the waterfront area.

If any question in Section C on this form is answered "yes", then the proposed action may affect the achievement of the LWRP policy standards and conditions contained in the consistency review law. Thus, the actions should be analyzed in more detail and, if necessary, modified prior to making a determination that it is consistent to the maximum extent practicable with the LWRP policy standards and conditions. If an action cannot be certified as consistent with the LWRP policy standards and conditions, it shall not be undertaken.

#### SECTION B. Description of Site and Proposed Action

1. Name of applicant: <b>STEPHANIE + JOHN REILLY</b>	
2. Mailing address: <b>21 WESVALEY RD, LAKE PLACID NY 12946</b>	3. Telephone Number: <b>518-569-8371 / 518-569-2384</b>
4. Location of action: <b>146 PETROVA AVE, SARANAC LAKE NY 12983</b>	
5. Tax Map # (s): <b>457.28-2-24</b>	
6. Size of site: <b>.51 ac.</b>	7. Present land use(s): <b>RESIDENTIAL</b>
8. Present zoning classification: <b>U1</b>	9. Percentage of site which contains slopes of 15% or greater: <b>N/A</b>
10. Type of action (check appropriate response) <input type="checkbox"/> Directly undertaken (e.g. capital construction, planning activity, agency regulation, land transaction) <input type="checkbox"/> Financial assistance (e.g. grant, loan, subsidy) <input checked="" type="checkbox"/> Permit, approval, license, certification <input type="checkbox"/> Agency undertaking action:	
11. Streams, lakes, ponds, or wetlands existing within or continuous to the project area? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, Waterbody Name: _____ Waterbody Size (in acres): _____	
12. Describe nature and extent of action: <b>STR</b>	
13. Describe any unique or unusual land forms on the project site (i.e. bluffs, ground depressions, other geological formations): <b>N/A</b>	
14. Will the action be directly undertaken, require funding, or approval by a State or Federal Agency? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, which State or Federal Agency? _____	



**1. Will the proposed action have a significant effect upon:**

- [illegible]

	YES	NO
1. Do you have a current driver's license?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Do you have a current vehicle registration?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Do you have a current insurance policy?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Do you have a current title?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Do you have a current sales tax receipt?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Do you have a current license plate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Do you have a current title transfer fee receipt?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Do you have a current title transfer fee receipt?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Do you have a current title transfer fee receipt?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Do you have a current title transfer fee receipt?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Do you have a current title transfer fee receipt?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Do you have a current title transfer fee receipt?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Do you have a current title transfer fee receipt?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. Do you have a current title transfer fee receipt?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Do you have a current title transfer fee receipt?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Do you have a current title transfer fee receipt?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Do you have a current title transfer fee receipt?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Do you have a current title transfer fee receipt?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19. Do you have a current title transfer fee receipt?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20. Do you have a current title transfer fee receipt?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[illegible]

N/A



### SECTION E. Preparer Information

Preparer's Name (Please print):

Title:

Organization Name: Village of Saranac Lake Development Board

Phone Number:

Signature:

Date:

### SECTION F. Determination of LWRP Consistency (To be completed by the Planning Board)

The Village of Saranac Lake Planning Board finds that the above referenced project is:

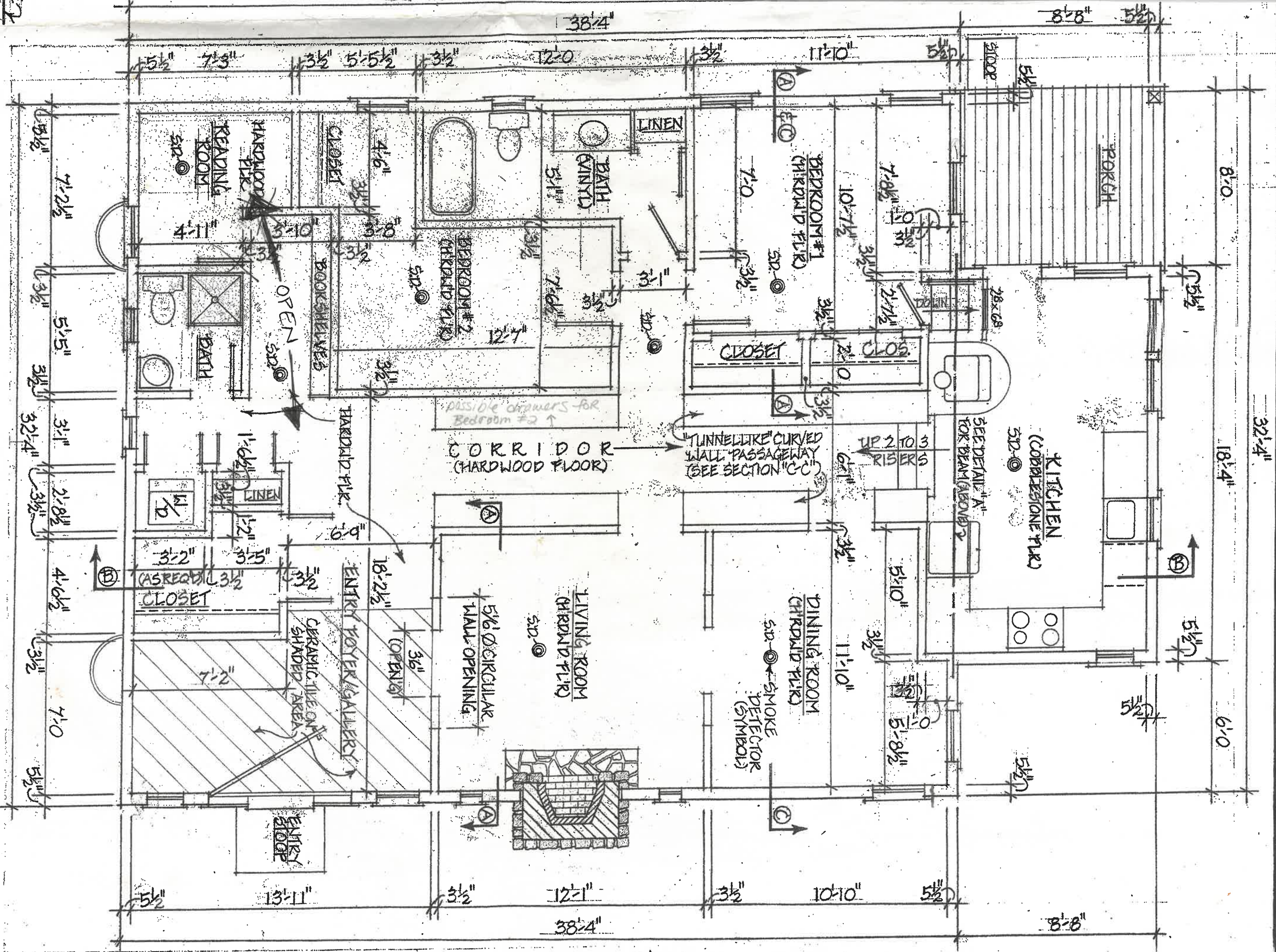
- ☐ consistent with LWRP policy standards and conditions.
- ☐ not consistent with LWRP policy standards and conditions and shall not be undertaken.

\_\_\_\_\_  
Print Name of Planning Board Chair

\_\_\_\_\_  
Signature of Planning Board Chair

\_\_\_\_\_  
Date





FLOOR PLAN

SCALE: 1/4"=1'-0"

4" POURED CONC. FLOOR @ 3,000 P.S.I.  
#4 STEEL REBAR BOTH WAYS (17x5)



FLOOR PLAN  
PARTIAL BUILDING SECTION "A-A"

SCALE: AS SHOWN

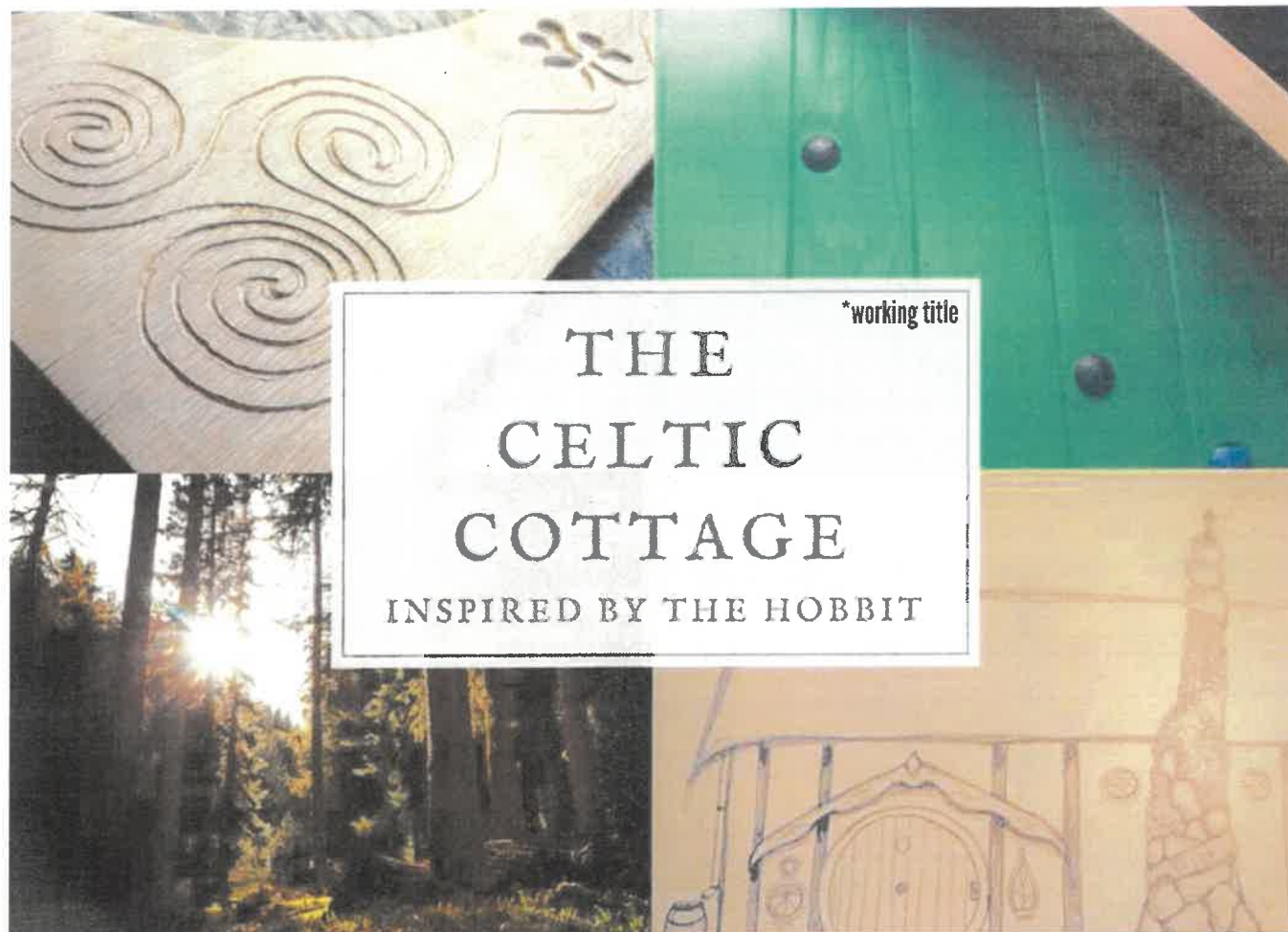
APPROVED BY:

DRAWN BY: (signature)



# AN UNEXPECTED JOURNEY

RAISING FUNDS TO RAISE THE ROOF



\*working title

## THE CELTIC COTTAGE

INSPIRED BY THE HOBBIT

PROJECT NAME:  
THE CELTIC COTTAGE/  
HOBBIT HOUSE OF SARANAC LAKE

PROPERTY OWNERS:  
SUNNY ROZAKIS & JOHN JOE REILLY

PROPERTY ADDRESS:  
146 PETROVA AVENUE  
SARANAC LAKE, NY 12983

PROJECT CONTACT: (518) 569-8371  
SUNNYROZAKIS@LIVE.COM



### WHO ARE WE?

Dreamers, hard workers, outside of the box-ers, getting by-ers, film lovers, pig owners, festival founders, glitter users, tea drinkers, idea thinkers, builders, costume makers, set designers, bagpipe players, performers, event planners, New Yorkers, and lovers of decidedly different, creative projects.



# DOWNTOWN REVITALIZATION INITIATIVE



This project is a redevelopment of a vacant and derelict property. The photos above show the exterior condition of the trailer and immediate surrounding debris that could be seen from the roadside and through the windows of the school across the street at the time we acquired the property in 2015. Unfortunately we were not able to take photos of the interior as remediation was quite involved.

## PROJECT BUDGET

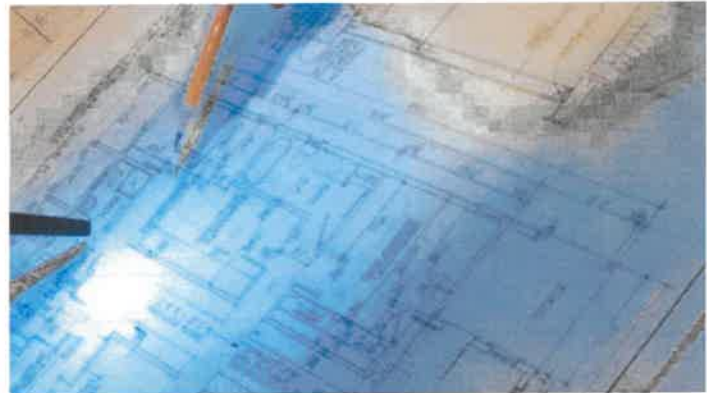
EXPECTED TOTAL PROJECT COST  
\$178000

PREVIOUS/CURRENT INVESTMENTS  
\$58000

ANTICIPATED GRANT FUNDING REQUEST  
OPEN

## CURRENT INVESTMENT TO DATE

All demo & site work is being conducted by property owners. It is because of this fact that obtaining financing is extremely difficult but it also keeps this project considerably less expensive. Previous and current investments include all owner out of pocket expenses required to purchase the property, design and draft architectural plans, obtain village permits, demolish and remove the derelict trailer and surrounding debris, clean and remove debris from inside the on-site garage (also derelict) and prep it to be used as project workshop, clear the property land of dead trees and dangerous tree limbs, prep the site for foundation work, building the foundation, hand building the custom show-piece front door and round windows, hand building the fireplace, building the sub-floor, building the exterior framing, and ordering of the roof trusses to be delivered (which shall be the week of November 5, 2018) so the roof can be put on before the winter arrives. Any site work to be done after the date of submitting this grant request shall continue to be financed out of pocket.

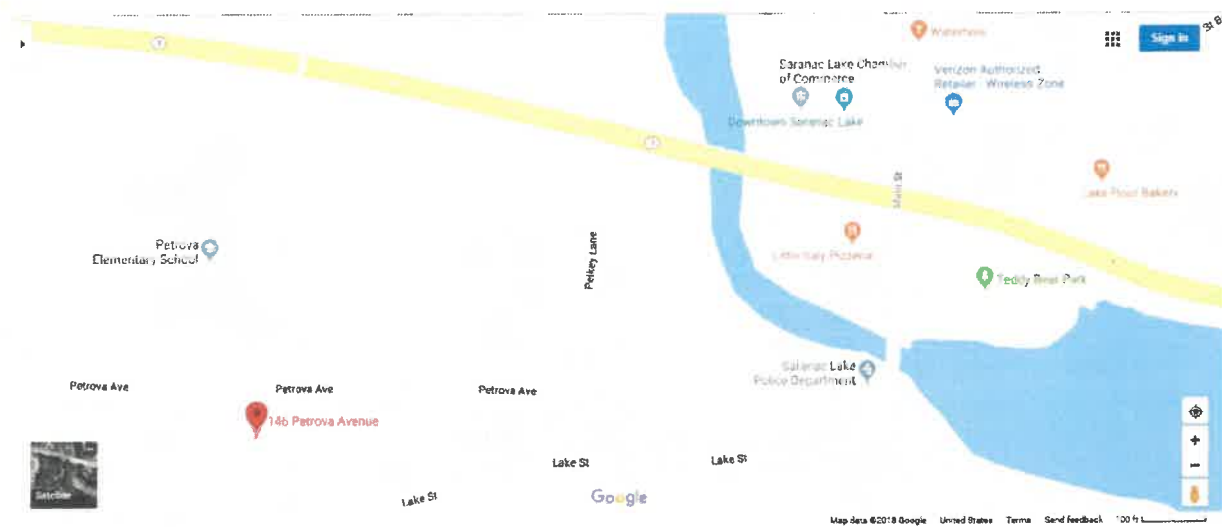




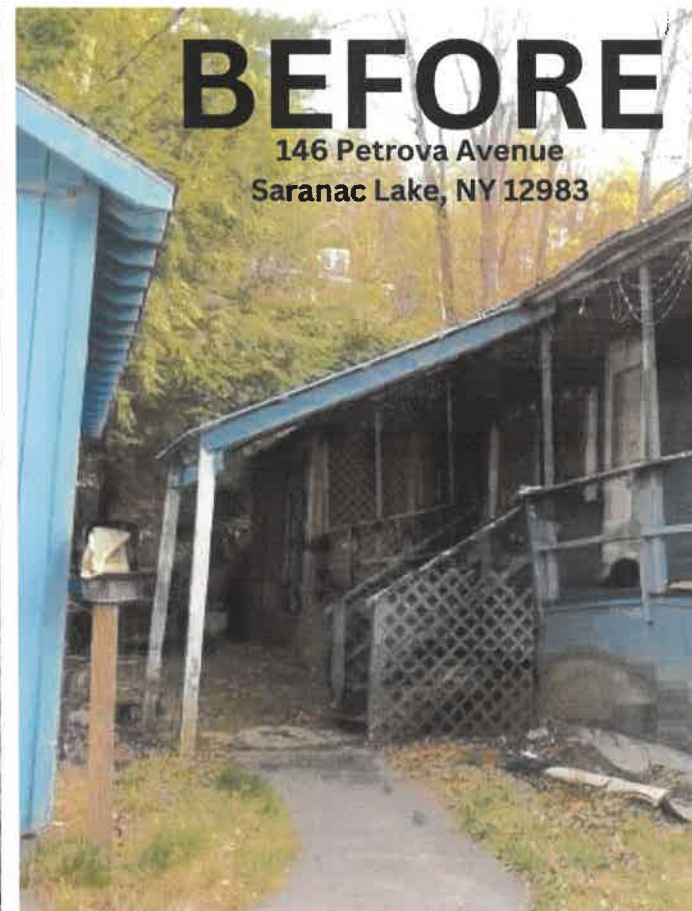
2015 GOOGLE STREET VIEW & LOCATION MAP

146 PETROVA AVE, SARANAC LAKE, NY 12983







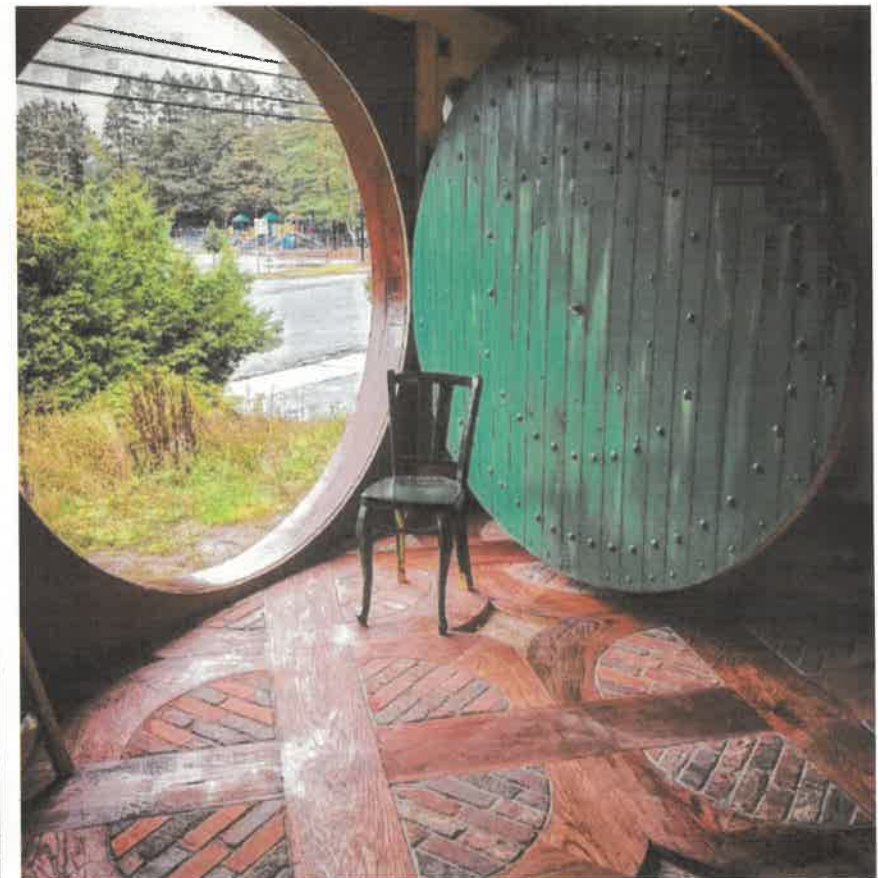


# BEFORE

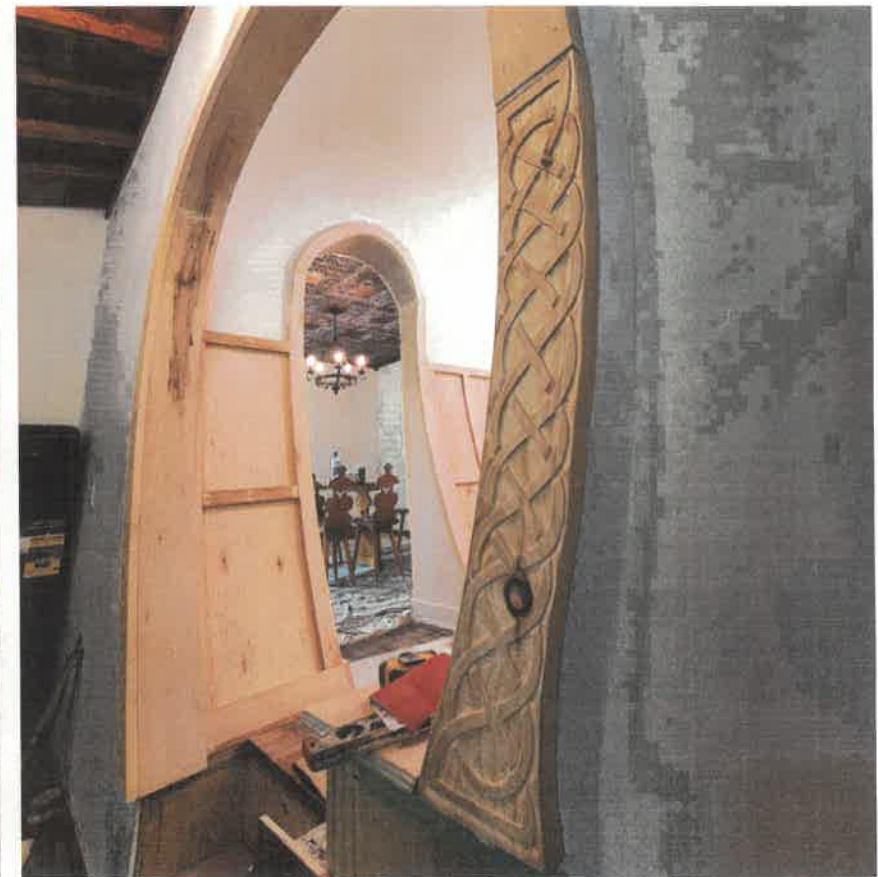
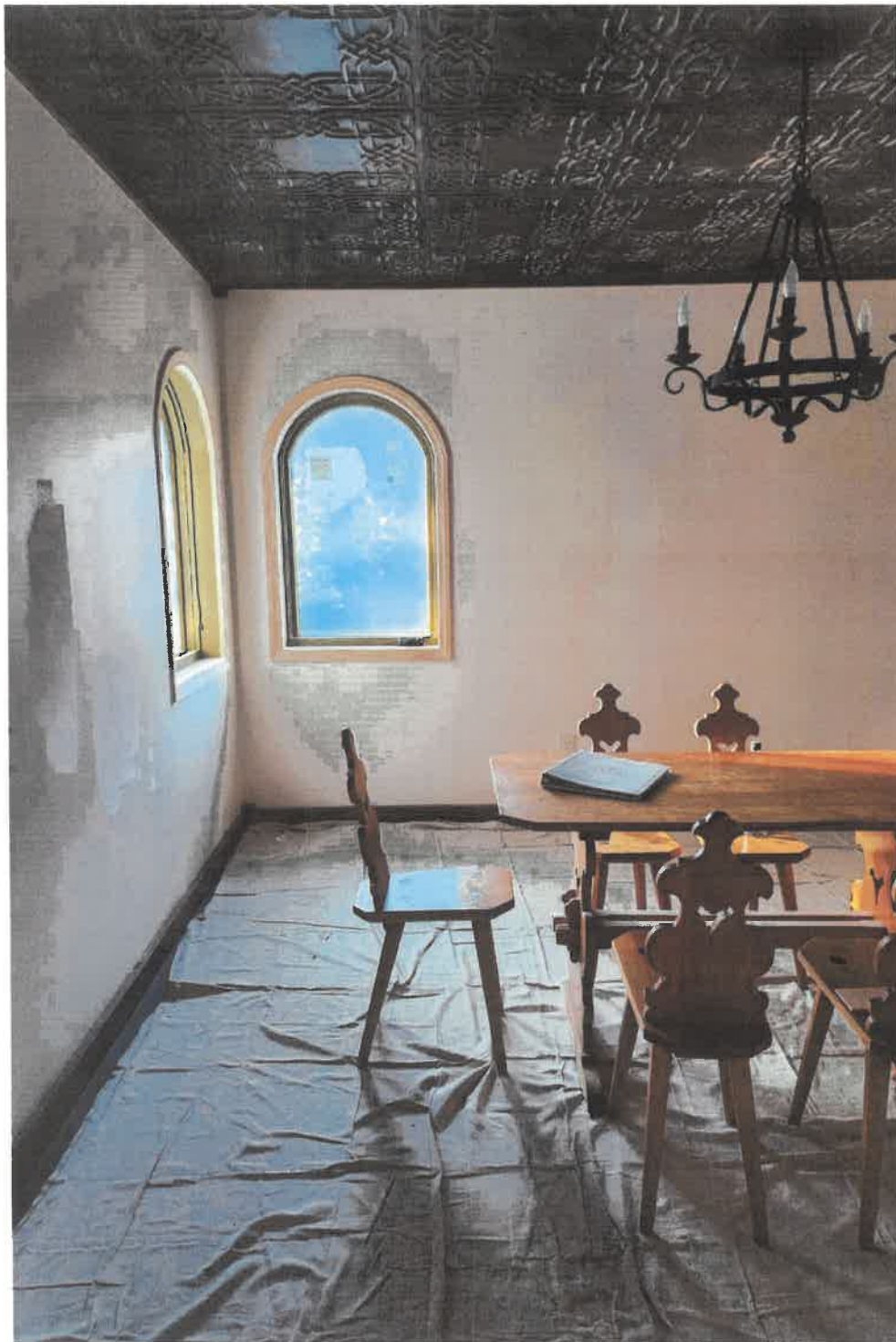
146 Petrova Avenue  
Saranac Lake, NY 12983

















Petrova Ave

Petrova Ave

Petrova Ave

Petrova Ave

Petrova Ave

Petro







NO  
PARKING  
TWO  
HOUSING



# NY State Board of Elections

## Confirmation

### Confirmation Information

**Thank you for applying.**

Your application will be reviewed and processed by your local County Board of Elections. If you have any questions or would like to make any change to the application, please contact your local County Board of Elections.

**Confirmation Number :** 1000238713

**Submitted On :** 07/07/2023 14:17:31 EST

### Voter Information

**Name :** Rozakis, Stephanie Helene

**County :** Franklin

**Political Party :** I DO NOT WISH TO ENROLL IN A PARTY

**Residential Address :** 146 Petrova Avenue, Saranac Lake 12983

### Contact Information

#### **Franklin County Board of Elections**

355 West Main Street - Suite 161

Malone, NY 12953-1823

Tel : 518-481-1663

Fax : 518-481-6018

Email : boe@co.franklin.ny.us

URL :

<https://www.franklincountyny.gov/departments/administrative/board>



## Polling Place Information

### Early Voting Poll Site

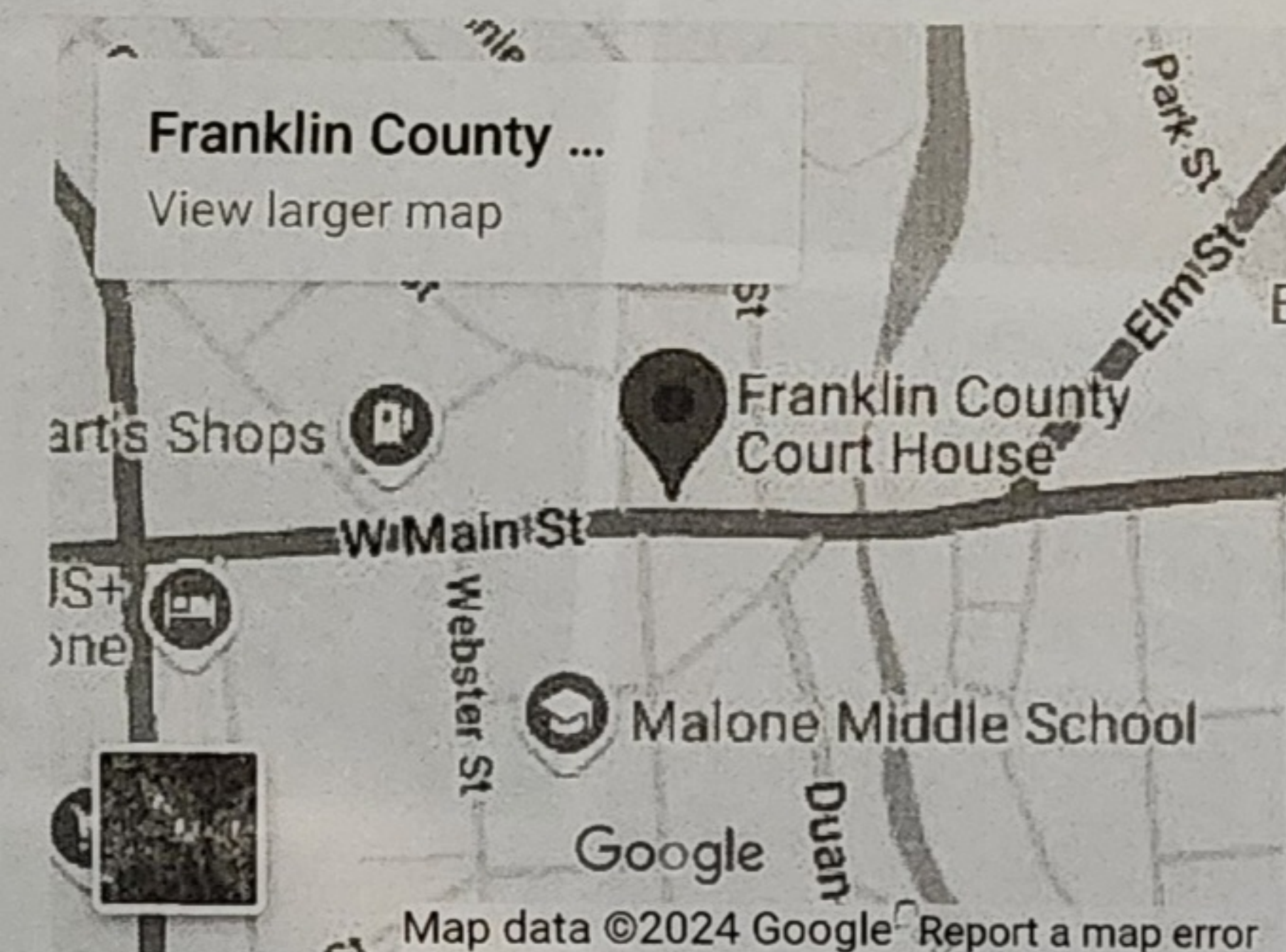
You can vote at below polling place. If you have any questions, follow this link through to your County Board of Elections ([https://publicreporting.elections.ny.gov/CountyBoardRoster/CountyBoardRoster?county\\_in=Franklin](https://publicreporting.elections.ny.gov/CountyBoardRoster/CountyBoardRoster?county_in=Franklin)) website.

#### FRANKLIN COUNTY COURTHOUSE

355 West Main St., Suite 161

**MALONE, 12953** [Get Directions \(https://www.google.com/maps/place/355 West Main St., Suite 161, MALONE, 12953\)](https://www.google.com/maps/place/355+West+Main+St.,+Suite+161,+MALONE,+12953)

Oct-26-2024 (Sat): 9:00 AM - 5:00 PM  
Oct-27-2024 (Sun): 9:00 AM - 5:00 PM  
Oct-28-2024 (Mon): 9:00 AM - 5:00 PM  
Oct-29-2024 (Tue): Noon - 8:00 PM  
Oct-30-2024 (Wed): 9:00 AM - 5:00 PM  
Oct-31-2024 (Thu): Noon - 8:00 PM  
Nov-01-2024 (Fri): 9:00 AM - 5:00 PM  
Nov-02-2024 (Sat): 9:00 AM - 5:00 PM  
Nov-03-2024 (Sun): 9:00 AM - 5:00 PM



### Election Day Poll Site

This is the current polling place assigned to "146 PETROVA AVE, SARANAC LAKE 12983" by your County Board of Elections as of 03/06/2023

#### HARRIETSTOWN TOWN HALL

39 MAIN STREET

**SARANAC LAKE, 12983** [Get Directions \(https://www.google.com/maps/place/39 MAIN STREET, SARANAC LAKE, 12983\)](https://www.google.com/maps/place/39+MAIN+STREET,+SARANAC+LAKE,+12983)





### Voter Information

**Name :** ROZAKIS, STEPHANIE H

**Address :** 146 PETROVA AVE, SARANAC LAKE 12983

**Mailing Address (if any) :**

**Political Party :** Not enrolled in a party

**Voter Status :** Active

### Voter District Information

**Election District :** 2

**County Legislative District :** 7

**Senate District :** 45

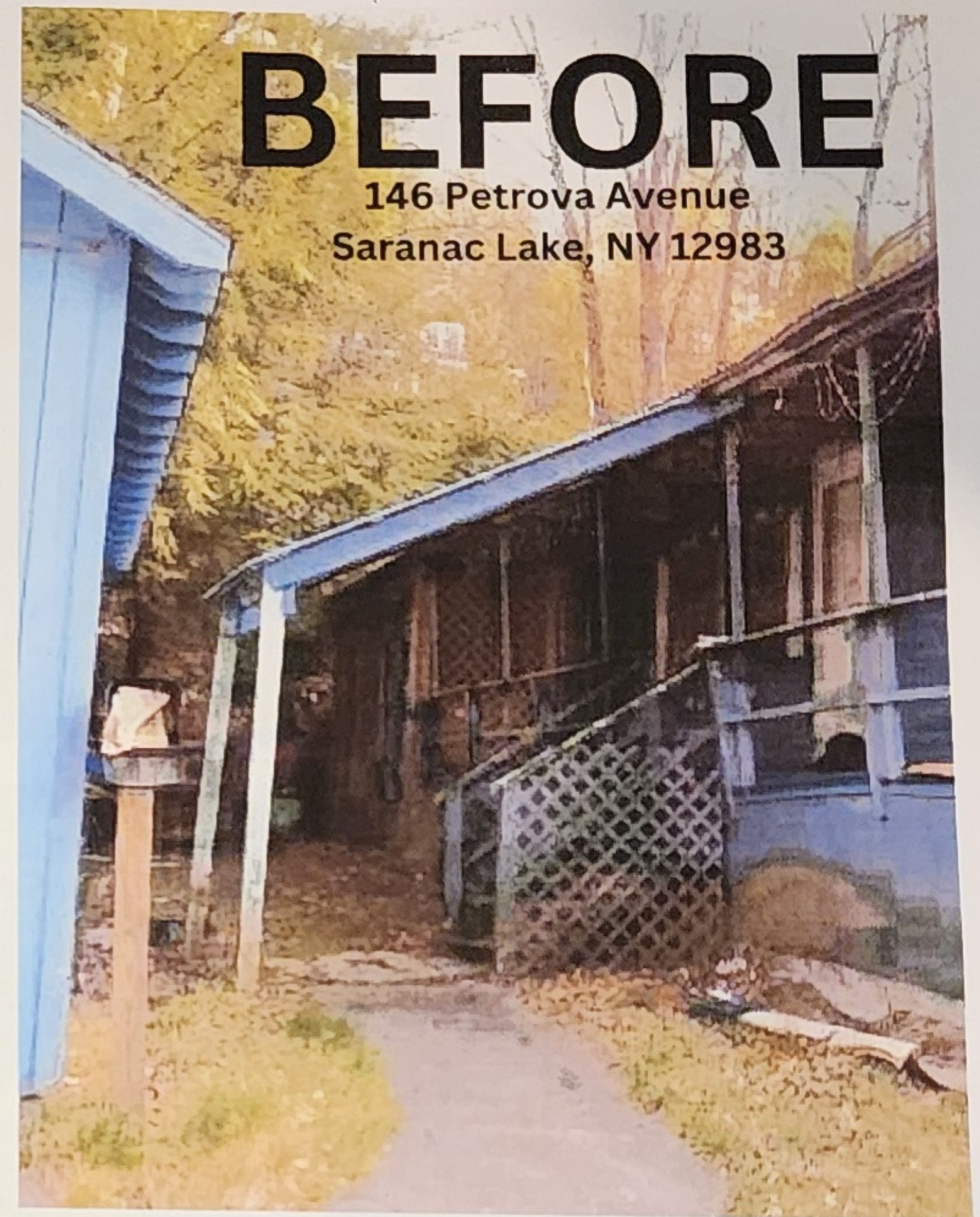
**Assembly District :** 115

**Congressional District :** 21

**Town :** HARRIETSTOWN

**Ward :** 000





# BEFORE

146 Petrova Avenue  
Saranac Lake, NY 12983







# Village of Saranac Lake

Community Development Department

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: [www.saranaclakeny.gov](http://www.saranaclakeny.gov)

APPLICATION #:	2025 DB-003
Major <input type="checkbox"/>	Minor <input type="checkbox"/>
DATE RECEIVED:	1/9/25
DATE PAID:	1/9/25

## SPECIAL USE PERMIT APPLICATION REQUIREMENTS

Incomplete application forms, site plans, or SEQR forms (when applicable) will not be accepted. If you have questions when filing out the application, please contact the Community Development Department.

1. **Pre-application Conference** – Before filing a formal application, an informal pre-submission conference with the Director is recommended to discuss the nature of the proposed use and to determine the specific information that will need to be submitted.
2. **Mandatory staff review submission:**
  - A. **Submit one electronic copy of the following:**
    - ☐ **Special Use Permit Application Form, signed**
    - ☐ **Site Plan Review Checklist**
    - ☐ **Site Plan Drawings/Maps**, for new construction: include Elevation Drawings
    - ☐ **Environmental Assessment Form** – complete Part 1 (check with Director on whether to complete the Full or Short form)
    - ☐ **Waterfront Assessment Form (WAF)** - complete Section 1 only
    - ☐ **Drawing of proposed sign(s)** (if applicable)
    - ☐ **For Pre-Existing STR application:** submit proof of operation as of January 31, 2023<sup>1</sup>
  - B. **Application fee of \$300.00.** Make check payable to Village of Saranac Lake.
3. **Final submission for review by the Development Board:**
  - A. **Submit one hard copy + one digital copy of the application packet. Site Plan to be at a scale that is suitable for the proposed development relative to its size and is sufficiently legible for the required review to occur. Digital copy should be sent to [comdevassist1@saranaclakeny.gov](mailto:comdevassist1@saranaclakeny.gov).**
    - ☐ **Special Use Permit Application Form, signed**
    - ☐ **Site Plan Review Checklist**
    - ☐ **Site Plan Drawings/Maps**, for New construction: include Elevation Drawings
    - ☐ **Environmental Assessment Form** – complete Part 1
    - ☐ **Waterfront Assessment Form (WAF)** - complete Section 1 only
    - ☐ **Drawing of proposed sign(s)** (if applicable)

The application shall be accompanied by the information listed above. The Community Development Director may require additional submission materials if determined appropriate for the nature and scale of the proposed project. The pre-application conference may be used to determine the application requirements. The information above should be emailed and brought to the Village of Saranac Lake at least three weeks prior to the scheduled Development Board meeting in order to be placed on the agenda. The Board meets on the first Tuesday of each month at 5:00pm in the Village Board Room, 39 Main St., Saranac Lake, NY 12983

<sup>1</sup> Acceptable documentation includes: 1. A Franklin or Essex County Certificate of Authority to collect occupancy tax.  
2. Proof of operation as a STR between January 31, 2022, and January 31, 2023.

## SPECIAL USE PERMIT APPLICATION

Applicant Information	
Applicant Name	Johnny Muldowney
Applicant Address	333 Park Ave.
Mailing Address, If Different	
Applicant Email	johnnymuldowney@hotmail.com
Applicant Phone	518-524-5773

If Different from Project Applicant	
Property Owner Name	
Property Owner Address	
Mailing Address, If Different	
Property Owner Email	
Property Owner Phone	

### Project Information

1. Project Address 333 Park Ave. Saranac Lake, NY 12983
2. Tax Map # 32.150-2-2.000
3. Zoning District H3
4. Current Lot Size
5. Building square footage .91 ☐ Existing ☐ Proposed
6. Property/Building use Back Carriage House
  - a. Present use of property, (i.e., commercial, residential, mixed, vacant): STR
  - b. Proposed use of property: STR
  - c. For mixed-use buildings:

Level	Current Use	Proposed Use
Basement		
1st	STR	
2nd	STR	
3rd		

7. Will development be phased? ☒ NO ☐ YES If yes, explain in a narrative:



8. Please provide a written description of proposed structures and improvements. Include all of the following information that applies to the project:
- Describe primary and secondary uses Single unit, owner-occupied rental unit
  - Proposed interior changes Finishings and fixtures
  - Day/hours of operation Within Village STR guidelines
  - Utilities- will you connect to existing utilities or install new? Existing
  - Anticipated number of residents, users, shoppers, employees, etc. as a result of this project Zero
  - Exterior features to be added/changed, (i.e., lighting fixtures, signage, decorative elements, doors, windows, siding, painting, etc.) Possibly siding to match existing exterior
  - For residential, mixed-use buildings, or STRs, include a number of dwelling units by size (efficiency/studio, one-bedroom, two-bedroom, three or more bedroom)
  - Parking plan
  - Proposed Landscaping No added landscaping planned
  - Garbage storage
  - Explain the need for managing stormwater and drainage facilities that will be utilized in preventing flooding and erosion No changes to exterior terrain. No changes for flooding needed

Bedrooms : 2

Guests : 6

Garbage : Cassella waste removal

whole Cottage / owner occupied  
in Back property

Parking: on site, 4 parking spaces

9. State and federal permit or approvals needed, (i.e., SHPO, APA, DEC, DOT, or Other)

No

10.

If you are operating a new business at the project location, provide the following information	
Name of Business	The Carriage House
Hours of Operation	Within Village STR guidelines

In granting or denying special use permits, the Development Board shall take into consideration the scale of the proposed project and the need to maintain the historic, close-knit building pattern in the Village and compatibility among adjoining land uses. If the applicant proves the proposed project meets the review criteria, they are entitled to the Special Use Permit. Conversely, if the applicant fails to address or satisfy any one or part of the review criteria then they are not entitled to the Special Use Permit.

**Criteria to be addressed:**

11. Explain how the proposed use will not have a substantial or undue adverse effect upon adjacent property, traffic conditions, parking, and other matters affecting the public health, safety and general welfare. Does the project include buffers or screening from neighboring properties and public roads?

All parking will be on site. All in/out will be in our only driveway, which is on Park Ave. No in/out on Old Military Rd. Property is 100% supervised by owners. Owner-occupied property.

12. Provide evidence and information which demonstrates that the proposed use will not substantially impact the nature and character of the surrounding neighborhood.

Single unit STR that is adjacent to my home that I share with my wife and three children.

The quality of the life of my family and my neighbors will not be diminished.

100% supervision by owner.

13. Provide information which demonstrates that the proposed use will be adequately served by storm drainage structures, water, sanitary sewers, off-street parking, access to public roads to handle projected traffic volumes, fire and police protection, and solid waste disposal, and any other services that may be relevant to your project.

No change to exterior drainage or landscape

14. Explain how the project safely accommodates bicycle and pedestrian travel to/from the site. Explain how the project will impact pedestrian safety, either positively or negatively.

No impact on bicycle or pedestrian travel or safety

15. Is the property suitable for the proposed project considering the lot size, location, topography, vegetation, soils and hydrology?

No changes to property. The property size is more than adequate to support the single-unit STR.

16. How will your project avoid the loss, destruction, or damage to any natural, historic, and scenic resources of the village through design, layout of structures, provision of buffer areas, and operation of the proposed use?

No changes to exterior (aside from possible siding to match existing exterior)

17. Is the project consistent with the village goal of concentrating retail uses in villages, avoiding strip commercial development, and locating nonresidential uses that are incompatible with residential use on well-buffered properties?

Yes

18. Will the proposed use result in excessive noise, dust, odors, solid waste, or glare, create any other nuisances, or result in the introduction of invasive species?

No

19. Explain why your proposed use will not be more objectionable than would development of uses that are permitted by right (allowed uses that do not require a special use permit)? Consider the environmental, social and economic impacts of traffic, noise, dust, odors, solid waste, glare or any other nuisances.

Single unit, owner-occupied with minimal impact on surrounding area. My family resides on this property.

20. Is the project located within a historic building? ☐ NO ☒ YES  
 historic district? ☒ NO ☐ YES

To check if your property falls within a historic district or is on the National Register, visit the Cultural Resource Information System (CRIS) website and use the mapping tool: [cris.parks.ny.gov](https://cris.parks.ny.gov)

21. Please list any professionals who will be assisting you with your application

Name	Company	Profession	Phone	Email
No professionals				

Applicant's Signature

Date

1/9/25

Property Owner's Signature

Date

1/9/25

For Office Use Only - Essex County Referral		
Property is located within 500 feet of:	Y	N
Property located in Essex County	<input type="checkbox"/>	<input type="checkbox"/>
Municipal boundary (village or town)	<input type="checkbox"/>	<input type="checkbox"/>
County or State Parks	<input type="checkbox"/>	<input type="checkbox"/>
County or State Roads	<input type="checkbox"/>	<input type="checkbox"/>
County or State Facilities	<input type="checkbox"/>	<input type="checkbox"/>

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>							
Name of Action or Project: <div style="text-align: center; font-size: 1.2em;">STR</div>							
Project Location (describe, and attach a location map): <div style="text-align: center; font-size: 1.2em;">333 Park Ave. Saranac Lake, NY 12983</div>							
Brief Description of Proposed Action: <div style="text-align: center; font-size: 1.2em;">STR Cottage, 2 bedroom</div>							
Name of Applicant or Sponsor: <div style="text-align: center; font-size: 1.2em;">Johnny Muldowney</div>		Telephone: 518-524-5773					
Address: <div style="text-align: center; font-size: 1.2em;">333 Park Ave.</div>		E-Mail: JohnnyMuldowney@notmail.com					
City/PO: <div style="text-align: center; font-size: 1.2em;">Saranac Lake</div>		State: <div style="text-align: center; font-size: 1.2em;">NY</div>	Zip Code: <div style="text-align: center; font-size: 1.2em;">12983</div>				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">NO</td> <td style="width: 50%; padding: 2px;">YES</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input checked="" type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">NO</td> <td style="width: 50%; padding: 2px;">YES</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input checked="" type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
3.a. Total acreage of the site of the proposed action? <span style="float: right;">1.9 acres</span> b. Total acreage to be physically disturbed? <span style="float: right;">1 acres</span> c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? <span style="float: right;">1 acres</span>							
4. Check all land uses that occur on, adjoining and near the proposed action. <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Urban</div> <div style="width: 50%;"><input type="checkbox"/> Rural (non-agriculture)</div> <div style="width: 50%;"><input type="checkbox"/> Industrial</div> <div style="width: 50%;"><input type="checkbox"/> Commercial</div> <div style="width: 50%;"><input checked="" type="checkbox"/> Residential (suburban)</div> <div style="width: 50%;"><input type="checkbox"/> Forest</div> <div style="width: 50%;"><input type="checkbox"/> Agriculture</div> <div style="width: 50%;"><input type="checkbox"/> Aquatic</div> <div style="width: 50%;"><input type="checkbox"/> Other (specify): _____</div> <div style="width: 50%;"><input type="checkbox"/> Parkland</div> </div>							



5. Is the proposed action, a. A permitted use under the zoning regulations?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input type="checkbox"/> NO <input type="checkbox"/> YES		



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> Applicant/sponsor name: <u>Johnny Muldowney</u> Date: <u>1/9/2025</u> Signature: _____		



## Village of Saranac Lake

Community Development Department

39 Main St.

Saranac Lake, NY 12983

Phone (518) 891-0490

Fax (518) 891-5928

[www.saranaclakeny.gov](http://www.saranaclakeny.gov)

### VILLAGE OF SARANAC LAKE WATERFRONT ASSESSMENT FORM (WAF)

#### Section A. Instructions

Instructions: Applicants or, in the case of direct actions, Village agencies, shall complete this WAF for proposed actions which are subject to the LWRP consistency review law. This assessment is intended to supplement other information used by a Village agency in making a determination of consistency with the Village's Local Waterfront Revitalization Program.

Before answering the questions in Section C, the preparer of this form should review the policies and explanations of policy contained in the Local Waterfront Revitalization Program (LWRP), a copy of which is on file in the Village of Saranac Lake, 39 Main St., Second Floor, Saranac Lake, NY 12983 or online at [www.saranaclakeny.gov](http://www.saranaclakeny.gov). A proposed action should be evaluated as to its significant beneficial and adverse effects upon the waterfront area.

If any question in Section C on this form is answered "yes", then the proposed action may affect the achievement of the LWRP policy standards and conditions contained in the consistency review law. Thus, the actions should be analyzed in more detail and, if necessary, modified prior to making a determination that it is consistent to the maximum extent practicable with the LWRP policy standards and conditions. If an action cannot be certified as consistent with the LWRP policy standards and conditions, it shall not be undertaken.

#### SECTION B. Description of Site and Proposed Action

1. Name of applicant: <u>Johnny Muldowney</u>		3. Telephone Number: <u>518-524-5773</u>	
2. Mailing address: <u>333 Park Ave. Saranac Lake, NY</u>		5. Tax Map # (s): <u>32.150-2-2.000</u>	
4. Location of action: <u>333 Park Ave</u>			
6. Size of site: <u>.9</u>	7. Present land use(s): <u>STR</u>		
8. Present zoning classification: <u>H3</u>	9. Percentage of site which contains slopes of 15% or greater:		
10. Type of action (check appropriate response) <input type="checkbox"/> Directly undertaken (e.g. capital construction, planning activity, agency regulation, land transaction) <input type="checkbox"/> Financial assistance (e.g. grant, loan, subsidy) <input checked="" type="checkbox"/> Permit, approval, license, certification <input checked="" type="checkbox"/> Agency undertaking action:			
11. Streams, lakes, ponds, or wetlands existing within or continuous to the project area? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, Waterbody Name: _____ Waterbody Size (in acres): _____			
12. Describe nature and extent of action: <u>STR</u>			
13. Describe any unique or unusual land forms on the project site (i.e. bluffs, ground depressions, other geological formations): <u>N/A</u>			
14. Will the action be directly undertaken, require funding, or approval by a State or Federal Agency? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, which State or Federal Agency?			



### SECTION E. Preparer Information

Preparer's Name (Please print):

Title:

Organization Name: Village of Saranac Lake Development Board

Phone Number:

Signature:

Date:

### SECTION F. Determination of LWRP Consistency (To be completed by the Planning Board)

The Village of Saranac Lake Planning Board finds that the above referenced project is:

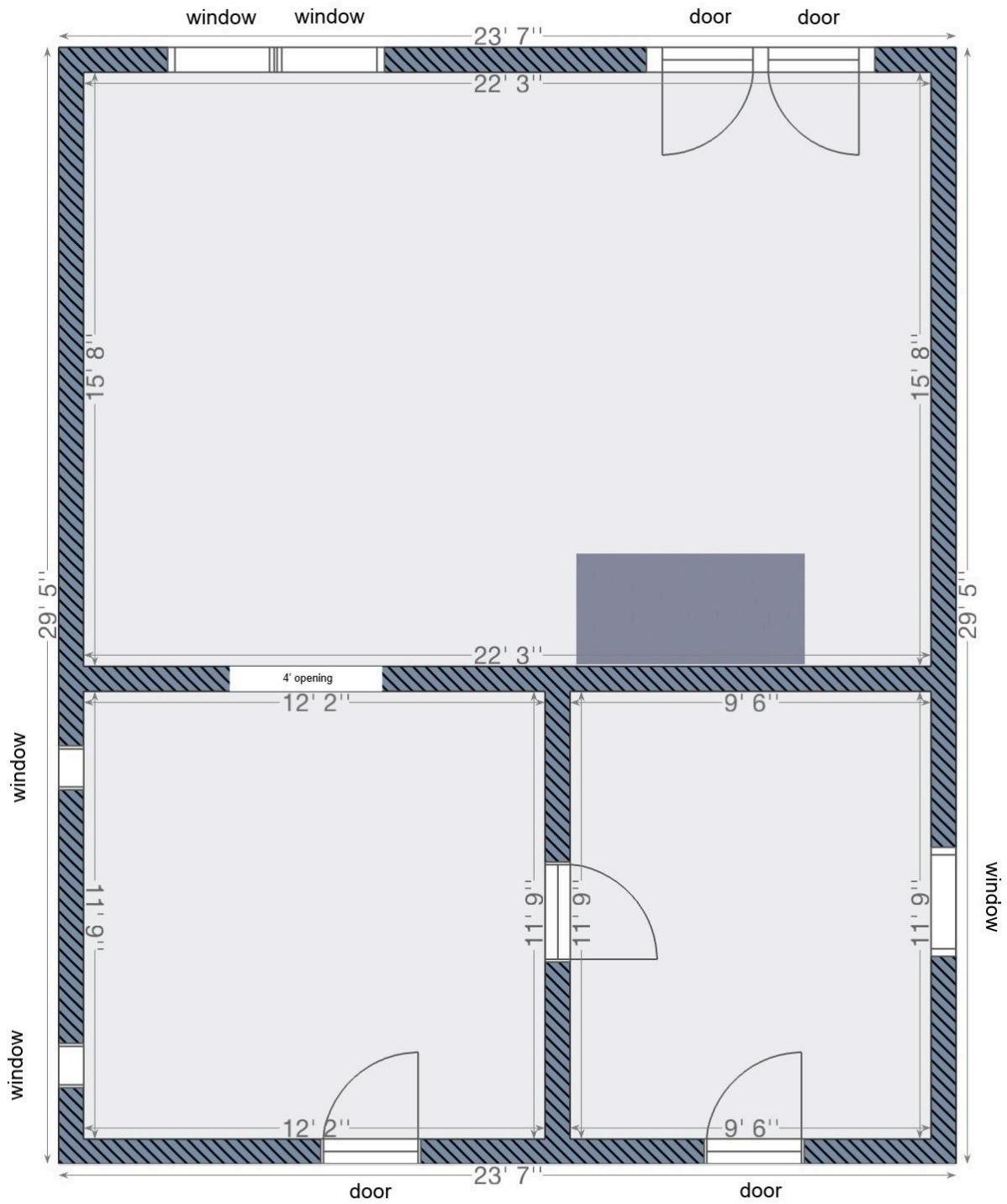
- ☐ consistent with LWRP policy standards and conditions.
- ☐ not consistent with LWRP policy standards and conditions and shall not be undertaken.

\_\_\_\_\_  
Print Name of Planning Board Chair

\_\_\_\_\_  
Signature of Planning Board Chair

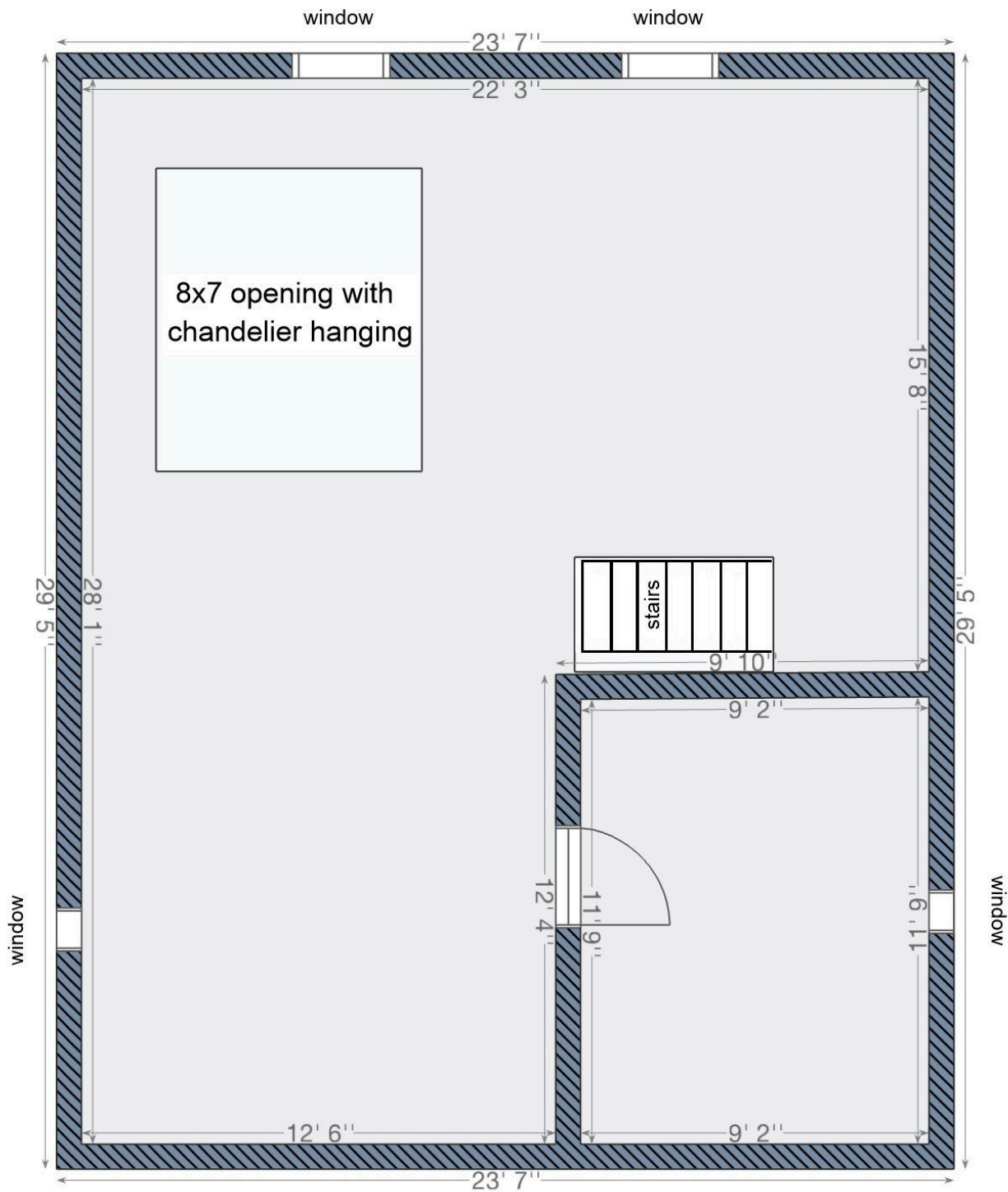
\_\_\_\_\_  
Date

# First Floor





# Second Floor



# Site Plan - Parking







Old Military Rd

347

Park Ave

Old Military Rd

339

Park Ave

350

Old Military Rd

Grove St

Park Ave

Grove St

Park Ave

334

Google









MLS #1303160

000

0,000

acres lot - Sold

Woods Rd. Saranac

0,000

2 ba - 1,569 sq

ike St. Saranac L





# Village of Saranac Lake

Community Development Department

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: [www.saranaclakeny.gov](http://www.saranaclakeny.gov)

DB 2025 -

APPLICATION #:	004
Major <input type="checkbox"/> Minor <input type="checkbox"/>	
DATE RECEIVED:	1/10/25
DATE PAID:	1/10/25

## SPECIAL USE PERMIT APPLICATION REQUIREMENTS

Incomplete application forms, site plans, or SEQR forms (when applicable) will not be accepted. If you have questions when filing out the application, please contact the Community Development Department.

1. **Pre-application Conference** – Before filing a formal application, an informal pre-submission conference with the Director is recommended to discuss the nature of the proposed use and to determine the specific information that will need to be submitted.

2. **Mandatory staff review submission:**

A. Submit one electronic copy of the following:

- ☐ Special Use Permit Application Form, signed
- ☐ Site Plan Review Checklist
- ☐ Site Plan Drawings/Maps, for new construction: include Elevation Drawings
- ☐ Environmental Assessment Form – complete Part 1 (check with Director on whether to complete the Full or Short form)
- ☐ Waterfront Assessment Form (WAF) - complete Section 1 only
- ☐ Drawing of proposed sign(s) (if applicable)
- ☐ For Pre-Existing STR application: submit proof of operation as of January 31, 2023<sup>1</sup>

B. Application fee of \$300.00. Make check payable to Village of Saranac Lake.

3. **Final submission for review by the Development Board:**

A. Submit one hard copy + one digital copy of the application packet. Site Plan to be at a scale that is suitable for the proposed development relative to its size and is sufficiently legible for the required review to occur. Digital copy should be sent to [comdevassist1@saranaclakeny.gov](mailto:comdevassist1@saranaclakeny.gov).

- ☐ Special Use Permit Application Form, signed
- ☐ Site Plan Review Checklist
- ☐ Site Plan Drawings/Maps, for New construction: include Elevation Drawings
- ☐ Environmental Assessment Form – complete Part 1
- ☐ Waterfront Assessment Form (WAF) - complete Section 1 only
- ☐ Drawing of proposed sign(s) (if applicable)

The application shall be accompanied by the information listed above. The Community Development Director may require additional submission materials if determined appropriate for the nature and scale of the proposed project. The pre-application conference may be used to determine the application requirements. The information above should be emailed and brought to the Village of Saranac Lake at least three weeks prior to the scheduled Development Board meeting in order to be placed on the agenda. The Board meets on the first Tuesday of each month at 5:00pm in the Village Board Room, 39 Main St., Saranac Lake, NY 12983

<sup>1</sup> Acceptable documentation includes: 1. A Franklin or Essex County Certificate of Authority to collect occupancy tax.

2. Proof of operation as a STR between January 31, 2022, and January 31, 2023.

## SPECIAL USE PERMIT APPLICATION

Applicant Information	
Applicant Name	Chase Germano
Applicant Address	159 Prospect Ave.
Mailing Address, If Different	
Applicant Email	chasejrealestate@gmail.com
Applicant Phone	518-637-5272

If Different from Project Applicant	
Property Owner Name	Autumn Poppleton
Property Owner Address	
Mailing Address, If Different	same
Property Owner Email	
Property Owner Phone	518-241-9422

### Project Information

1. Project Address 159 Prospect Ave.
2. Tax Map # 446.76-1-7
3. Zoning District F2
4. Current Lot Size Acres: 0.11948784
5. Building square footage ☐ Existing ☐ Proposed
6. Property/Building use
  - a. Present use of property, (i.e., commercial, residential, mixed, vacant):
  - b. Proposed use of property:
  - c. For mixed-use buildings:

Level	Current Use	Proposed Use
Basement	STR / Residential	
1st	STR / Residential	
2nd		
3rd		

7. Will development be phased? ☒ NO ☐ YES If yes, explain in a narrative:

8. Please provide a written description of proposed structures and improvements. Include all of the following information that applies to the project:
- Describe primary and secondary uses *Residence / STR*
  - Proposed interior changes *Renovation proposed*
  - Day/hours of operation *N/A*
  - Utilities- will you connect to existing utilities or install new? *existing*
  - Anticipated number of residents, users, shoppers, employees, etc. as a result of this project *4 guests.*
  - Exterior features to be added/changed, (i.e., lighting fixtures, signage, decorative elements, doors, windows, siding, painting, etc.) *N/A*
  - For residential, mixed-use buildings, or STRs, include a number of dwelling units by size (efficiency/studio, one-bedroom, two-bedroom, three or more bedroom) *1 unit / 4 Bedroom*
  - Parking plan *3 onsite parking spots*
  - Proposed Landscaping *N/A*
  - Garbage storage *Duff*
  - Explain the need for managing stormwater and drainage facilities that will be utilized in preventing flooding and erosion *N/A*

*Whole House*

*Bedrooms: 4 max: 4 guests.*

*Primary Residence*

*Onsite parking: 3 spots*

*Garbage: Duffs*

*no fire pit*

9. State and federal permit or approvals needed, (i.e., SHPO, APA, DEC, DOT, or Other)

N/A

10.

If you are operating a new business at the project location, provide the following information	
Name of Business	
Hours of Operation	

In granting or denying special use permits, the Development Board shall take into consideration the scale of the proposed project and the need to maintain the historic, close-knit building pattern in the Village and compatibility among adjoining land uses. If the applicant proves the proposed project meets the review criteria, they are entitled to the Special Use Permit. Conversely, if the applicant fails to address or satisfy any one or part of the review criteria then they are not entitled to the Special Use Permit.

**Criteria to be addressed:**

11. Explain how the proposed use will not have a substantial or undue adverse effect upon adjacent property, traffic conditions, parking, and other matters affecting the public health, safety and general welfare. Does the project include buffers or screening from neighboring properties and public roads?

N/A

12. Provide evidence and information which demonstrates that the proposed use will not substantially impact the nature and character of the surrounding neighborhood.

N/A

13. Provide information which demonstrates that the proposed use will be adequately served by storm drainage structures, water, sanitary sewers, off-street parking, access to public roads to handle projected traffic volumes, fire and police protection, and solid waste disposal, and any other services that may be relevant to your project.

N/A

14. Explain how the project safely accommodates bicycle and pedestrian travel to/from the site. Explain how the project will impact pedestrian safety, either positively or negatively.

N/A

15. Is the property suitable for the proposed project considering the lot size, location, topography, vegetation, soils and hydrology?

N/A

16. How will your project avoid the loss, destruction, or damage to any natural, historic, and scenic resources of the village through design, layout of structures, provision of buffer areas, and operation of the proposed use?

N/A

17. Is the project consistent with the village goal of concentrating retail uses in villages, avoiding strip commercial development, and locating nonresidential uses that are incompatible with residential use on well-buffered properties?

N/A

18. Will the proposed use result in excessive noise, dust, odors, solid waste, or glare, create any other nuisances, or result in the introduction of invasive species?

N/A



19. Explain why your proposed use will not be more objectionable than would development of uses that are permitted by right (allowed uses that do not require a special use permit)? Consider the environmental, social and economic impacts of traffic, noise, dust, odors, solid waste, glare or any other nuisances.

N/A

20. Is the project located within a historic building? ☒ NO ☐ YES  
 historic district? ☒ NO ☐ YES

To check if your property falls within a historic district or is on the National Register, visit the Cultural Resource Information System (CRIS) website and use the mapping tool: [cris.parks.ny.gov](http://cris.parks.ny.gov)

21. Please list any professionals who will be assisting you with your application

Name	Company	Profession	Phone	Email
	N/A			

Applicant's Signature

Date

1/10/25

Property Owner's Signature

Date

1/10/25

For Office Use Only - Essex County Referral		
Property is located within 500 feet of:	Y	N
Property located in Essex County	<input type="checkbox"/>	<input type="checkbox"/>
Municipal boundary (village or town)	<input type="checkbox"/>	<input type="checkbox"/>
County or State Parks	<input type="checkbox"/>	<input type="checkbox"/>
County or State Roads	<input type="checkbox"/>	<input type="checkbox"/>
County or State Facilities	<input type="checkbox"/>	<input type="checkbox"/>



# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information							
Name of Action or Project: <u>STR @ 159 Prospect Ave.</u>							
Project Location (describe, and attach a location map): <u>159 Prospect Ave.</u>							
Brief Description of Proposed Action:  <u>STR</u>							
Name of Applicant or Sponsor: <u>Chase Jernano</u>		Telephone: <u>518-637-5272</u>					
		E-Mail: <u>chasejrealestate@gmail.com</u>					
Address: <u>159 Prospect Ave.</u>							
City/PO: <u>Saranac Lake, NY 12983</u>		State: <u>NY</u>	Zip Code: <u>12983</u>				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">NO</th> <th style="width: 50%;">YES</th> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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<input checked="" type="checkbox"/>	<input type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">NO</th> <th style="width: 50%;">YES</th> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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3.a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres							
4. Check all land uses that occur on, adjoining and near the proposed action. <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Urban</div> <div style="width: 50%;"><input type="checkbox"/> Rural (non-agriculture)</div> <div style="width: 50%;"><input type="checkbox"/> Industrial</div> <div style="width: 50%;"><input type="checkbox"/> Commercial</div> <div style="width: 50%;"><input checked="" type="checkbox"/> Residential (suburban)</div> <div style="width: 50%;"><input type="checkbox"/> Forest</div> <div style="width: 50%;"><input type="checkbox"/> Agriculture</div> <div style="width: 50%;"><input type="checkbox"/> Aquatic</div> <div style="width: 50%;"><input type="checkbox"/> Other (specify): <u>STR</u></div> <div style="width: 50%;"><input type="checkbox"/> Parkland</div> </div>							



5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	<b>NO</b>  <input checked="" type="checkbox"/>	<b>YES</b>  <input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	<b>NO</b>  <input checked="" type="checkbox"/>	<b>YES</b>  <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	<b>NO</b>  <input checked="" type="checkbox"/>	<b>YES</b>  <input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> Applicant/sponsor name: <u>Chase Sermano</u> Date: <u>1/10/25</u> Signature: <u><i>[Signature]</i></u>		





## Village of Saranac Lake

Community Development Department  
39 Main St.  
Saranac Lake, NY 12983  
Phone (518) 891-0490  
Fax (518) 891-5928  
[www.saranaclakeny.gov](http://www.saranaclakeny.gov)

### VILLAGE OF SARANAC LAKE WATERFRONT ASSESSMENT FORM (WAF)

#### Section A. Instructions

Instructions: Applicants or, in the case of direct actions, Village agencies, shall complete this WAF for proposed actions which are subject to the LWRP consistency review law. This assessment is intended to supplement other information used by a Village agency in making a determination of consistency with the Village's Local Waterfront Revitalization Program.

Before answering the questions in Section C, the preparer of this form should review the policies and explanations of policy contained in the Local Waterfront Revitalization Program (LWRP), a copy of which is on file in the Village of Saranac Lake, 39 Main St., Second Floor, Saranac Lake, NY 12983 or online at [www.saranaclakeny.gov](http://www.saranaclakeny.gov). A proposed action should be evaluated as to its significant beneficial and adverse effects upon the waterfront area.

If any question in Section C on this form is answered "yes", then the proposed action may affect the achievement of the LWRP policy standards and conditions contained in the consistency review law. Thus, the actions should be analyzed in more detail and, if necessary, modified prior to making a determination that it is consistent to the maximum extent practicable with the LWRP policy standards and conditions. If an action cannot be certified as consistent with the LWRP policy standards and conditions, it shall not be undertaken.

#### SECTION B. Description of Site and Proposed Action

1. Name of applicant: <i>Chase Jermano</i>		3. Telephone Number: <i>518-241-9422</i>	
2. Mailing address: <i>159 Prospect Ave.</i>		5. Tax Map # (s): <i>D 446.76-1-7</i>	
4. Location of action: <i>159 Prospect Ave.</i>			
6. Size of site: <i>.11 Acres</i>	7. Present land use(s): <i>Residential</i>		
8. Present zoning classification: <i>F2</i>	9. Percentage of site which contains slopes of 15% or greater: <i>N/A</i>		
10. Type of action (check appropriate response) <input type="checkbox"/> Directly undertaken (e.g. capital construction, planning activity, agency regulation, land transaction) <input type="checkbox"/> Financial assistance (e.g. grant, loan, subsidy) <input checked="" type="checkbox"/> Permit, approval, license, certification <input type="checkbox"/> Agency undertaking action:			
11. Streams, lakes, ponds, or wetlands existing within or continuous to the project area? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, Waterbody Name: _____ Waterbody Size (in acres): _____			
12. Describe nature and extent of action: <i>SDR</i>			
13. Describe any unique or unusual land forms on the project site (i.e. bluffs, ground depressions, other geological formations): <i>SA</i>			
14. Will the action be directly undertaken, require funding, or approval by a State or Federal Agency? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, which State or Federal Agency? <i>N/A</i>			



1. Will the proposed action have a significant effect upon:		YES	NO
(a)	Commercial or recreational use of fish and wildlife resources	<input type="checkbox"/>	<input type="checkbox"/>
(b)	Scenic quality of the waterfront environment?	<input type="checkbox"/>	<input type="checkbox"/>
(c)	Development of future, or existing water dependent uses?	<input type="checkbox"/>	<input type="checkbox"/>
(d)	Stability of the shoreline?	<input type="checkbox"/>	<input type="checkbox"/>
(e)	Surface or groundwater quality?	<input type="checkbox"/>	<input type="checkbox"/>
(f)	Existing or potential public recreation opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
(g)	Structures, sites or districts of historic, archeological or cultural significance to the Village, State or nation?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action involve or result in any of the following:		YES	NO
(a)	Physical alteration of land along the shoreline, land under water or coastal waters?	<input type="checkbox"/>	<input type="checkbox"/>
(b)	Physical alteration of two (2) acres or more of land located elsewhere in the waterfront area?	<input type="checkbox"/>	<input type="checkbox"/>
(c)	Expansion of existing public services or infrastructure in undeveloped or low density areas of the waterfront area?	<input type="checkbox"/>	<input type="checkbox"/>
(d)	Energy facility not subject to Article VII or VIII of the Public Service Law?	<input type="checkbox"/>	<input type="checkbox"/>
(e)	Mining, excavation, filling or dredging?	<input type="checkbox"/>	<input type="checkbox"/>
(f)	Reduction of existing or potential public access to or along the shore?	<input type="checkbox"/>	<input type="checkbox"/>
(g)	Sale or change in use of publicly-owned lands located on the shoreline or under water?	<input type="checkbox"/>	<input type="checkbox"/>
(h)	Development within designated flood hazard area?	<input type="checkbox"/>	<input type="checkbox"/>
(i)	Development on a natural feature that provides protection against flooding or erosion?	<input type="checkbox"/>	<input type="checkbox"/>
(j)	Diminished surface or groundwater quality?	<input type="checkbox"/>	<input type="checkbox"/>
(k)	Removal of ground cover from the site?	<input type="checkbox"/>	<input type="checkbox"/>
3. Project:		YES	NO
(a)	If a project is to be located adjacent to shore:	<input type="checkbox"/>	<input type="checkbox"/>
(1)	Will water-related recreation be provided?	<input type="checkbox"/>	<input type="checkbox"/>
(2)	Will public access to the shoreline be provided?	<input type="checkbox"/>	<input type="checkbox"/>
(3)	Does the project require a waterfront site?	<input type="checkbox"/>	<input type="checkbox"/>
(4)	Will it supplant a recreational or maritime use?	<input type="checkbox"/>	<input type="checkbox"/>
(5)	Do essential public services and facilities presently exist at or near the site?	<input type="checkbox"/>	<input type="checkbox"/>
(6)	Is it located in a flood prone area	<input type="checkbox"/>	<input type="checkbox"/>
(7)	Is it located in an area of high erosion	<input type="checkbox"/>	<input type="checkbox"/>
(b)	If the project site is publicly owned:	<input type="checkbox"/>	<input type="checkbox"/>
(1)	Will the project protect, maintain and/or increase the level and types of public access to water-related recreation resources and facilities?	<input type="checkbox"/>	<input type="checkbox"/>
(2)	If located in the foreshore, will access to those and adjacent lands be provided?	<input type="checkbox"/>	<input type="checkbox"/>
(3)	Will it involve the siting and construction of major energy facilities?	<input type="checkbox"/>	<input type="checkbox"/>
(4)	Will it involve the discharge of effluents from major steam electric generating and industrial facilities into a waterway	<input type="checkbox"/>	<input type="checkbox"/>
(c)	Is the project site presently used by the community as an open space or recreation area?	<input type="checkbox"/>	<input type="checkbox"/>
(d)	Does the present site offer or include scenic views or vistas known to be important to the community?	<input type="checkbox"/>	<input type="checkbox"/>
(e)	Will the surface area of any waterways or wetland areas be increased or decreased by the proposal?	<input type="checkbox"/>	<input type="checkbox"/>
(f)	Will the project involve any waste discharges?	<input type="checkbox"/>	<input type="checkbox"/>
(g)	Does the project involve surface or subsurface liquid waste disposal?	<input type="checkbox"/>	<input type="checkbox"/>
(h)	Does the project involve transport, storage, treatment or disposal of solid waste or hazardous material?	<input type="checkbox"/>	<input type="checkbox"/>
(i)	Does the project involve shipment or storage of petroleum products?	<input type="checkbox"/>	<input type="checkbox"/>
(j)	Does the project involve discharge of toxics, hazardous substances or other pollutants?	<input type="checkbox"/>	<input type="checkbox"/>
(k)	Will the project affect any area designated as a freshwater wetland?	<input type="checkbox"/>	<input type="checkbox"/>
(l)	Will the project alter drainage flow, patterns or surface water runoff on or from the site	<input type="checkbox"/>	<input type="checkbox"/>
(m)	Will best management practices be utilized to control storm water runoff into waterways?	<input type="checkbox"/>	<input type="checkbox"/>
(n)	Will the project cause emissions which exceed Federal or State air quality standards or generate significant amounts of nitrates or sulfates?	<input type="checkbox"/>	<input type="checkbox"/>

For questions answered "Yes" in Section C, explain methods you will undertake to reduce adverse effects. Review the LWRP to see if the project is consistent with each policy. List policies the project is not consistent with and explain all mitigating actions. Add any additional sheets necessary to complete this form.

~~NSA~~



### SECTION E. Preparer Information

Preparer's Name (Please print):

Title:

Organization Name: Village of Saranac Lake Development Board

Phone Number:

Signature:

Date:

### SECTION F. Determination of LWRP Consistency (To be completed by the Planning Board)

The Village of Saranac Lake Planning Board finds that the above referenced project is:

- ☐ consistent with LWRP policy standards and conditions.  
☐ not consistent with LWRP policy standards and conditions and shall not be undertaken.

Print Name of Planning Board Chair

Signature of Planning Board Chair

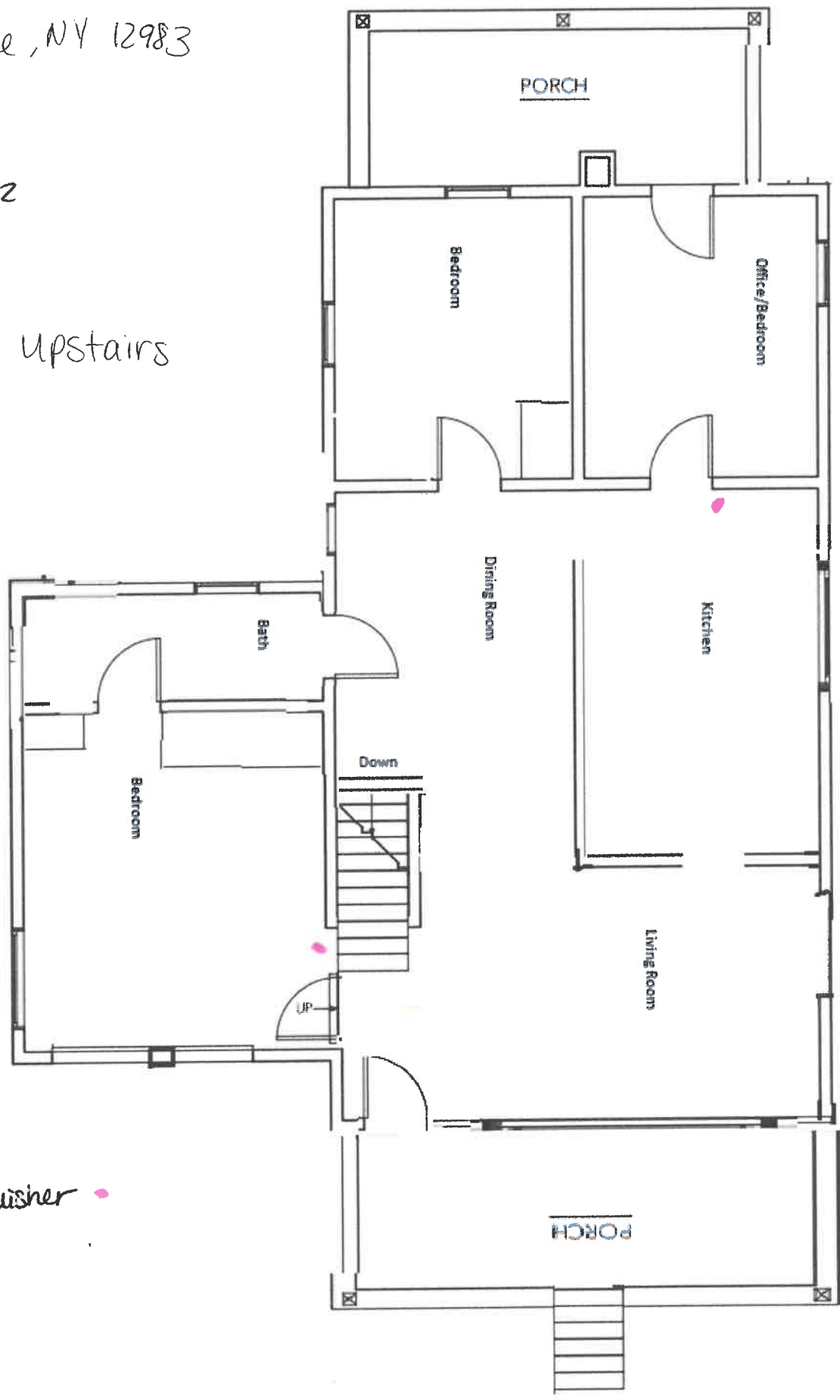
Date



Chase Jermano+ Autumn Poppleton  
159 Prospect Ave  
Saranac Lake, NY 12983

(518)241-9422

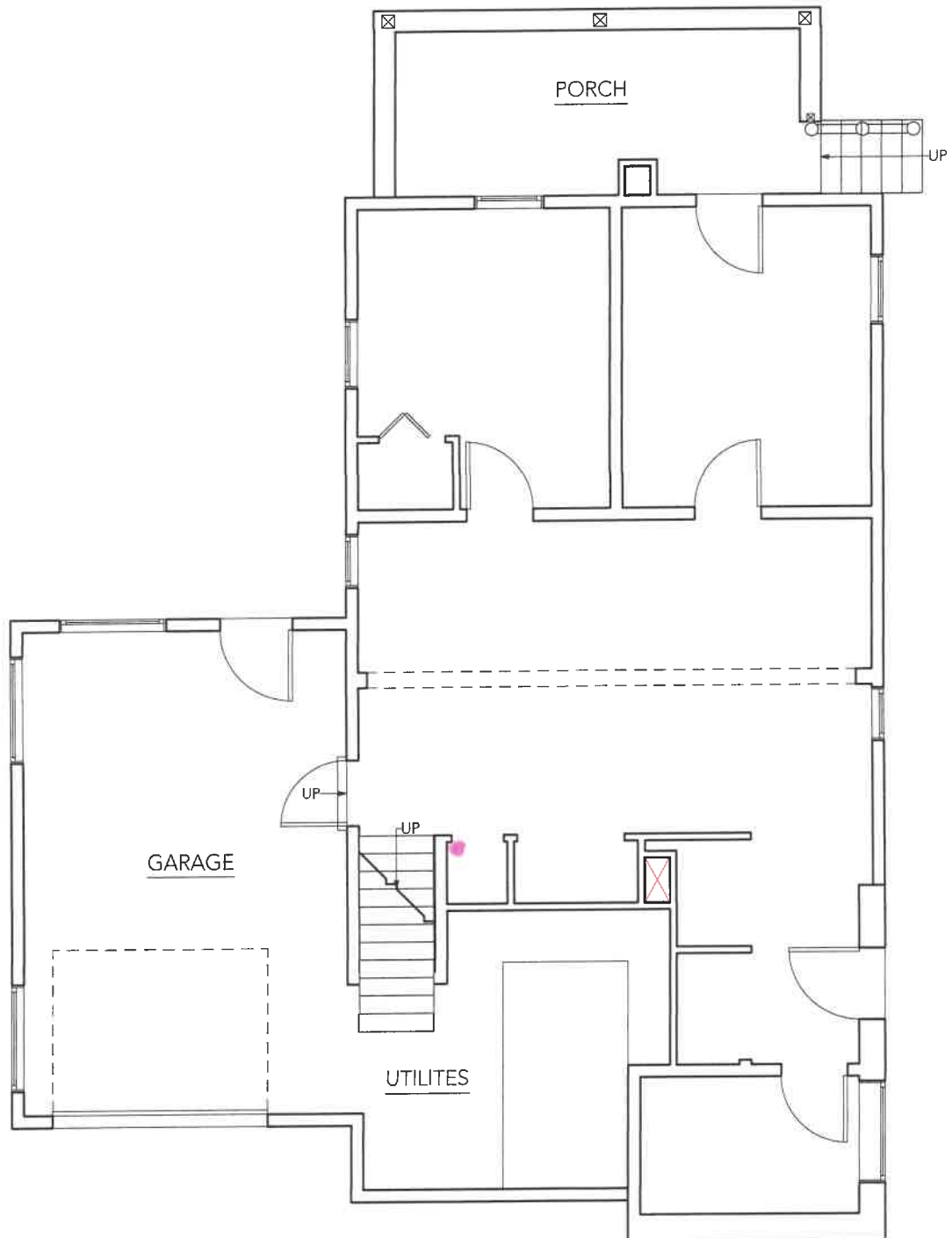
upstairs



Fire extinguisher •



EXISTING FLOOR PLAN



A-0.0	JERMANO HOUSE 159 PROSPECT ST. SARANAC LAKE, NY 12983			WEST BRANCH DRAFTING jessicahoffman13@gmail.com 518-524-4183
	DATE 7/18/22	DRAWING: BASEMENT FLOOR PLAN	SCALE 1/4" = 1'-0"	





















# Village of Saranac Lake

Community Development Department

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: [www.saranaclakeny.gov](http://www.saranaclakeny.gov)

APPLICATION #: DB-2025  
SP8512005

Major ☐ Minor ☐

DATE RECEIVED: 1/16/25

DATE PAID: 1/16/25

## SPECIAL USE PERMIT APPLICATION REQUIREMENTS

Incomplete application forms, site plans, or SEQR forms (when applicable) will not be accepted. If you have questions when filing out the application, please contact the Community Development Department.

1. **Pre-application Conference** – Before filing a formal application, an informal pre-submission conference with the Director is recommended to discuss the nature of the proposed use and to determine the specific information that will need to be submitted.

2. **Mandatory staff review submission:**

A. **Submit one electronic copy of the following:**

- ☐ **Special Use Permit Application Form, signed**
- ☐ **Site Plan Review Checklist**
- ☐ **Site Plan Drawings/Maps**, for new construction: include Elevation Drawings
- ☐ **Environmental Assessment Form** – complete Part 1 (check with Director on whether to complete the Full or Short form)
- ☐ **Waterfront Assessment Form (WAF)** - complete Section 1 only
- ☐ Drawing of proposed sign(s) (if applicable)
- ☐ **For Pre-Existing STR application:** submit proof of operation as of January 31, 2023<sup>1</sup>

B. **Application fee of \$300.00.** Make check payable to Village of Saranac Lake.

PAID

3. **Final submission for review by the Development Board:**

A. **Submit one hard copy + one digital copy of the application packet. Site Plan to be at a scale that is suitable for the proposed development relative to its size and is sufficiently legible for the required review to occur. Digital copy should be sent to [comdevassist1@saranaclakeny.gov](mailto:comdevassist1@saranaclakeny.gov).**

- ☐ **Special Use Permit Application Form, signed**
- ☐ **Site Plan Review Checklist**
- ☐ **Site Plan Drawings/Maps**, for New construction: include Elevation Drawings
- ☐ **Environmental Assessment Form** – complete Part 1
- ☐ **Waterfront Assessment Form (WAF)** - complete Section 1 only
- ☐ **Drawing of proposed sign(s)** (if applicable)

The application shall be accompanied by the information listed above. The Community Development Director may require additional submission materials if determined appropriate for the nature and scale of the proposed project. The pre-application conference may be used to determine the application requirements. The information above should be emailed and brought to the Village of Saranac Lake at least three weeks prior to the scheduled Development Board meeting in order to be placed on the agenda. The Board meets on the first Tuesday of each month at 5:00pm in the Village Board Room, 39 Main St., Saranac Lake, NY 12983

<sup>1</sup> Acceptable documentation includes: 1. A Franklin or Essex County Certificate of Authority to collect occupancy tax.

2. Proof of operation as a STR between January 31, 2022, and January 31, 2023.



## SPECIAL USE PERMIT APPLICATION

Applicant Information	
Applicant Name	Bobs North LLC
Applicant Address	18 Virginia St Saranac Lake NY 12983
Mailing Address, If Different	67 Bear Foot Rd Barbo PA 19504
Applicant Email	RPB7769@gmail
Applicant Phone	267-246-9080

If Different from Project Applicant	
Property Owner Name	Robert Burns, Ian O'Brien
Property Owner Address	18 Virginia St Saranac Lake NY 12983
Mailing Address, If Different	67 Bear Foot Ln Barbo PA 19504
Property Owner Email	RPB7769@gmail
Property Owner Phone	267-246-9080

### Project Information

1. Project Address 18 Virginia St Saranac Lake NY 12983

2. Tax Map # 446-76-5-1

3. Zoning District

4. Current Lot Size .25

5. Building square footage 1,100 ☒ Existing  
☐ Proposed

6. Property/Building use

a. Present use of property, (i.e., commercial, residential, mixed, vacant):

b. Proposed use of property: Mixed

c. For mixed-use buildings:

Level	Current Use	Proposed Use
Basement	Personal Storage	" "
1st	Mixed	" "
2nd	Mixed	" "
3rd	NA	NA

7. Will development be phased? ☐ NO ☒ YES If yes, explain in a narrative:

If approved for an STR we want to repurpose garage into a LTR. With profits from STR we will be able to reconstruct the standing garage into a LTR. This would then be available for a year round rental to a resident.



8. Please provide a written description of proposed structures and improvements. Include all of the following information that applies to the project:

- Describe primary and secondary uses *Airbnb ≠ Personal use*
- Proposed interior changes *NA*
- Day/hours of operation *Variable*
- Utilities- will you connect to existing utilities or install new? *Currently Connected*
- Anticipated number of residents, users, shoppers, employees, etc. as a result of this project *Variable*
- Exterior features to be added/changed, (i.e., lighting fixtures, signage, decorative elements, doors, windows, siding, painting, etc.)
- For residential, mixed-use buildings, or STRs, include a number of dwelling units by size (efficiency/studio, one-bedroom, two-bedroom, three or more bedroom) *New siding*
- Parking plan *established*
- Proposed Landscaping *annual maintenance*
- Garbage storage *established*
- Explain the need for managing stormwater and drainage facilities that will be utilized in preventing flooding and erosion *established*



9. State and federal permit or approvals needed, (i.e., SHPO, APA, DEC, DOT, or Other)

N/A

10.

If you are operating a new business at the project location, provide the following information	
Name of Business	
Hours of Operation	

In granting or denying special use permits, the Development Board shall take into consideration the scale of the proposed project and the need to maintain the historic, close-knit building pattern in the Village and compatibility among adjoining land uses. If the applicant proves the proposed project meets the review criteria, they are entitled to the Special Use Permit. Conversely, if the applicant fails to address or satisfy any one or part of the review criteria then they are not entitled to the Special Use Permit.

**Criteria to be addressed:**

11. Explain how the proposed use will not have a substantial or undue adverse effect upon adjacent property, traffic conditions, parking, and other matters affecting the public health, safety and general welfare. Does the project include buffers or screening from neighboring properties and public roads?

N/A

12. Provide evidence and information which demonstrates that the proposed use will not substantially impact the nature and character of the surrounding neighborhood.

N/A

13. Provide information which demonstrates that the proposed use will be adequately served by storm drainage structures, water, sanitary sewers, off-street parking, access to public roads to handle projected traffic volumes, fire and police protection, and solid waste disposal, and any other services that may be relevant to your project.

N/A



14. Explain how the project safely accommodates bicycle and pedestrian travel to/from the site. Explain how the project will impact pedestrian safety, either positively or negatively.

N/A

15. Is the property suitable for the proposed project considering the lot size, location, topography, vegetation, soils and hydrology?

N/A

16. How will your project avoid the loss, destruction, or damage to any natural, historic, and scenic resources of the village through design, layout of structures, provision of buffer areas, and operation of the proposed use?

N/A

17. Is the project consistent with the village goal of concentrating retail uses in villages, avoiding strip commercial development, and locating nonresidential uses that are incompatible with residential use on well-buffered properties?

N/A

18. Will the proposed use result in excessive noise, dust, odors, solid waste, or glare, create any other nuisances, or result in the introduction of invasive species?

N/A



19. Explain why your proposed use will not be more objectionable than would development of uses that are permitted by right (allowed uses that do not require a special use permit)? Consider the environmental, social and economic impacts of traffic, noise, dust, odors, solid waste, glare or any other nuisances.

N/A

20. Is the project located within a historic building? ☒ NO ☐ YES  
 historic district? ☒ NO ☐ YES

To check if your property falls within a historic district or is on the National Register, visit the Cultural Resource Information System (CRIS) website and use the mapping tool: [cris.parks.ny.gov](http://cris.parks.ny.gov)

21. Please list any professionals who will be assisting you with your application

Name	Company	Profession	Phone	Email

Applicant's Signature

*TauBore*

Date

1/15/25

Property Owner's Signature

*TauBore*

Date

1/15/25

For Office Use Only - Essex County Referral		
Property is located within 500 feet of:	Y	N
Property located in Essex County	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Municipal boundary (village or town)	<input type="checkbox"/>	<input type="checkbox"/>
County or State Parks	<input type="checkbox"/>	<input type="checkbox"/>
County or State Roads	<input type="checkbox"/>	<input type="checkbox"/>
County or State Facilities	<input type="checkbox"/>	<input type="checkbox"/>



# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

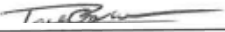
**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information							
Name of Action or Project: <div style="font-family: cursive; font-size: 1.2em;">STR @ 18 Virginia St.</div>							
Project Location (describe, and attach a location map): <div style="font-family: cursive; font-size: 1.2em;">Same 18 Virginia St.</div>							
Brief Description of Proposed Action: <div style="font-family: cursive; font-size: 1.5em; margin-top: 20px;">STR</div>							
Name of Applicant or Sponsor: <div style="font-family: cursive; font-size: 1.2em;">Bobs North LLC</div>		Telephone: <div style="font-family: cursive; font-size: 1.2em;">267-246-9080</div>					
		E-Mail: <div style="font-family: cursive; font-size: 1.2em;">RPB7769@gmail.com</div>					
Address: <div style="font-family: cursive; font-size: 1.2em;">18 Virginia St. Saranac Lake</div>							
City/PO: <div style="font-family: cursive; font-size: 1.2em;">Saranac Lake</div>		State: <div style="font-family: cursive; font-size: 1.2em;">NY</div>	Zip Code: <div style="font-family: cursive; font-size: 1.2em;">12983</div>				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="padding: 2px 5px;">NO</th> <th style="padding: 2px 5px;">YES</th> </tr> <tr> <td style="text-align: center; padding: 5px;"><input checked="" type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="padding: 2px 5px;">NO</th> <th style="padding: 2px 5px;">YES</th> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input checked="" type="checkbox"/></td> </tr> </table>	NO	YES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NO	YES						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
3.a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres							
4. Check all land uses that occur on, adjoining and near the proposed action. <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Urban    <input type="checkbox"/> Rural (non-agriculture)    <input type="checkbox"/> Industrial    <input type="checkbox"/> Commercial             </div> <div style="width: 50%;"> <input checked="" type="checkbox"/> Residential (suburban)             </div> <div style="width: 50%;"> <input type="checkbox"/> Forest    <input type="checkbox"/> Agriculture    <input type="checkbox"/> Aquatic    <input type="checkbox"/> Other (specify):             </div> <div style="width: 50%;"> <input type="checkbox"/> Parkland             </div> </div> <div style="font-family: cursive; font-size: 1.2em; margin-top: 5px;">STR</div>							



	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> Applicant/sponsor name: <u>Ian O'Brien</u> Date: <u>1/15/2025</u> Signature: <u></u>		





## Village of Saranac Lake

Community Development Department  
39 Main St.  
Saranac Lake, NY 12983  
Phone (518) 891-0490  
Fax (518) 891-5928  
[www.saranaclakeny.gov](http://www.saranaclakeny.gov)

### VILLAGE OF SARANAC LAKE WATERFRONT ASSESSMENT FORM (WAF)

#### Section A. Instructions

Instructions: Applicants or, in the case of direct actions, Village agencies, shall complete this WAF for proposed actions which are subject to the LWRP consistency review law. This assessment is intended to supplement other information used by a Village agency in making a determination of consistency with the Village's Local Waterfront Revitalization Program.

Before answering the questions in Section C, the preparer of this form should review the policies and explanations of policy contained in the Local Waterfront Revitalization Program (LWRP), a copy of which is on file in the Village of Saranac Lake, 39 Main St., Second Floor, Saranac Lake, NY 12983 or online at [www.saranaclakeny.gov](http://www.saranaclakeny.gov). A proposed action should be evaluated as to its significant beneficial and adverse effects upon the waterfront area.

If any question in Section C on this form is answered "yes", then the proposed action may affect the achievement of the LWRP policy standards and conditions contained in the consistency review law. Thus, the actions should be analyzed in more detail and, if necessary, modified prior to making a determination that it is consistent to the maximum extent practicable with the LWRP policy standards and conditions. If an action cannot be certified as consistent with the LWRP policy standards and conditions, it shall not be undertaken.

#### SECTION B. Description of Site and Proposed Action

1. Name of applicant: <u>Bebs North LLC</u>		3. Telephone Number: <u>267-246-9080</u>	
2. Mailing address: <u>18 Virginia St. Saranac Lake</u>		5. Tax Map # (s): <u>446.76-5-1</u>	
4. Location of action: <u>18 Virginia St.</u>		7. Present land use(s): <u>Residential</u>	
6. Size of site: <u>.25</u>		9. Percentage of site which contains slopes of 15% or greater: <u>N/A</u>	
8. Present zoning classification:			
10. Type of action (check appropriate response) <input type="checkbox"/> Directly undertaken (e.g. capital construction, planning activity, agency regulation, land transaction) <input type="checkbox"/> Financial assistance (e.g. grant, loan, subsidy) <input checked="" type="checkbox"/> Permit, approval, license, certification <input type="checkbox"/> Agency undertaking action:			
11. Streams, lakes, ponds, or wetlands existing within or continuous to the project area? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, Waterbody Name: _____ Waterbody Size (in acres): _____			
12. Describe nature and extent of action: <u>STR</u>			
13. Describe any unique or unusual land forms on the project site (i.e. bluffs, ground depressions, other geological formations): <u>N/A</u>			
14. Will the action be directly undertaken, require funding, or approval by a State or Federal Agency? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, which State or Federal Agency? _____			

1. Will the proposed action have a significant effect upon:



### SECTION E. Preparer Information

Preparer's Name (Please print):

Title:

Organization Name: Village of Saranac Lake Development Board

Phone Number:

Signature:

Date:

### SECTION F. Determination of LWRP Consistency (To be completed by the Planning Board)

The Village of Saranac Lake Planning Board finds that the above referenced project is:

- ☐ consistent with LWRP policy standards and conditions.
- ☐ not consistent with LWRP policy standards and conditions and shall not be undertaken.

\_\_\_\_\_  
Print Name of Planning Board Chair

\_\_\_\_\_  
Signature of Planning Board Chair

\_\_\_\_\_  
Date

Date of this notice: 01-09-2025

Employer Identification Number:  
33-2753371

Form: SS-4

Number of this notice: CP 575 B

BOBS NORTH LLC  
ROBERT P BURNS MBR  
67 BEAR FOOT LN  
BARTO, PA 19504

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

#### WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 33-2753371. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for their business. Some taxpayers receive CP575 notices when another person has stolen their identity and are opening a business using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

Based on the information received from you or your representative, you must file the following forms by the dates shown.

Form 1065

03/15/2026

If you have questions about the forms or the due dates shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification (corporation, partnership, estate, trust, EPMF, etc.) based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2020-1, 2020-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.



**OPERATING AGREEMENT OF  
BOB'S NORTH, LLC**

**THIS AGREEMENT** dated the 13<sup>th</sup> day of January 2025, by **Robert P. Burns, Ian O'Brien, and Brandon Devito** (hereinafter the "Members") and **Bob's North, LLC** (hereinafter the "Company").

**WITNESSETH:**

**WHEREAS**, the Members have formed a limited liability company pursuant to and in accordance with the New York Limited Liability Company Law, as amended from time to time (the "LLCL"); and

**WHEREAS**, the Members desire to set forth in this Agreement the terms governing the business and management of the Company and their interests therein;

**NOW, THEREFORE**, in consideration of the contributions to be made as provided herein and of these premises, the members hereby agree as follows:

**1. Formation.**

**1.01 Name.** The name of the limited liability company (the "Company") is **Bob's North, LLC**, or such other name as the Members may hereafter select.

**1.02 Term.** The term of the Company shall commence on the Filing Date hereof and continue until dissolved in accordance with the LLCL or this Agreement.

**1.03 Purpose.** The purposes of the Company are to engage in any lawful act for which any limited liability company may be organized.

**1.04 Members.** The name and the residence address of the Members are as follows:

Robert P. Burns  
67 Bear Foot Lane  
Barto, PA 19504

Ian O'Brien  
531 Monroe Street  
Freemansburg, PA 18017

Brandon Devito  
140 Neil Street  
Saranac Lake, NY 12983

or such other addresses as the Members may hereafter give to the Company.

**1.05 Principal Office.** The principal office of the Company shall be located at 18 Virginia Street, Village of Saranac Lake, Town of Harrietstown, County of Franklin, State of New York. The Company shall have such other offices as determined by the Members.

**1.06 Admission of Additional Members.** Except as otherwise expressly provided in this Agreement, no additional members may be admitted to the Company through issuance by

## **SCHEDULE A**

<b>Member</b>	<b>Percentage Interest</b>
Robert P. Burns	32%
Ian O'Brien	32%
Brandon Devito	26%



**STATE OF NEW YORK  
DEPARTMENT OF STATE**

I hereby certify that the annexed copy for BOB'S NORTH, LLC, File Number 250109002431 has been compared with the original document in the custody of the Secretary of State and that the same is true copy of said original.

WITNESS my hand and official seal of the  
Department of State, at the City of Albany,  
on January 09, 2025.

WALTER T. MOSLEY  
Secretary of State

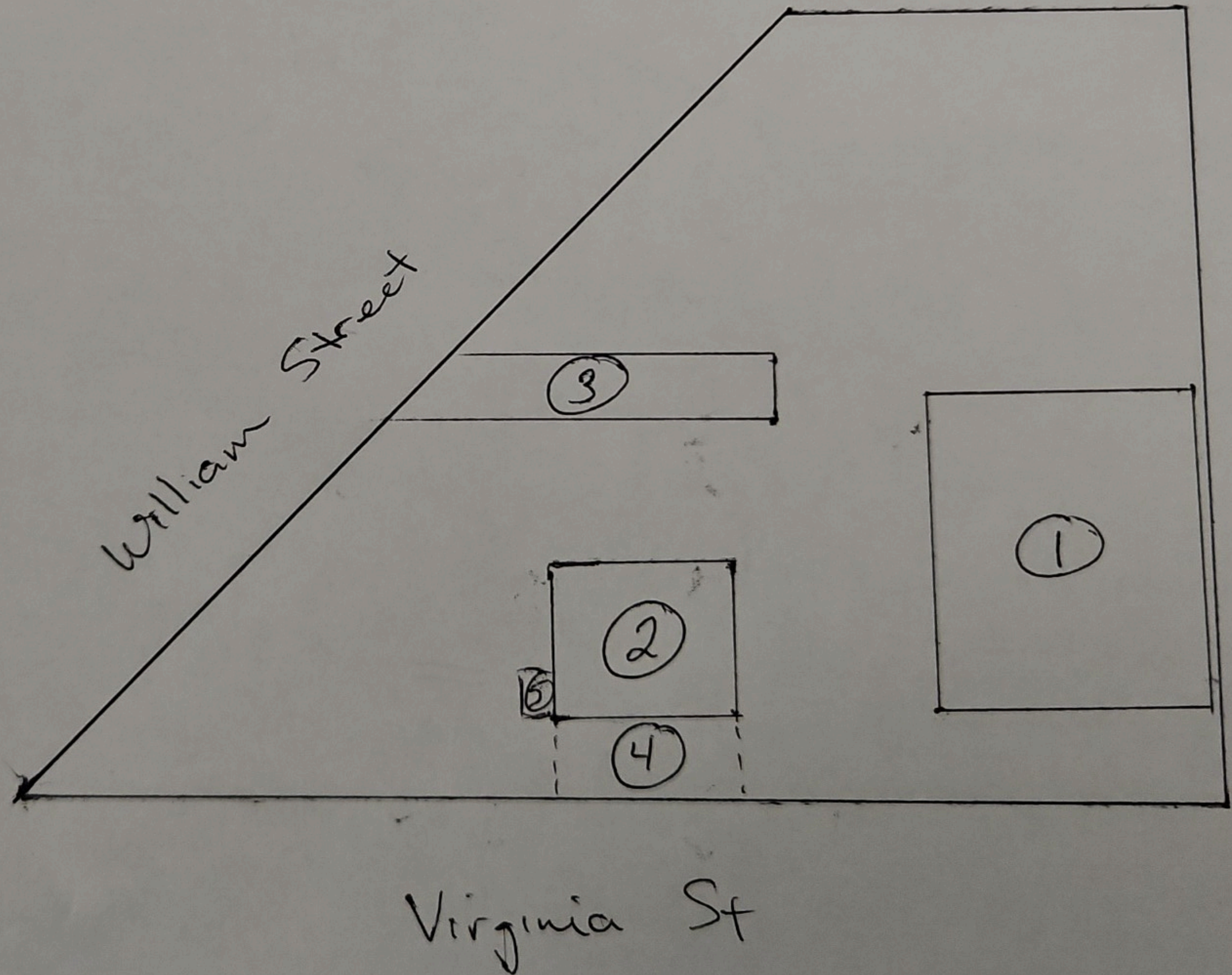
*Brendan C. Hughes*

BRENDAN C. HUGHES  
Executive Deputy Secretary of State

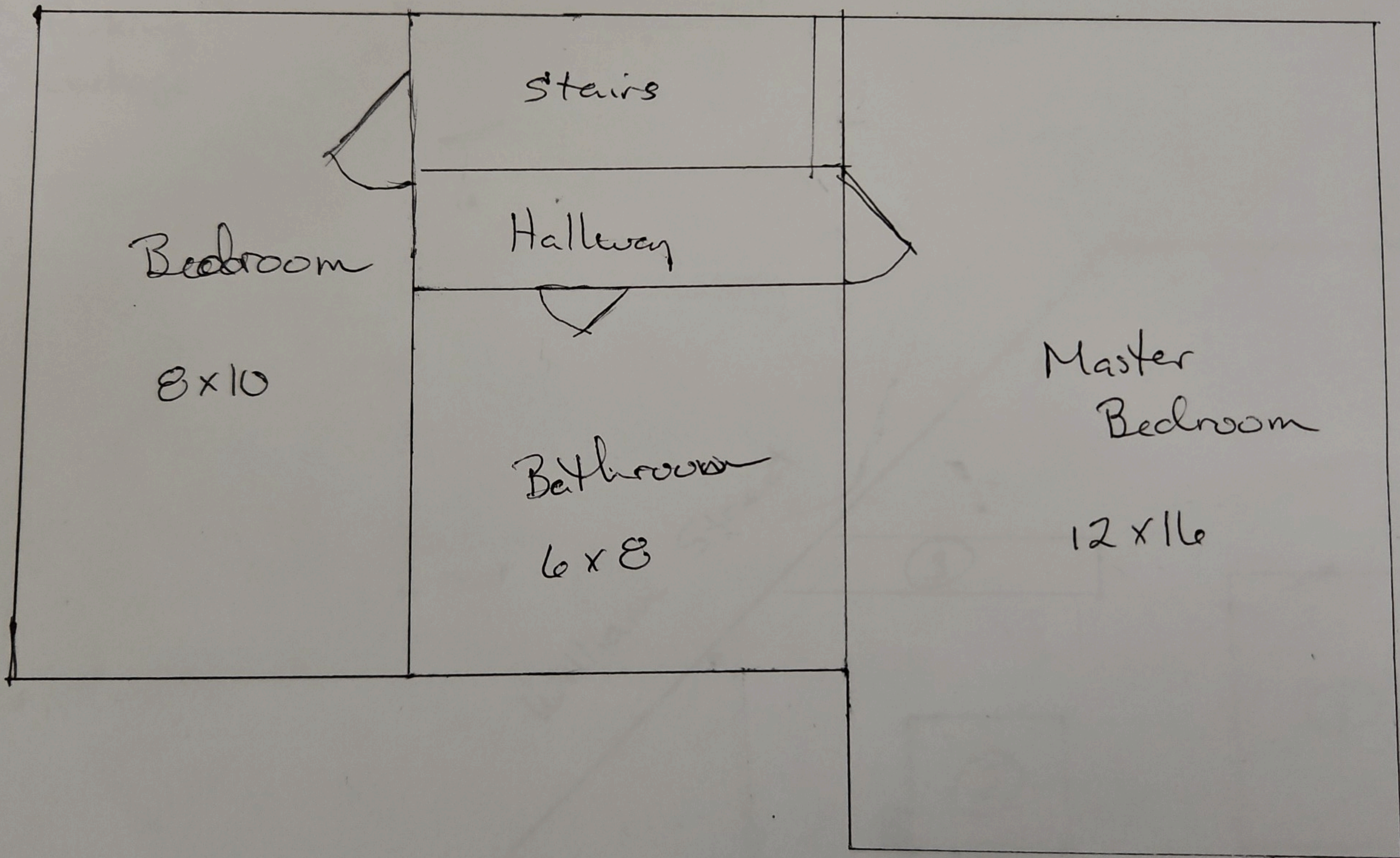




- ① House
- ② Garage
- ③ Driveway / Parking
- ④ Parking
- ⑤ Garbage









Kitchen  
16 x 16

Handicap  
Bathroom

8 x 16

Stairs

Dinning  
Room

12 x 12

Living room  
Pullout Sofa

12 x 16

Front Bedroom

6 x 12





18 Virginia St, Saranac  
Lake, NY 12983

McIntyre St

Virginia St

William St





OBJECTS IN MIRROR ARE CLOSER  
THAN THEY APPEAR





## Village of Saranac Lake - Planning Department

39 Main St.  
Saranac Lake, NY 12983  
Phone (518) 891-4150  
[www.saranaclakeny.gov](http://www.saranaclakeny.gov)

### Instructions:

- A complete application must include a Preliminary Plat (a required information list is attached for minor projects)
- Subdivision application fee – TBD by project scope, please see Building, Planning, and Public Works Fee Schedule
- SEQR - Short Environmental assessment form, part 1(attached)
- WAF - Waterfront Assessment Form, section B (attached)
- Incomplete applications will not be placed on the Development Board agenda
- Dependent on the project scope, a public hearing may be required: <https://ecode360.com/31626259#31626259>
- Subdivision regulations can be found at: <https://ecode360.com/31627515>

<b>SUBDIVISION APPLICATION</b> <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Minor Subdivision <input checked="" type="checkbox"/> Major Subdivision			
Project Address: Turtle Pond Road & Edwards Street		Tax Map #: 32.295-1-23.000	Zoning District A2
Property Owner Name: Chairman Properties, LLC		Applicant Name (if different): Thomas W. Lockwood	
Address: P.O. Box 3667		Address: 2230 Falls Circle	
City: Vero Beach	State: FL	City: Vero Beach	State: FL
Phone:	Zip: 32964	Phone: (772) 473-9185	Zip: 32967
Email:		Email: smrttwl@att.net	

Please provide a written description of the proposed project

### Narrative

The proposed project is a 3-Lot Subdivision of 24.80+/- acres creating three new building lots. Lot 1 is a 1.17+/- acre lot with frontage on Turtle Pond Road. Lot 2 is a 12.72+/- acre lot with frontage on Turtle Pond Road and Lot 3 is a 10.91+/- acre lot with frontage on Edwards Street. One new single-family dwelling is proposed for each lot serviced by the Village of Saranac Lake Municipal water and wastewater treatment systems.

Property Owner Signature(required):

Date: 1-14-25

Applicant Signature(if different):

Date:



# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

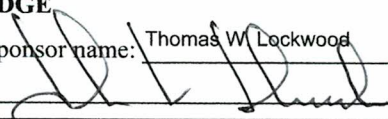
Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>							
Thomas W. Lockwood							
Name of Action or Project: Lockwood 4-Lot Subdivision							
Project Location (describe, and attach a location map): Turtle Pond Road & Edwards Street							
Brief Description of Proposed Action: The proposed project is a 3-Lot Subdivision of the 24.80+/- acre site creating 3 new building lots. Lot 1 is a 1.17+/- acre lot, Lot 2 is a 12.72+/- acre lot and Lot 3 is a 10.91+/- acre lot. One new single-family dwelling is proposed for each lot serviced by the Village of Saranac Lake Municipal water and wastewater treatment systems.							
Name of Applicant or Sponsor: Thomas W. Lockwood		Telephone: (772) 473-9185					
		E-Mail: snrttwl@att.net					
Address: 2230 Fall Circle							
City/PO: Vero Beach		State: FL	Zip Code: 32967				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">NO</td> <td style="text-align: center;">YES</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">NO</td> <td style="text-align: center;">YES</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
3.a. Total acreage of the site of the proposed action?		24.80+/- acres					
b. Total acreage to be physically disturbed?		3+/- acres					
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		24.80+/- acres					
4. Check all land uses that occur on, adjoining and near the proposed action.							
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland							



5. Is the proposed action, a. A permitted use under the zoning regulations?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: <u>wetlands</u>	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: Construction of a new single family dwelling on each of the three new building lots that will meet state building code requirements	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input checked="" type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES Roof runoff from the newly constructed single family dwellings will be contained on each of the lots			



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> Applicant/sponsor name: <u>Thomas W Lockwood</u> Date: <u>1-18-25</u> Signature: <u></u>		





## Village of Saranac Lake

Community Development Department  
39 Main St.  
Saranac Lake, NY 12983  
Phone (518) 891-0490  
Fax (518) 891-5928  
[www.saranaclakeny.gov](http://www.saranaclakeny.gov)

### VILLAGE OF SARANAC LAKE WATERFRONT ASSESSMENT FORM (WAF)

#### Section A. Instructions

Instructions: Applicants or, in the case of direct actions, Village agencies, shall complete this WAF for proposed actions which are subject to the LWRP consistency review law. This assessment is intended to supplement other information used by a Village agency in making a determination of consistency with the Village's Local Waterfront Revitalization Program.

Before answering the questions in Section C, the preparer of this form should review the policies and explanations of policy contained in the Local Waterfront Revitalization Program (LWRP), a copy of which is on file in the Village of Saranac Lake, 39 Main St., Second Floor, Saranac Lake, NY 12983 or online at [www.saranaclakeny.gov](http://www.saranaclakeny.gov). A proposed action should be evaluated as to its significant beneficial and adverse effects upon the waterfront area.

If any question in Section C on this form is answered "yes", then the proposed action may affect the achievement of the LWRP policy standards and conditions contained in the consistency review law. Thus, the actions should be analyzed in more detail and, if necessary, modified prior to making a determination that it is consistent to the maximum extent practicable with the LWRP policy standards and conditions. If an action cannot be certified as consistent with the LWRP policy standards and conditions, it shall not be undertaken.

#### SECTION B. Description of Site and Proposed Action

1. Name of applicant: <b>Thomas W. Lockwood</b>	
2. Mailing address: <b>2230 Falls Circle, Vero Beach, FL 32967</b>	3. Telephone Number: <b>(772) 473-9185</b>
4. Location of action: <b>Turtle Pond Road &amp; Edwards Street</b>	5. Tax Map # (s): <b>32.295-1-23.00</b>
6. Size of site: <b>24.80+/- acres</b>	7. Present land use(s): <b>vacant</b>
8. Present zoning classification: <b>A2</b>	9. Percentage of site which contains slopes of 15% or greater: <b>5%</b>
10. Type of action (check appropriate response) <input type="checkbox"/> Directly undertaken (e.g. capital construction, planning activity, agency regulation, land transaction) <input type="checkbox"/> Financial assistance (e.g. grant, loan, subsidy) <input checked="" type="checkbox"/> Permit, approval, license, certification <input type="checkbox"/> Agency undertaking action: <b>Adirondack Park Agency &amp; the Village of Saranac Lake</b>	
11. Streams, lakes, ponds, or wetlands existing within or continuous to the project area? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, Waterbody Name: <b>wetlands</b> Waterbody Size(in acres): <b>16.87 acres</b>	
12. Describe nature and extent of action: <b>3-lot subdivision and construction of 3 single family dwellings</b>	
13. Describe any unique or unusual land forms on the project site (i.e. bluffs, ground depressions, other geological formations): <b>n/a</b>	
14. Will the action be directly undertaken, require funding, or approval by a State or Federal Agency? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, which State or Federal Agency?	



**SECTION C. Waterfront Assessment** (To be completed by reviewing agency)

- 1. Will the proposed action have a significant effect upon:**

- [illegible]

2. Will the proposed action involve or result in any of the following:

- [illegible]

### 3. Project:

- [illegible]

### SECTION D. Remarks or Additional Information

For questions answered "Yes" in Section C, explain methods you will undertake to reduce adverse effects. Review the LWRP to see if the project is consistent with each policy. List policies the project is not consistent with and explain all mitigating actions. Add any additional sheets necessary to complete this form.

See attached survey map and project narrative for more details about the project site and the proposed subdivision



**SECTION E. Preparer Information**

Preparer's Name (Please print): George V. Outcalt, Jr.

Title: Authorized Representative for Thomas W. Lockwood

Organization Name: Adirondack Environmental Consulting

Phone Number: (518) 637-6647

Signature: George V. Outcalt, Jr.

Date: 1-14-25

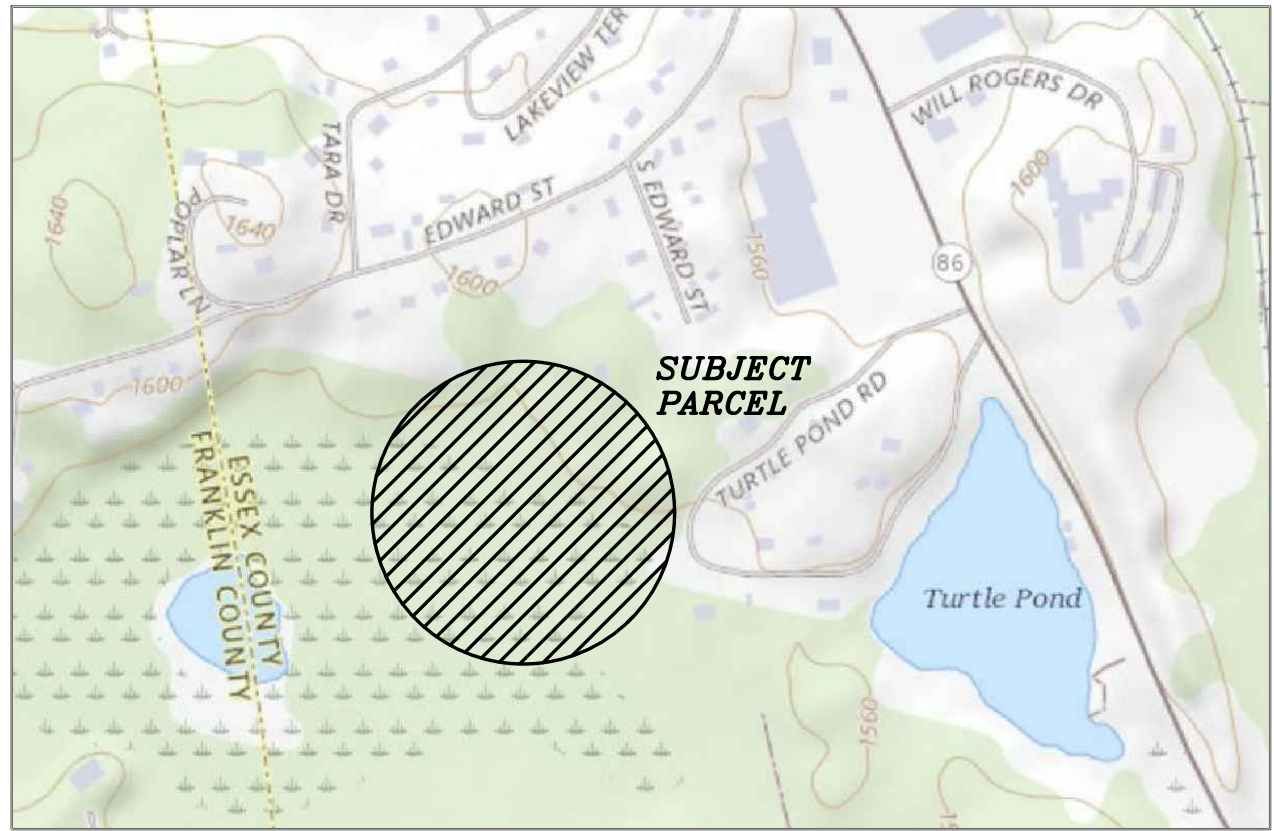
**SECTION F. Determination of LWRP Consistency (To be completed by the Planning Board)**

The Village of Saranac Lake Planning Board finds that the above referenced project is:

- ☐ consistent with LWRP policy standards and conditions.  
☐ not consistent with LWRP policy standards and conditions and shall not be undertaken.

\_\_\_\_\_  
Print Name of Planning Board Chair\_\_\_\_\_  
Signature of Planning Board Chair\_\_\_\_\_  
Date





LOCATION MAP  
NOT TO SCALE

- LEGEND**
- Boundary Line
  - Adjoiner Line
  - Road (paved)
  - Overhead wires
  - Fenceline
  - Catch basin
  - Manhole
  - Utility pole
  - Hydrant
  - Water valve
  - Tree line
  - Found iron pipe/rebar
  - Set 5/8" capped rebar
  - Calculated corner

**NOTES**

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AVANA FORSYTH  
BRUCE B. FORSYTH  
Reputed Owner  
L. 839 Pg. 324

Tax Parcel 458-2-28.4

ADRIAN VAUGHN  
Reputed Owner  
L. 2011 Pg. 982

Tax Parcel 458-3-7

MARY CHERES HOPKINSON  
Reputed Owner  
L. 1870 Pg. 261

TONNIE C. HENRY  
MARY E. HENRY  
Reputed Owner  
L. 886 Pg. 4

COLIN S. MILLER  
SHARRON D. MILLER  
Reputed Owner  
L. 1881 Pg. 154

Tax Parcel 32.295-1-31.1

WILLIAM W. REILEY  
Reputed Owner  
L. 1802 Pg. 318

Tax Parcel 32.295-1-3.2

KANG CHAO  
YI-CHIA LEE  
Reputed Owner  
L. 2132 Pg. 136

Tax Parcel 32.295-1-18

ENVER CECUNJANIN  
SELVIJA CECUNJANIN  
Reputed Owner  
L. 1528 Pg. 321

Tax Parcel 32.295-1-19

BRAIN JOHN BOGART  
JANE R. BOGART  
Reputed Owner  
L. 2068 Pg. 297

Tax Parcel 32.295-1-21

ELLEN A. CAMPION  
Reputed Owner  
L. 1489 Pg. 286

Tax Parcel 32.311-1-2

GARY A. SEMO  
KAREN M. SEMO  
Reputed Owner  
L. 1924 Pg. 34

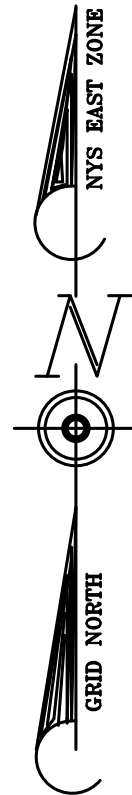
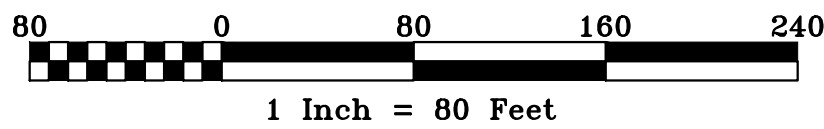
Tax Parcel 32.296-2-14

TRUSTEES VILLAGE SARANAC LAKE  
Reputed Owner  
L. 501 Pg. 79

Tax Parcel 32.311-1-1

STATE OF NEW YORK  
Reputed Owner  
L. 151 Pg. 126

Tax Parcel 32.3-2-3



Robbie LaLonde, LS  
P.O. BOX 1277 SARANAC LAKE, NY  
518-891-6218 Phone  
rlalonde@geomaticslls.com www.geomatics.pro

MAP OF SITE PLAN  
PREPARED FOR  
CHAIRMAN PROPERTIES, LLC

SITUATE IN VILLAGE OF SARANAC LAKE  
TOWN OF NORTH ELBA, COUNTY OF ESSEX, AND STATE OF NEW YORK.

1. Added contours and bld. envelopes.  
REL 08/13/24

REVISIONS / DATE / BY

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CHECKED BY REL

DRAWN BY REL

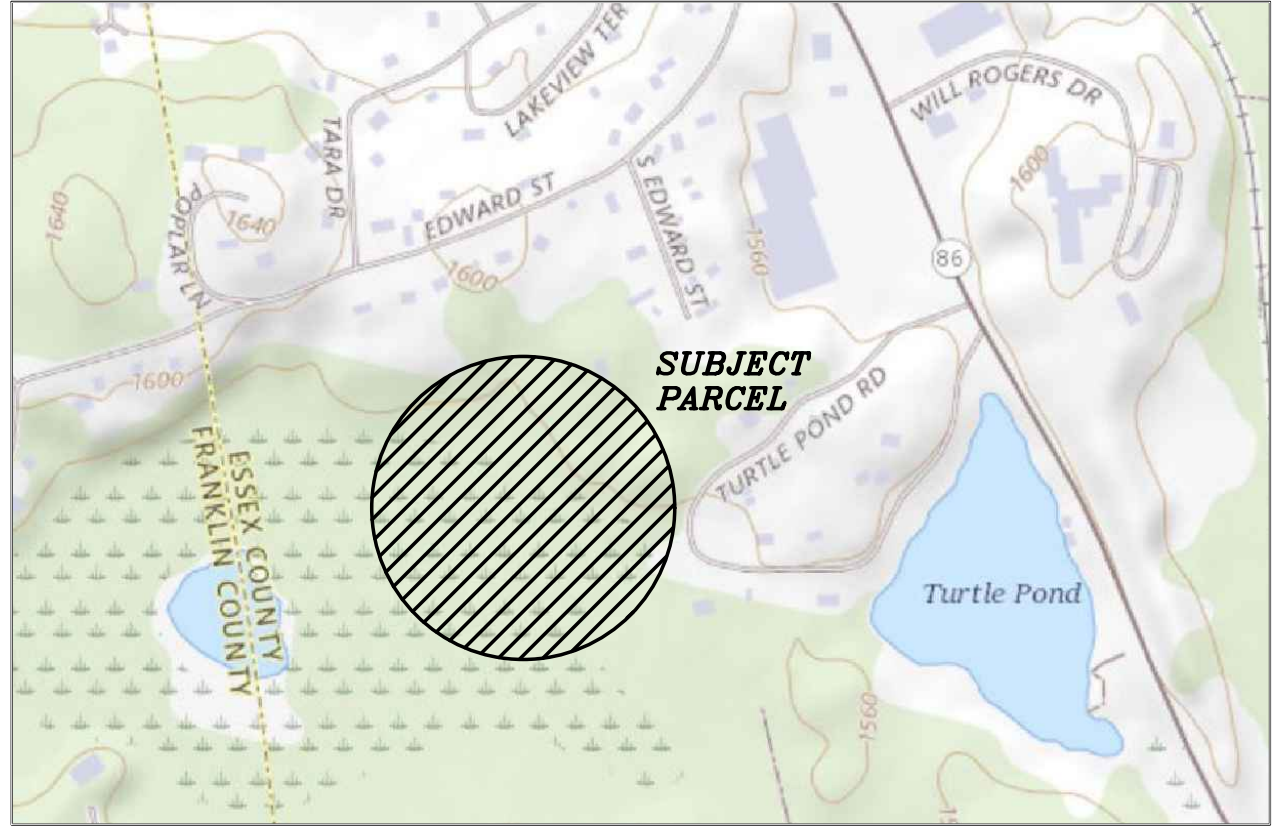
DATE SURVEY 11/17/2023  
MAP 02/01/2024

SCALE IN./FT. 1"=80'  
RATIO 1:960

TAX MAP NO. 32.295-1-23

MAP NO. 23047





LOCATION MAP  
NOT TO SCALE

LEGEND

Boundary Line	
Adjoiner Line	
Road (paved)	
Overhead wires	
Fenceline	
Catch basin	
Manhole	
Utility pole	
Hydrant	
Water valve	
Tree line	
Found iron pipe/rebar	
Set 5/8" capped rebar	
Calculated corner	

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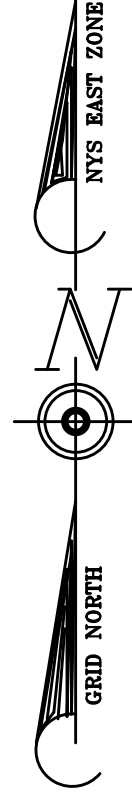
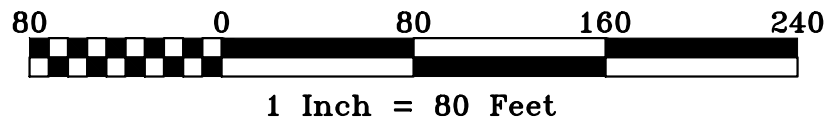
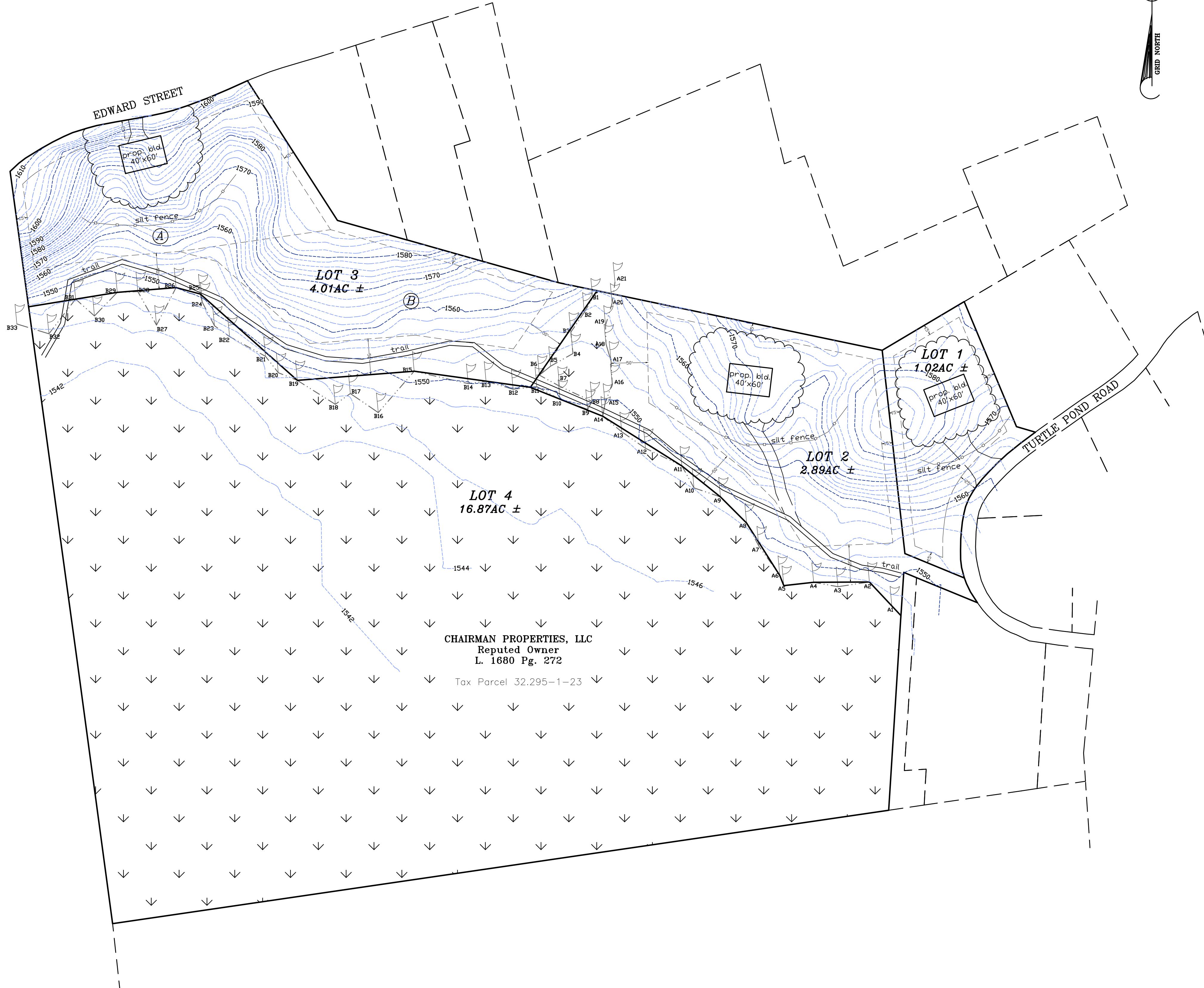
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SITUATE IN VILLAGE OF SARANAC LAKE  
TOWN OF NORTH ELBA, COUNTY OF ESSEX, AND STATE OF NEW YORK.

1. Added contours and bld. envelopes.  
REL 08/13/24

REVISIONS / DATE / BY

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CHECKED BY REL

DRAWN BY REL

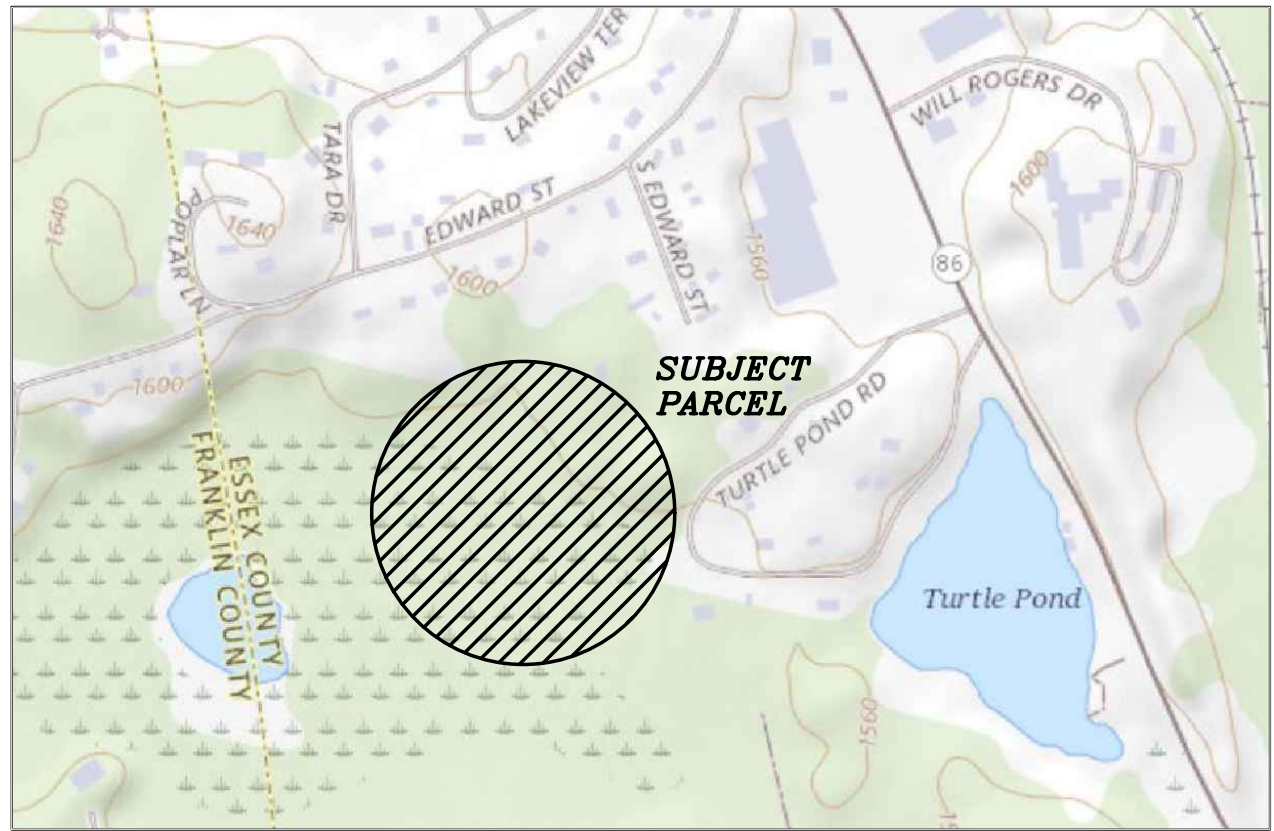
DATE SURVEY 11/17/2023  
MAP 02/01/2024

SCALE IN./FT. 1"=80'  
RATIO 1:960

TAX MAP NO. 32.295-1-23

MAP NO. 23047





LOCATION MAP  
NOT TO SCALE

LEGEND

Boundary Line	
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Road (paved)	
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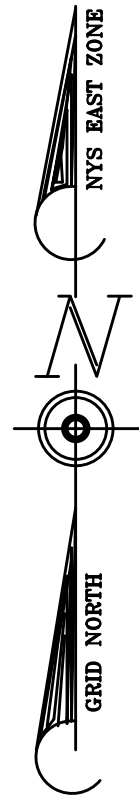
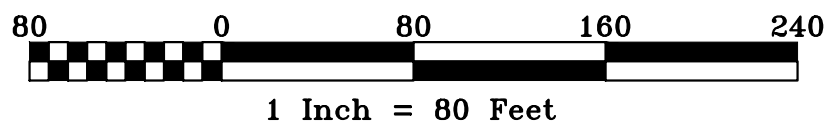
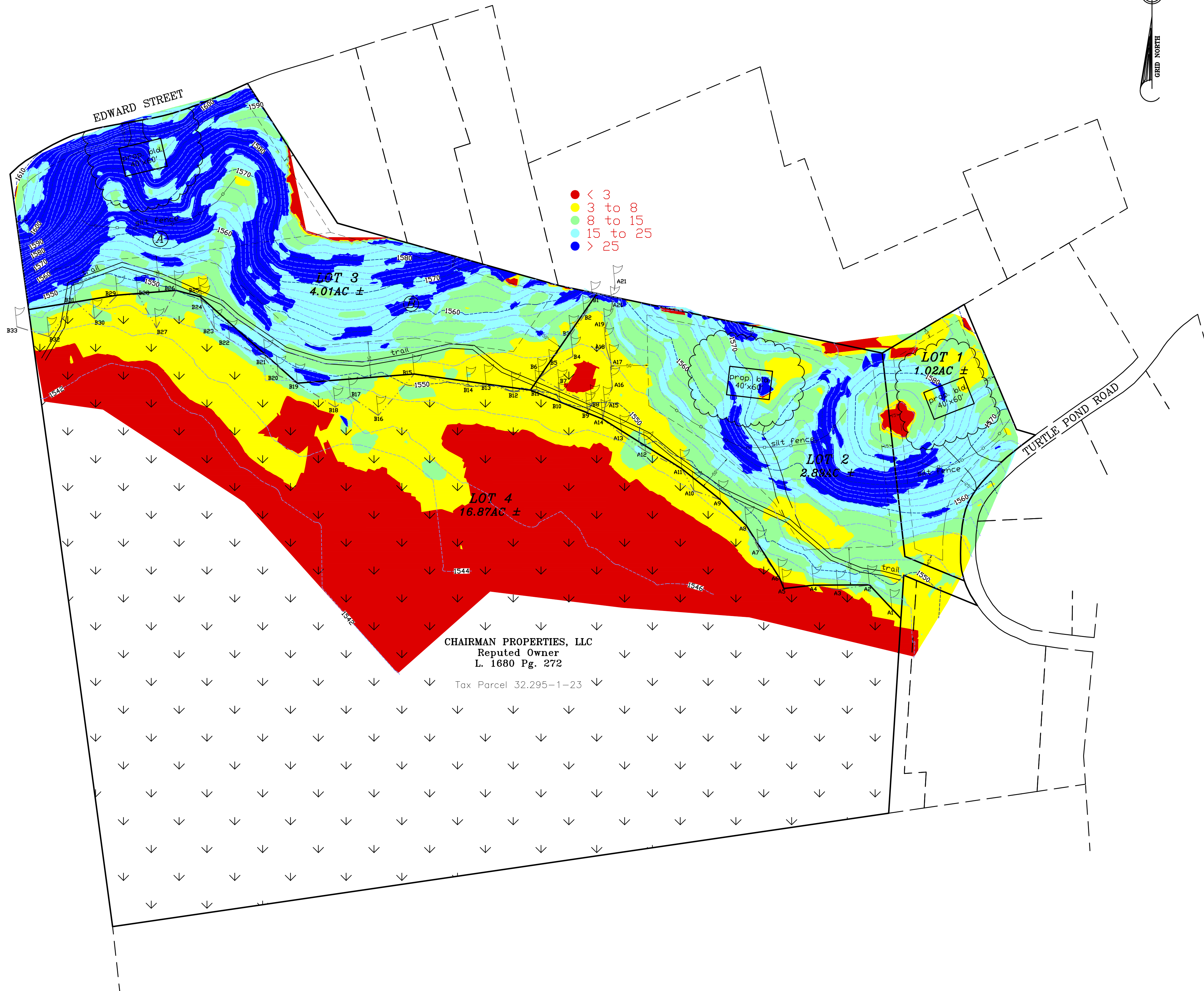
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