Village of Saranac Lake - Planning Department
39 Main St.
Saranac Lake, NY 12983
Phone (518) 891-4150
www.saranaclakeny.gov

Instructions:
- A complete application must include a Plot Plan with all information pertinent to the project (a Plot Plan example is attached)
- Administrative Review application fee - $100.00
- Incomplete applications will not be processed
- Administrative Review regulations can be found at: https://ecode360.com/31626194
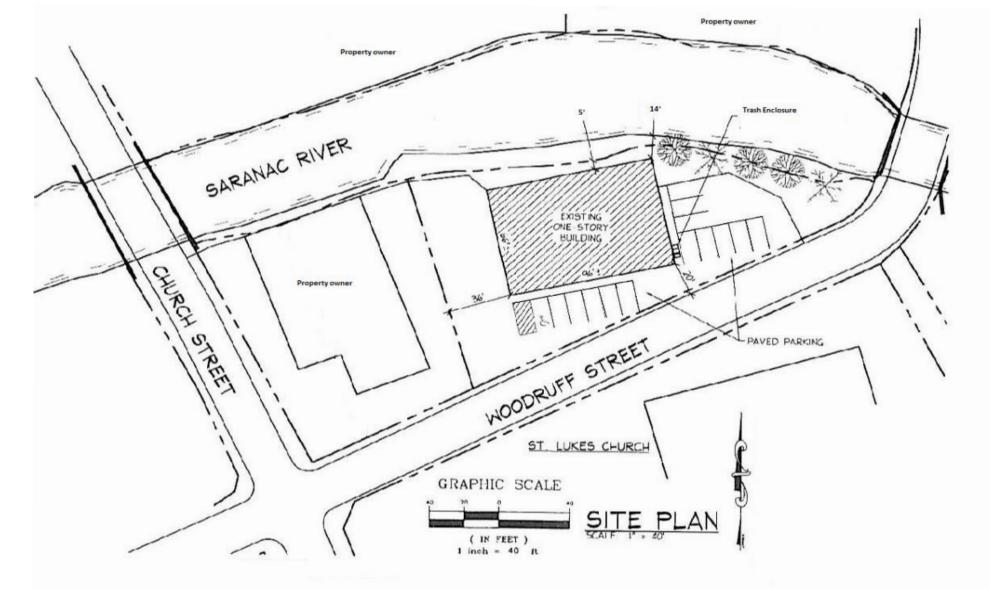
ADMINISTRATIVE REVIEW APPLICATION

Project Address:			Tax Map #:		Zoning District	
Property Owner Name:			Applicant Name (if different):			
Address:			Address:			
City:		State:	City:			State:
Phone:		Zip:	Phone:			Zip:
Email:			Email:			

Please provide a written description of the project and description of adjustment requested.

Narrative

Property Owner Signature(required):_____ Date:_____

Applicant Signature(if different):_____ Date:_____

Property owner

Property owner

SARANAC RIVER

5'

14'

Trash Enclosure

CHURCH STREET

Property owner

EXISTING
ONE-STORY
BUILDING

36'

PAVED PARKING

WOODRUFF STREET

ST. LUKES CHURCH

GRAPHIC SCALE

SITE PLAN
SCALE 1" = 40'

(IN FEET)
1 inch = 40 ft

Site Plan Checklist: This sample plan is for reference only. Your plan may require additional information

Property boundaries with setbacks, plotted to scale

Adjoining property owner names

Locations, use and height of existing and proposed structures

Location, width and name of adjacent streets

Parking/loading areas with spaces delineated

Cardinal direction

Site ingress/egress indicated

Areas of impervious surface

Other elements required by the Code Administrator