



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

APPLICATION #: _____

DATE RECEIVED: _____

DATE PAID: _____

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

Incomplete application forms will not be accepted. If you have questions when filing out the application, please contact the Community Development Department.

- Step 1:** Complete Sections 1-2 and submit to comdevassist1@saranaclakeny.gov. Submit **application fee of \$50.00**, in accordance with the [Building, Planning, Zoning, and Public Works Fee Schedule](#). Make check payable to Village of Saranac Lake.
- Step 2:** Local Administrator completes Flood Plain Determination (Section 3).
- Step 3:** IF, Local Administrator determines development is or may be in a flood prone area, then the Administrator will complete Section 4 and send it to the applicant for a response.
- Step 4:** Applicant submits required info from Section 4 to comdevassist1@saranaclakeny.gov.
- Step 5:** Local Administrator reviews submission and issues a Floodplain Development Permit if application is complete.
- Step 6:** Applicant's registered professional engineer completes Section 6 and submits required documentation after the project is complete.
- Step 7:** Local Administrator conducts an inspection and completes Section 7.
- Step 8:** If no deficiencies are noted during the inspection, then the Local Administrator will issue a Certificate of Compliance to the applicant. If deficiencies are noted during inspection, then the applicant will need to address those deficiencies before a Certificate of Compliance is issued.

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 information above should be emailed and brought to the Village of Saranac Lake, 39 Main St., Saranac Lake, NY 12983.

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

SECTION 1: GENERAL PROVISIONS

1. No work may start until a permit is issued
2. The permit may be revoked if any false statements are made herein
3. If revoked, all work must cease until permit is reissued
4. Development shall not be used or occupied until a Certificate of Compliance is issued
5. The permit is invalid if no work is commenced within six months of issuance AND expires two years from date of issuance
6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements
7. Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance
8. I, the Applicant, certify that all statements herein and in attachments to this application are, to the best of my knowledge, true and accurate.

Applicant's Signature _____ **Date**

SECTION 2: PROPOSED DEVELOPMENT

Applicant Information	
Applicant Name	
Applicant Address	
Mailing Address, If Different	
Applicant Email	
Applicant Phone	

Builder Information	
Builder Name	
Builder Address	
Mailing Address, If Different	
Builder Email	
Builder Phone	

Engineer Information	
Engineer Name	
Engineer Address	
Mailing Address, If Different	
Engineer Email	
Engineer Phone	

Project Location:

Street Address:

To avoid delay in processing the application, please provide enough information to easily identify the project location. Provide the street address, lot number or legal description (attach) and, outside urban areas, the distance to the nearest intersecting road or well-known landmark. Please attach a map and sketch showing the project layout to this application.

Description Of Work (Check all applicable boxes):

Structural Development

ACTIVITY	STRUCTURE/TYPE
<input type="checkbox"/> New Structure	<input type="checkbox"/> Residential (1-4 Family)
<input type="checkbox"/> Addition	<input type="checkbox"/> Residential (More than 4 Family)
<input type="checkbox"/> Alteration	<input type="checkbox"/> Non-residential (Floodproofing?)
<input type="checkbox"/> Relocation	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Demolition	<input type="checkbox"/> Combined Use (Residential & Commercial)
<input type="checkbox"/> Replacement	<input type="checkbox"/> Manufactured (Mobile) Home
	<input type="checkbox"/> In Manufactured Home Park
	<input type="checkbox"/> Yes <input type="checkbox"/> No

Estimated Cost of the Project:

Other Development Activities:

<input type="checkbox"/> Fill	<input type="checkbox"/> Mining	<input type="checkbox"/> Drilling	<input type="checkbox"/> Grading
<input type="checkbox"/> Excavation (Except for Structural Development Checked Above)			
<input type="checkbox"/> Watercourse Alteration (Including Dredging and Channel Modifications)			
<input type="checkbox"/> Drainage Improvements (Including Culvert Work), Stormwater Control Structures or Ponds			
<input type="checkbox"/> Road, Street or Bridge Construction			
<input type="checkbox"/> Subdivision (New or Expansion)			
<input type="checkbox"/> Individual Water or Sewer System			
<input type="checkbox"/> Other (please specify):			

Applicant's Signature _____ Date

STOP – SUBMIT TO COMMUNITY DEVELOPMENT DEPARTMENT
comdevassist1@saranacounty.gov

SECTION 3: FLOODPLAIN DETERMINATION (To be completed by LOCAL ADMINISTRATOR)			
The proposed development is located on FIRM Panel No.		Date:	
The Proposed Development:			
<input type="checkbox"/> The proposed development is reasonably safe from flooding. Entire property is in Zone B, C or X.			
<input type="checkbox"/> The proposed development is in/or adjacent to a flood prone area. 100-Year flood elevation at the site is:			
Feet	<input type="checkbox"/> NGVD 1929	<input type="checkbox"/> NAVD 1988 (MSL)	<input type="checkbox"/> Unavailable
<input type="checkbox"/> See Section 4 for additional instructions for development that is or may be in a flood prone area.			

Local Administrator's Signature _____ Date _____

SECTION 4: ADDITIONAL INFORMATION REQUIRED (To be completed by LOCAL ADMINISTRATOR)			
The Applicant must submit the documents checked below before the application can be processed:			
<input type="checkbox"/> A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions and proposed development.			
<input type="checkbox"/> Development plans and specifications, drawn to scale, including where applicable; details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used below the first floor, details of floodproofing and utilities located below the first floor, details of enclosures below the first floor, openings in foundation for entry and exit of floodwaters.			
Other:			
<input type="checkbox"/> Elevation Certificate			
<input type="checkbox"/> Subdivision or other development plans (if the subdivision or other development exceeds 50 lots or five acres, whichever is the lesser, the applicant MUST provide 100-year flood elevations if they are not otherwise available).			
<input type="checkbox"/> Plans showing the watercourse location, proposed relocations, floodway location.			
<input type="checkbox"/> Topographic information showing existing and proposed grades, location of all proposed fill.			
<input type="checkbox"/> Top of new fill elevation	Feet	<input type="checkbox"/> NGVD 1929	<input type="checkbox"/> NAVD 1988 (MSL)
<input type="checkbox"/> PE Certification of Soil Compaction			
<input type="checkbox"/> Floodproofing protection level (non-residential only) <input type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 (MSL) For floodproofed structures, applicant must attach certification from registered engineer or architect.			
<input type="checkbox"/> Other			

SECTION 5: PERMIT DETERMINATION (To be completed by LOCAL ADMINISTRATOR)

I have determined that the proposed activity A. IS B. IS NOT in conformance with provisions of Local Law No. _____, (Year) _____. This permit is hereby issued subject to the conditions attached to and made part of this permit.

Local Administrator's Signature:	Date:
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If BOX A is checked, the local Administrator may issue a Development Permit upon payment of designated fee, if applicable.

If Box B is checked, the local Administrator will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the local Administrator or may request a hearing from the Board of Appeals.

Expiration Date:

APPEALS:	Appealed to Board of Appeals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Hearing date:		
	Appeals Board Decision – Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Conditions:

SECTION 6: AS-BUILT ELEVATIONS (To be submitted by APPLICANT before Certificate of Compliance is issued)

The following information must be provided for project structures. This section must be completed by a registered professional engineer or a licensed land surveyor (or attach a certification to this application).

Complete 1 or 2 below

- Actual (As-Built) elevation of the top of the lowest floor, including basement (in Coastal High Hazard Areas, bottom of lowest structural member of the lowest floor, excluding piling and columns) is:

Feet	<input type="checkbox"/> NGVD 1929	<input type="checkbox"/> NAVD 1988 (MSL)
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Attach Elevation Certificate FEMA Form 81-31

- Actual (As-Built) elevation of floodproofing protection is:

Feet	<input type="checkbox"/> NGVD 1929	<input type="checkbox"/> NAVD 1988 (MSL)
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Attach Elevation Certificate FEMA Form 81-65

NOTE: Any work performed prior to submittal of the above information is at the risk of the Applicant.

SECTION 7: COMPLIANCE ACTION (To be completed by LOCAL ADMINISTRATOR)

The LOCAL ADMINISTRATOR will complete this section as applicable based on inspection of the project to ensure compliance with the community’s local law for flood damage prevention.

INSPECTIONS		
DATE	INSPECTOR’S NAME	DEFICIENCIES
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 8: CERTIFICATE OF COMPLIANCE (To be completed by LOCAL ADMINISTRATOR)

Certificate of Compliance Issued on:

By:

Title: