



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 #:	SUP-STR-002
Major <input type="checkbox"/>	Minor <input checked="" type="checkbox"/>
DATE RECEIVED:	8/15/23
DATE PAID:	8/15/23

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, 2023¹

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.**

- 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

¹ 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.

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
 - 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)
 - Parking plan
 - Proposed Landscaping
 - Garbage storage
 - Explain the need for managing stormwater and drainage facilities that will be utilized in preventing flooding and erosion

This is a 3BR 2FB house being rented in it's entirety. This is it's primary & only use at this time. I cap it @ 6 guests. It has a long driveway adjacent to the house. There is a locking lid outdoor trash container that I empty after each guest checks out. I am proposing no changes inside or out. House is in the village & connected to services. Firepit is a portable one that sits in back yard during summer. It's covered with a screen dome. No fencing/landscaping. There is no sign.

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

None

10.

If you are operating a new business at the project location, provide the following information	
Name of Business	N/A
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?

I've been doing this since 2018 Rugby weekend. I've had no complaints, only compliments from my adjacent neighbors.

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

It will have no impact -
There has not been one complaint lodged since 2018 inception -

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.

It's connected to village water & sewer currently.

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.

Driveway for parking means No Effect on pedestrian safety one way or the other.

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 will remain the same design, layout of structures, provision of ~~the~~ buffer areas & operation of proposed use like the last 5 years.

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?

?

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.

*This is a formality —
from my understanding*

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

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

Name	Company	Profession	Phone	Email

Applicant's Signature *Kelly Sullivan* Date *11-30-23*

Property Owner's Signature *Kelly Sullivan* Date *11-30-23*

For Office Use Only - Essex County Referral	Y	N
Property is located within 500 feet of:		
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: Moody Pond Rental			
Project Location (describe, and attach a location map): 97 Forest Hill Ave			
Brief Description of Proposed Action: Short term Rental			
Name of Applicant or Sponsor: Kelli OSullivan		Telephone: 518 637 6937	
Address: 105 Forest Hill		E-Mail: purplemountain@aol.com	
City/PO: SL NY		State:	Zip Code: 12983
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.		NO <input checked="" type="checkbox"/>	YES <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: Village of Saranac Lake		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		.09 acres	
b. Total acreage to be physically disturbed?		0 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.			
<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 checked="" type="checkbox"/> Other (specify): Vacant			
<input type="checkbox"/> Parkland			

<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>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</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>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</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>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: <u>Kellie Sullivan</u> Date: <u>11-30-23</u></p> <p>Signature: <u>Kellie Sullivan</u></p>		



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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. 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>Kelli O'Sullivan</i>		3. Telephone Number: <i>518 637 6937</i>	
2. Mailing address: <i>105 Forest Hill SL NY 12983</i>		5. Tax Map # (s):	
4. Location of action: <i>97 Forest Hill Av</i>		7. Present land use(s): <i>House</i>	
6. Size of site: <i>.09 acres</i>		9. Percentage of site which contains slopes of 15% or greater: <i>0%</i>	
8. Present zoning classification: <i>Residential</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>Short Term Rental Permit</i>			
13. Describe any unique or unusual land forms on the project site (i.e. bluffs, ground depressions, other geological formations): <i>None</i>			
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? _____			



SWIS: 154003

Print Key: 32.183-1-7.000

Comment: file photo

97 Forest Hill Ave.

Kelli O'Sullivan, owner



December 2022

View

January 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
\$250	\$150	\$150	\$111	\$111	\$111	\$111
8	9	10	11	12	13	14
\$111	\$111	\$111	\$111	\$111	\$150	
15	16	17	18	19	20	21
	\$150	\$150	\$150	\$150	\$150	
22	23	24	25	26	27	28

Past guest

Rich Billsback

Moody Pond Home~Walk to Mount Baker or Downtown SL
Jan 14 - 16 (2 nights)
4 guests



Rich's review:

Absolutely beautiful, quiet location. Morning walks around the pond are...

[Show review](#)

About Rich

★ [5.0 rating from 11 reviews](#)

✓ [Identity verified](#)

Joined Airbnb in 2015

Lives in

[Show profile](#)





32.9-3-12.000

32.9-3-13.000

32.183-1-6

32.183-1-7 000

32.183-1-6.000

★ ★ Garbage Receptacles

★ Driveway will accommodate 4 cars or 3 trucks.



32.9-3-5.000

32.9-3-6.000

32.9-3-7.000

32.

32.9-3-11.000

32.9-3-12.000

32.9-3-13.000

32.9-3-14.000

32.9-3-10.000

32.183-1-10.000

32.9-3-2.000

32.183-1-5.000

32.183-1-6.000

32.183-1-7.000

32.183-1-8.000

Forest Hill Ave

* Both parcels owned by applicant

32.183-1-9.000

32.183-2-27.000

32.183-2-26.000

Property Dimensions/Boundaries

