



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-008
Major <input type="checkbox"/>	Minor <input checked="" type="checkbox"/>
DATE RECEIVED:	8/30/23
DATE PAID:	8/23/2023

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.

SPECIAL USE PERMIT APPLICATION

Applicant Information	
Applicant Name	Felicia Spence
Applicant Address	498 Forest Hill Ave, Saranac Lake, NY 12983
Mailing Address, If Different	10770 Stage Rd, Clarence, NY 14031
Applicant Email	flspence27@gmail.com
Applicant Phone	585-813-6063

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 498 Forest Hill Ave, Saranac Lake, NY 12983

2. Tax Map #

3. Zoning District

4. Current Lot Size 4,791 sqft

5. Building square footage 1,537 Existing
 Proposed

6. Property/Building use

- a. Present use of property, (i.e., commercial, residential, mixed, vacant): Residential
- b. Proposed use of property: STR
- c. For mixed-use buildings:

Level	Current Use	Proposed Use
Basement		
1st		
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
 - 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

498 Forest Hill is a residential home being using for STR as the primary use.

There are no proposed interior changes.

The STR will be operating 365 days/yr, 24hrs/day

The utilities are existing. There is public sewer and water. Propane is used for stovetop, and oil is used for furnace

The anticipated max number of users is 8 people per booked stay.

There will be no exterior features added or changed.

The STR includes 4 bedrooms and 2 full bathrooms.

The parking plan is off street in the shared driveway with not more than 2 cars per booked stay

There are no proposed landscaping plans

Garbage storage is in plastic bins

Stormwater and drainage systems were in place upon purchasing property

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	STR
Hours of Operation	365 days, 24hrs/day

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

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

Name	Company	Profession	Phone	Email

Applicant's Signature  Date 8/23/23

Property Owner's Signature  Date 8/23/23

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			
Felicia Spence STR			
Name of Action or Project: STR			
Project Location (describe, and attach a location map): 498 Forest Hill Ave, Saranac Lake, NY 12983			
Brief Description of Proposed Action: 1 family dwelling used as STR			
Name of Applicant or Sponsor: Felicia Spence		Telephone: 585-813-6063	
		E-Mail: flspence27@gmail.com	
Address: 10770 Stage Rd			
City/PO: Clarence		State: NY	Zip Code: 14031
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 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:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		0.11 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.			
<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			

<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>Felicia Spence</u> Date: <u>8/23/23</u></p> <p>Signature: <u>[Signature]</u></p>		



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 Saranac Lake, NY 12983
 Phone (518) 891-0490
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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: Felicia Spence		3. Telephone Number: 585-813-6063	
2. Mailing address: 10770 Stage Rd, Clarence, NY 14031		5. Tax Map # (s):	
4. Location of action: 498 Forest Hill Ave, Saranac Lake, NY 12983		7. Present land use(s): 1 family dwelling	
6. Size of site: 0.11 acres		8. Present zoning classification:	
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: STR special permit	
13. Describe any unique or unusual land forms on the project site (i.e. bluffs, ground depressions, other geological formations):			
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)

	<u>YES</u>	<u>NO</u>
1. Will the proposed action have a <u>significant effect</u> upon:		
(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 <u>involve</u> or <u>result in</u> any of the following:	<u>YES</u>	<u>NO</u>
(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:	<u>YES</u>	<u>NO</u>
(a) If a project is to be located adjacent to shore:		
(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:		
(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"/>

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:

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



Today

Inbox ⁷⁷

Calendar

Insights

Menu ▾

Reservation details

[Print](#)

Past guest

Barbara Voight

The Moody Cure, 13 min drive to Lake Placid

Feb 20 – 26, 2022 (6 nights)

3 guests · \$2,156.31

Barbara's review:

We loved our stay in this warm and charming house. The house is very welcoming with amenities (blankets, kitchen, and bathrooms) that made the stay comfortable. It is in a great location close to restaurants and groceries and is a short drive to Lake Placid and Whiteface. Felicia is a great host and provided timely and helpful information about the house and the area.

About Barbara

**5.0 rating from 1 review****Identity verified**

Joined Airbnb in 2019



Lives in State College, PA

[Show profile](#)

Send or request money

Message

Call

Phone number unavailable

Booking details

Guests

3 adults

[View](#)

Check-in

Sun, Feb 20, 2022

Check-out

Sat, Feb 26, 2022

Booking date

Sat, Jan 29, 2022

Confirmation code

HMMQFH4JY3

Cancellation policy

Flexible

[Show calendar](#)

Guest paid

\$347.33 x 6 nights	\$2,084.00
Cleaning fee	\$139.00
Guest service fee	\$313.84
Occupancy taxes	\$111.15
Total (USD)	\$2,647.99

Host payout

6 nights room fee	\$2,084.00
<u>Show breakdowns</u>	
Cleaning fee	\$139.00
Host service fee (3.0%)	-\$66.69
Total (USD)	\$2,156.31

 **Transaction History**



Calendar note

 Add a private reminder for these dates that only you can view

If your place or belongings were damaged or extra cleaning was needed, we're here to help.

[File a request](#)

Support

 [Report this guest](#) >

 [Get help](#) >

Common questions

Editing a review you wrote

To encourage honest and impartial reviews, we limit the ability of Hosts and guests to edit a review after they've written it. For stays, if you submit your review first, you may edit it anytime within the 14-day review period, up until the other party submits their review. Once both reviews are submitted or the 14-day review period has ended—whichever comes first—both reviews are automatically published and no more changes can be made. Find out how reviews work for stays. For Experiences, reviews are only written by guests. You may edit your review within 48 hours of initially submitting it, even if the review has been published. Find out more more about how reviews work for Experiences.

How do I print receipts and payout details for completed reservations?

To view the trip receipt for a past trip: Open the Airbnb app and tap the Today icon in the menu bar Tap Show all to access your Reservations Tap Total Cost to see the payment breakdown

Refund your guest

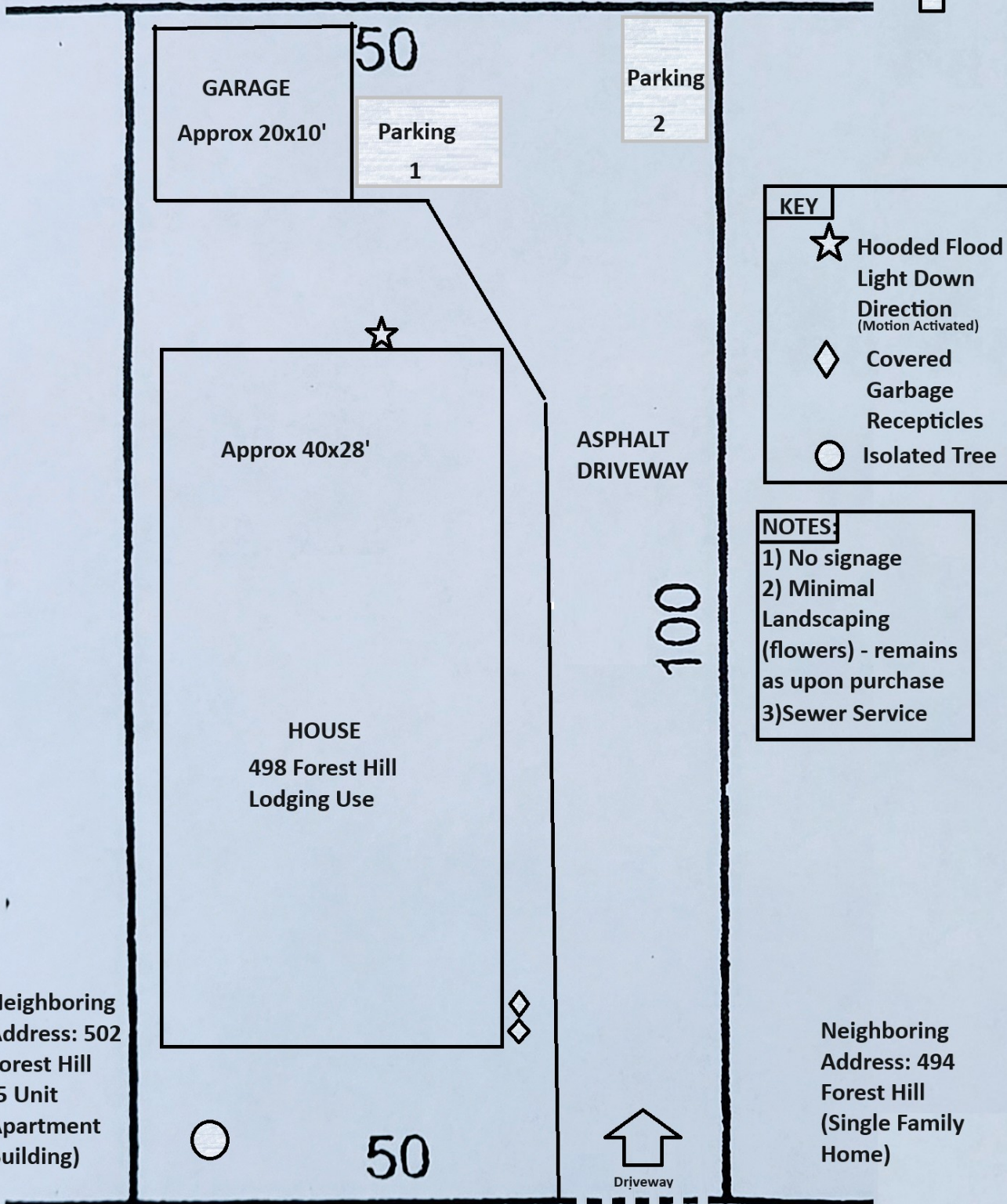
It can happen to the best of Hosts: The wifi is a no-show, or the hot tub isn't hot. If something gets in the way of your guest's good time, you can send them a full or partial refund before, during, or after their stay. We'll

notify them right away, and process the refund within 48 hours. Once you send the money, the transaction is considered final.

Show more topics

SITE PLAN
498 Forest Hill Ave
2 November 2023

NORTH



KEY

- ★ Hooded Flood Light Down Direction (Motion Activated)
- ◇ Covered Garbage Receptacles
- Isolated Tree

NOTES:

- 1) No signage
- 2) Minimal Landscaping (flowers) - remains as upon purchase
- 3) Sewer Service

Neighboring Address: 502 Forest Hill (5 Unit Apartment Building)

Neighboring Address: 494 Forest Hill (Single Family Home)

Forest Hill Ave