



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-013

Major Minor

DATE RECEIVED: 8/31/23

DATE PAID: 8/31/23

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.

SPECIAL USE PERMIT APPLICATION

STR

| Applicant Information | |
|-------------------------------|---|
| Applicant Name | Anne Cook |
| Applicant Address | 37 Woodycrest Road Sarowac Lake NY 12983 |
| Mailing Address, If Different | 78 Will Rogers Drive STE 202 Sarowac Lake |
| Applicant Email | annecook@yahoo.com |
| Applicant Phone | 914 588 1649 or 518 891 3233 |

| If Different from Project Applicant | |
|-------------------------------------|--|
| Property Owner Name | Sarowac Lake Properties LLC |
| Property Owner Address | 78 Will Rogers Dr. Apt 202 Sarowac Lake NY 12983 |
| Mailing Address, If Different | |
| Property Owner Email | annecook@yahoo.com |
| Property Owner Phone | 914 588 1649 |

Project Information

1. Project Address: 37 Woodycrest Road
Sarowac Lake NY 12983
2. Tax Map #: 447.61-7-17
3. Zoning District:
4. Current Lot Size: 7405 sq ft
5. Building square footage: Existing
 Proposed
6. Property/Building use
 - a. Present use of property, (i.e., commercial, residential, mixed, vacant): Residential
 - b. Proposed use of property: Same 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

Continue STR as is.

Q8 Special Use Permit Regarding:

- 1) FULL HOUSE
- 2) GARBAGE + RECYCLE BINS
PICK UP EACH WEEK MONDAY MORN
- 3) 3 BEDROOMS -
- 4) OFF STREET PARKING 2 CARS -

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

10. *N/A*

| 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?

STR as is

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

STR

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.

STR

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?

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.

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 Danne Cook Date _____

Property Owner's Signature _____ Date _____

| 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: | | | | | | | |
| Project Location (describe, and attach a location map): <i>37 WOODYCREST Rd SARANAC LAKE, NY 12983</i> | | | | | | | |
| Brief Description of Proposed Action: <i>SPECIAL USE PERMIT FOR SHORT TERM RENTAL. TAX MAP PARCEL # 447.61-7-17</i> | | | | | | | |
| Name of Applicant or Sponsor: <i>ANNE COOK STEPHEN COOK SARANAC LAKE PROPERTIES LLC</i> | | Telephone: <i>914 588 1649</i> E-Mail: <i>ANNECOOK@YAHOO.COM</i> | | | | | |
| Address: <i>78 WILL ROGERS DR. SUITE 202</i> | | | | | | | |
| City/PO: <i>SARANAC LAKE</i> | | State: <i>NY</i> | Zip Code: <i>12983</i> | | | | |
| 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"/> |
| 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: <i>FRANKLIN COUNTY OCCUPANCY TAX, FRANKLIN CO. TREASURER.</i> | | | <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 checked="" type="checkbox"/></td> </tr> </table> | NO | YES | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| NO | YES | | | | | | |
| <input checked="" 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. | | | | | | | |
| <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 | YES | N/A |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Consistent with the adopted comprehensive plan? | NO | YES | N/A |
| | <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? | NO | YES | |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action? | NO | YES | |
| | <input type="checkbox"/> | <input checked="" 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 type="checkbox"/> | <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 | YES | |
| | <input type="checkbox"/> | <input checked="" 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? | NO | YES | |
| | <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: _____ | NO | YES | |
| | <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 checked="" 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 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: _____ | NO | YES | |
| | <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)? If Yes, explain purpose and size: _____ _____</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? If Yes, describe: _____ _____</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? If Yes, describe: _____ _____</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>JIM GRIEBSCHE</u> Date: <u>11-29-2023</u></p> <p>Signature: <u>[Signature]</u></p> | | |

Phone 578-891-4634
Cell 617-694-2402



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

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>SARANAC LAKE PROPERTIES LLC, ANNIE COOK / STEPHEN COOK</i> | | 3. Telephone Number: <i>914 588 1649</i> |
| 2. Mailing address: <i>78 WILL ROGERS DR. SUITE 202</i> | | 5. Tax Map # (s): <i>447.61-7-17</i> |
| 4. Location of action: <i>37 WOODYCREST RD SARANAC LAKE, NY</i> | | 7. Present land use(s): <i>RESIDENTIAL</i> |
| 6. Size of site: | 9. Percentage of site which contains slopes of 15% or greater: | |
| 8. Present zoning classification: <i>H1</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>SPECIAL USE PERMIT FOR SHORT TERM RENTAL</i> | | |
| 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? _____ | | |

Financial Reporting

Report generated: 29 Nov. 2023

- [Payout summary](#)
- [Bank deposits](#)
- [Pending transactions](#)
-

The list is a real-time summary of the total booking amounts, deductions, and payouts for all properties.

Taxes that are collected and remitted on your behalf are not included in the payout summary. Damage deposits are not factored into the payout amount unless you retain all or a portion of the refundable damage deposit.

Download

01/01/2017 Start

30/11/2023 End

Includes

Payouts within this date range

| Property ID | Address | Bookings | Nights | Gross booking amount | Deductions | Payout |
|-------------|---------|----------|--------|----------------------|------------|--------|
|-------------|---------|----------|--------|----------------------|------------|--------|

| | | | | | | |
|--------------------------|--------|--------------------|-------|-------------|-------------|-------------|
| <input type="checkbox"/> | 916570 | 37 Woodycrest Road | 47182 | \$69,643.70 | -\$5,619.87 | \$64,023.83 |
|--------------------------|--------|--------------------|-------|-------------|-------------|-------------|

| Date | Reservation ID | Guest name | Nights | Gross booking amount | Deductions | Payout |
|------|----------------|------------|--------|----------------------|------------|--------|
|------|----------------|------------|--------|----------------------|------------|--------|

| | | | | | | |
|------------|-----------|-----------------------|---|------------|-----------|------------|
| 2022-12-29 | HA-29CP8Z | David Partlow | 4 | \$1,850.00 | -\$148.00 | \$1,702.00 |
| 2022-10-26 | HA-02VRND | Cathryn Miller-Wilson | 5 | \$1,455.00 | -\$116.40 | \$1,338.60 |
| 2022-10-26 | HA-V6VTKV | Bryan Bigelow | 5 | \$2,525.00 | -\$202.00 | \$2,323.00 |
| 2022-10-26 | HA-R4WSYD | Meg Kerr | 3 | \$1,250.00 | -\$100.00 | \$1,150.00 |
| 2022-10-26 | HA-SSW4H7 | Stephen Socha | 5 | \$2,400.00 | -\$192.00 | \$2,208.00 |
| 2022-10-26 | HA-RWV1S7 | Amanda McGuire | 3 | \$1,500.00 | -\$120.00 | \$1,380.00 |
| 2022-10-26 | HA-RSL7ST | lee c | 4 | \$1,245.00 | -\$99.60 | \$1,145.40 |
| 2022-10-26 | HA-TB893M | Marguerite Waye | 6 | \$2,725.00 | -\$218.01 | \$2,506.99 |

Certificate # 34-1115-0031

County of Franklin
Office of the County Treasurer
Bryon A. Varin
Occupancy Tax Law
Certificate of Authority

The undersigned County Treasurer, having determined upon application, having been duly satisfied, and authorized to execute the instrument, does hereby certify that pursuant to Chapter 117 of the Laws of 2015 of the State of New York, Local Law Number 2 of 2015 of the County of Franklin, that

Saranac Lake Properties, LLC

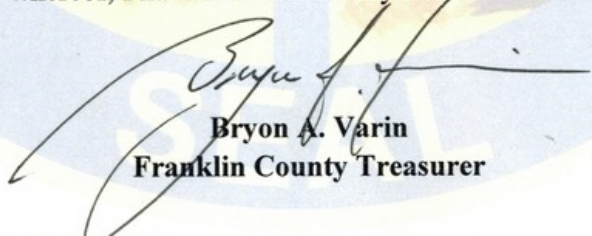
Located at,

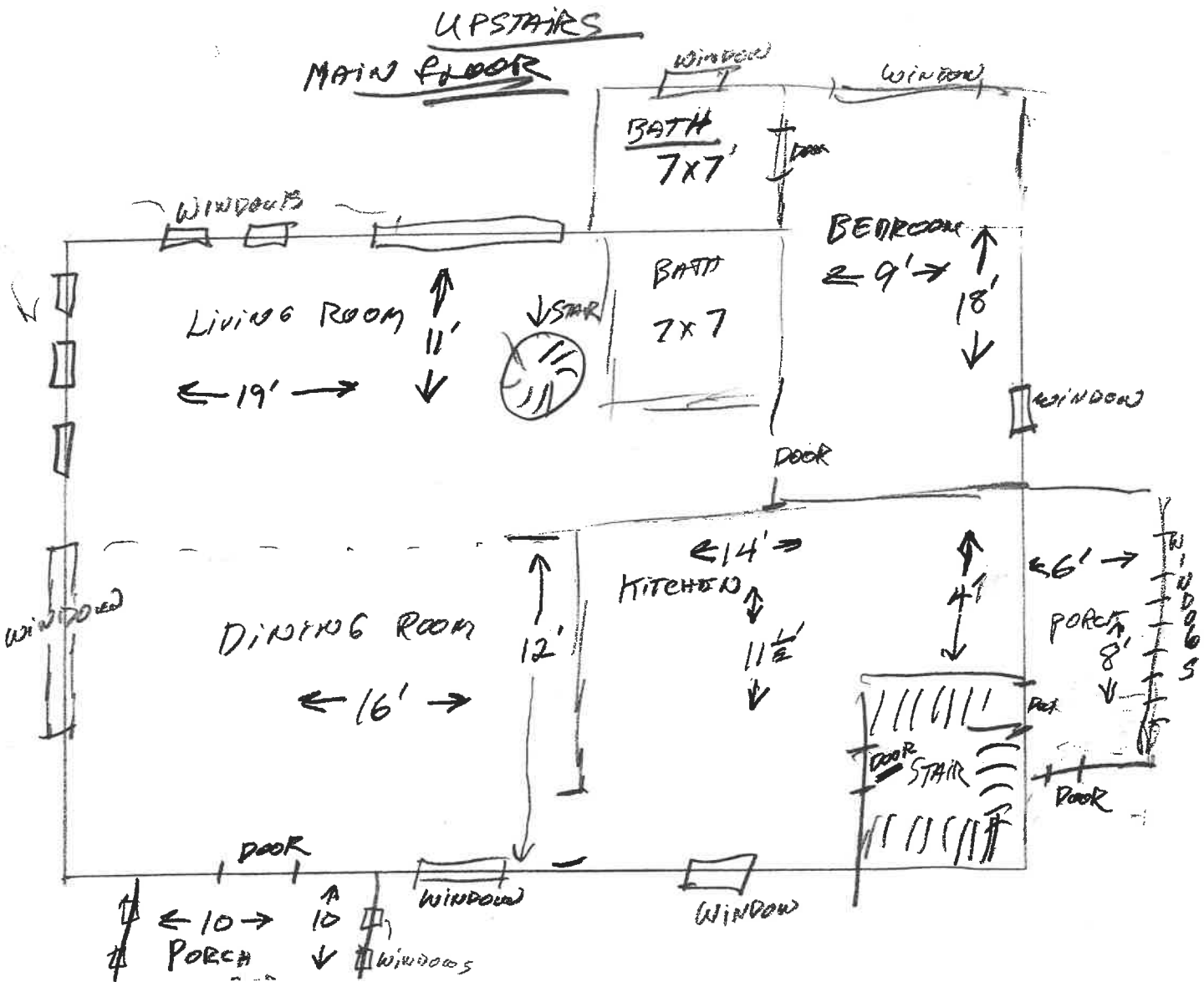
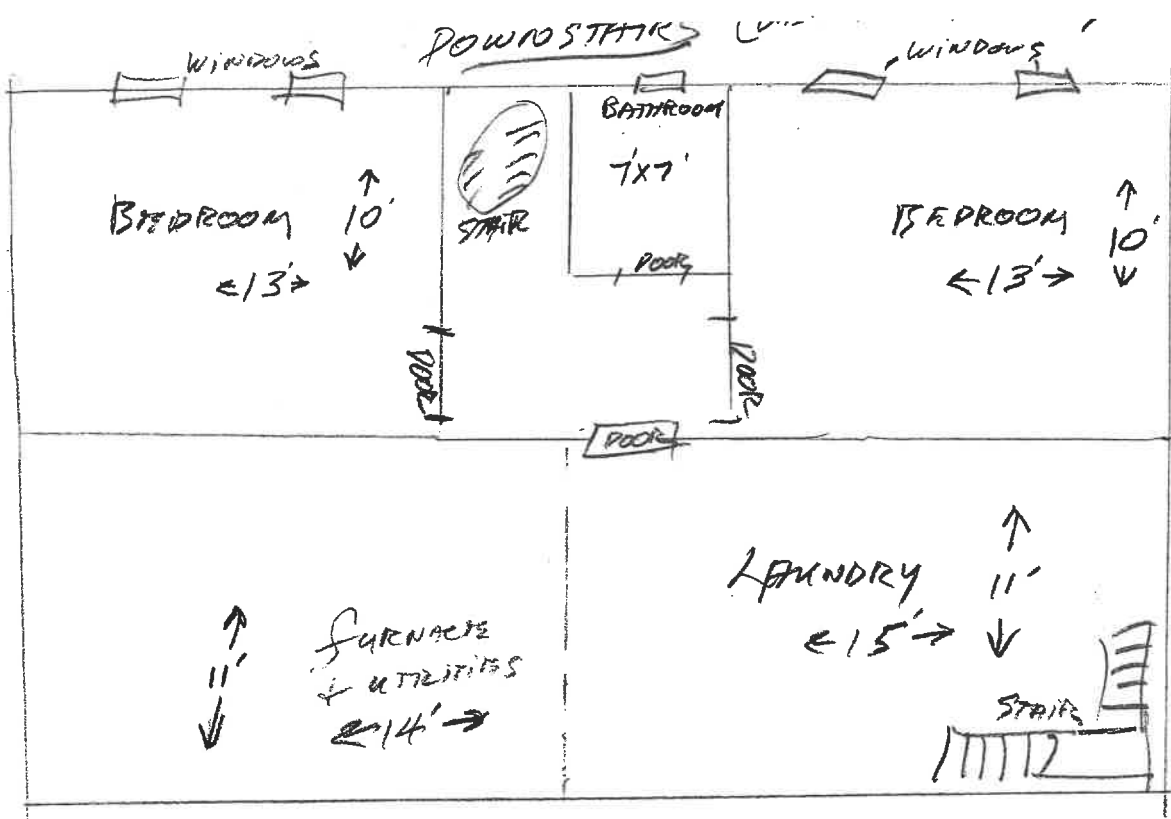
37 Woodycrest Road, Saranac Lake, NY 12983

is authorized to collect the Occupancy Tax on behalf of Franklin County. Such authorization shall be in effect as of November 23, 2015 at 1:30 pm and continue in effect until terminated by operation of law or by action taken pursuant such laws, rules, and regulations as may be applicable.

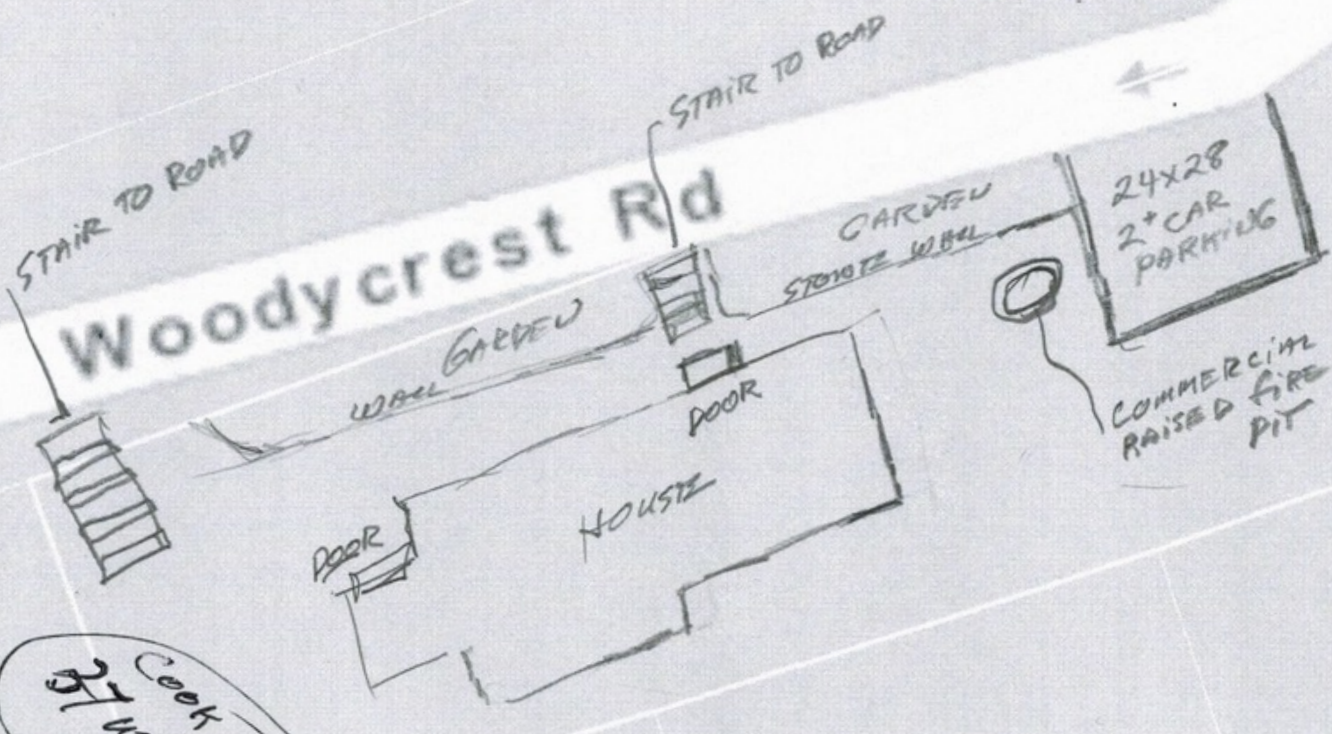
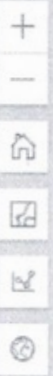
In testimony whereof, I have hereunto set my hand this: November 23, 2015




Bryon A. Varin
Franklin County Treasurer



Find address or place



Cook House
 37 Woodycrest Rd