

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-OX Major Minor	5
DATE RECEIVED: 8/16/23	
DATE PAID: 8/17/23	

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.

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	Ricardo de los Reyes			
Applicant Address	27 Keene Street, Saranac Lake NY 12983			
Mailing Address, If Different	118-66 metropolitan avenue 4A Kew Gardens NY 11415			
Applicant Email	ricardodlr88@gmail.com			
Applicant Phone	7183093039			
If Different from Project Applicant	1			
Property Owner Name Property Owner Address				
Mailing Address, If Different				
Property Owner Email				
Property Owner Phone				
 Project Address 27 Keene Stre 	et Saranac Lake NY 12983			
2. Tax Map # 446.60-2-4				
3. Zoning District $_{ m H1}$				
4. Current Lot Size 11,945 Sq.	.ft			
5. Building square footage 1000	■ ✓ Existing □ Proposed			
6. Property/Building use	0.11 (077			
 a. Present use of property, (i 	i.e., commercial. residential, mixed, vacant): 2nd home / STR			
b. Proposed use of property:	: 2nd home / STR			
c. For mixed-use buildings:				
Level Current Us	e Proposed Use			
Basement				
1st				
2nd				

If yes, explain in a narrative:

7. Will development be phased? ☑NO ☐YES

- 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 2 BR 1 Bath 2nd home / Vacation Rental. Operating for the last 3 years. There is parking available for max of 2 cars. We have a landscaper and cleaner. Casella pick up every 2 weeks. Home is used partly as a second home and when not in use - a short term rental.

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	N/A
Hours of Operation	N/A

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.

Maximum of 4 guests when home is not used for personal.

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.	are permitted by r	proposed use will not be m ight (allowed uses that do cial and economic impacts	not	require a spe	cial use pe	rmit)? Consider the
Ν	I/A						
20.	. Is the project locat	ted within a historic buildin	_				
	To check if your pro	historic distric operty falls within a histori				al Re	egister, visit the Cultural
		ion System (CRIS) website					•
21.	. Please list any pro	fessionals who will be assis	sting	you with you	ır applicati	ion	
r				The state of the state of	T_actions	7 77	I = •
Na	me	Company		Profession	Phone	1000	Email
\vdash			-				
		/me/m	${ \diagup }$				10/1/20
Арр	licant's Signature _	Coppe				Dat	e U8/16/23
		12		/			ote_08/16/23
Pro	perty Owner's Signa	ature				_ Da	ate
		Essex County Referral					
In Classic Base	operty is located wit	[1742年] [17] [2] [2] [2] [2] [2] [2] [2] [2] [2] [2	(N			
-	operty located in Es	Marie alan Annual and administration of the Dist		✓			
М	unicipal boundary (v	village or town)					
Co	unty or State Parks		_				
_	unty or State Roads		4				
Co	unty or State Facilit	ies					

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					
STR Home					
Name of Action or Project:					
STR Home					
Project Location (describe, and attach a location map):					
27 Keene Street Saranac Lake NY 12983					
Brief Description of Proposed Action:					
Application for STR Permit for 2 BR 1 Bath home					
Name of Applicant or Sponsor:	Telepl	none: 7183093039			
Ricardo de los Reyes		1: ricardodlr88@gmail.co			
Address:		ncardodiroo@gmail.co			
118-66 metropolitan ave 4A					
City/PO:		State:	Zip	Code:	•
Kew Gardens		NY	1141		
1. Does the proposed action only involve the legislative adoption of a plan, le	ocal law	, ordinance,	1	NO	YES
administrative rule, or regulation?	.•		. [
If Yes, attach a narrative description of the intent of the proposed action and may be affected in the municipality and proceed to Part 2. If no, continue to			hat	\checkmark	
2. Does the proposed action require a permit, approval or funding from any				NO	YES
If Yes, list agency(s) name and permit or approval:	ounor Bo	verminental rigeries.	ŀ		
STR Permit from County					
3.a. Total acreage of the site of the proposed action?		<1 acres			l
b. Total acreage to be physically disturbed?		acres			
c. Total acreage (project site and any contiguous properties) owned		<u> </u>			
or controlled by the applicant or project sponsor?	•	<1 acres			
4. Check all land uses that occur on, adjoining and near the proposed action					
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Comm		☑Residential (suburt	ban)		
☐Forest ☐Agriculture ☐Aquatic ☐Other ((specify)):			
Parkland					

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?	H		7
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO	YES
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Al If Yes, identify:	ea?	NO	YES
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO J	YES
b. Are public transportation service(s) available at or near the site of the proposed action?			冒
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed ac	tion?	V	
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 V	YES
10. Will the proposed action connect to an existing public/private water supply?		NO	YES
If No, describe method for providing potable water:			V
11. Will the proposed action connect to existing wastewater utilities?		NO	YES
If No, describe method for providing wastewater treatment:			
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?		NO	YES
b. Is the proposed action located in an archeological sensitive area?		7	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, conta wetlands or other waterbodies regulated by a federal, state or local agency?	in	NO V	YES
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody of Yes, identify the wetland or waterbody and extent of alterations in square feet or acres:	1	V	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check Shoreline Forest Agricultural/grasslands Early mid-success Wetland Urban Suburban		apply:	•
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed		NO	YES
by the State or Federal government as threatened or endangered?		\checkmark	
16. Is the project site located in the 100 year flood plain?		NO	YES
17. Will the proposed action create storm water discharge, either from point or non-point sources?	 –	NO NO	YES
If Yes, a. Will storm water discharges flow to adjacent properties? NO YES		$\overline{\mathbf{V}}$	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drain If Yes, briefly describe:	ns)?		

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)?	NO	YES
If Yes, explain purpose and size:		
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO	YES
If Yes, describe:	✓	
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?	NO	YES
If Yes, describe:	\checkmark	
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE KNOWLEDGE	BEST C	F MY
Applicant/sponsor name: Ricardo de los Reyes Signature: Date: 08/16/2023		



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	ing the state of the sample			
1. Name of applicant: Ricardo de los Reyes					
2. Mailing address: 118-66 metropolitan avenue 4A Kew Garder	ns NY 11415	3. Telephone Number: 7183093039			
4. Location of action: 27 Keene Street Saranac Lake NY 12983		5. Tax Map # (s):			
6. Size of site: <1 acre	7. Present land use(s): Residential				
8. Present zoning classification: Residential	Percentage of site which contains slope	es of 15% or greater: N/A			
Type of action (check appropriate response) Directly undertaken (e.g. capital construction, planning activity, agency regules Financial assistance (e.g. grant, loan, subsidy) Permit, approval, license, certification Agency undertaking action:	ation, land transaction)				
11. Streams, lakes, ponds, or wetlands existing within or continuous to the project area No					
Yes If yes, Waterbody Name: Waterbody Size(in acres): 12. Describe nature and extent of action: STR					
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 Fe V No Yes If yes, which State or Federal Agency?	deral Agency?				

SECTION C. Waterfront Assessment (To be completed by reviewing agency)		
1. Will the proposed action have a significant effect upon:	YES	NO
(a) Commercial or recreational use of fish and wildlife resources		V
(b) Scenic quality of the waterfront environment?	一片	
(c) Development of future, or existing water dependent uses?	Ħ	222
(d) Stability of the shoreline?	\dashv	
(e) Surface or groundwater quality?	\dashv	
(f) Existing or potential public recreation opportunities?	\vdash	爿
(g) Structures, sites or districts of historic, archeological or cultural significance to the Village, State or nation?	\dashv	
2. Will the proposed action <u>involve</u> or <u>result in</u> any of the following:		ΝÖ
(a) Physical alteration of land along the shoreline, land under water or coastal waters?	$\overline{}$	
(b) Physical alteration of two (2) acres or more of land located elsewhere in the waterfront area?	片	끍
(c) Expansion of existing public services or infrastructure in undeveloped or low density areas of the waterfront area?	片	
(d) Energy facility not subject to Article VII or VIII of the Public Service Law?	H	
(e) Mining, excavation, filling or dredging?		빌
(f) Reduction of existing or potential public access to or along the shore?	님	븸
(g) Sale or change in use of publicity-owned lands located on the shoreline or under water?	⊢	범
(h) Development within designated flood hazard area?	片	띨
(i) Development on a natural feature that provides protection against flooding or erosion?	닏	띔
(j) Diminished surface or groundwater quality?	片	
(k) Removal of ground cover from the site?	片	
3. Project:		ি গ্রহার্যরেবার্য বির্বা
(a) If a project is to be located adjacent to shore:	<u> </u>	<u></u>
(1) Will water-related recreation be provided?	П	\ \ \
(2) Will public access to the shoreline be provided?	一一	
(3) Does the project require a waterfront site?	片	
(4) Will it supplant a recreational or maritime use?		যেতা
(5) Do essential public services and facilities presently exist at or near the site?	님	
(6) Is it located in a flood prone area	片	띰
(7) Is it located in an area of high erosion	\vdash	띧
(b) If the project site is publicly owned:	Ш	~
(1) Will the project protect, maintain and/or increase the level and types of public access to water-related recreation resources and facilities?		
(2) If located in the foreshore, will access to those and adjacent lands be provided?	\vdash	띋
(3) Will it involve the siting and construction of major energy facilities?		
(4) Will it involve the discharge of effluents from major steam electric generating and industrial facilities into a waterway	님	띰
(c) Is the project site presently used by the community as an open space or recreation area?	닏	드
(d) Does the present site offer or include scenic views or vistas known to be important to the community?	닏	띩
(e) Will the surface area of any waterways or wetland areas be increased or decreased by the proposal?	\Box	띧
(f) Will the project involve any waste discharges?	닏	띧
(g) Does the project involve surface or subsurface liquid waste disposal?	닏	닏
(h) Does the project involve santace of substitute inquita waste disposal. (h) Does the project involve transport, storage, treatment or disposal of solid waste or hazardous material?	片	
(i) Does the project involve transport, storage, treatment of disposal of solid waste of hazardous materials: (i) Does the project involve shipment or storage of petroleum products?	닏	닏
(j) Does the project involve discharge of toxics, hazardous substances or other pollutants?	\vdash	띰
(k) Will the project affect any area designated as a freshwater wetland?	\vdash	
(i) Will the project alter drainage flow, patterns or surface water runoff on or from the site	님	띩
(m) Will best management practices be utilized to control storm water runoff into waterways?	닏	১১১
(n) Will the project cause emissions which exceed Federal or State air quality standards or generate significant amounts of nitrates or sulfates?	\dashv	[취]
(ii) This the project eaded officerior which encoded i education of each air quality standards or generate significant amounts of fill aless the standards of surfaces.		لت_

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): Cassandra Hopkins				
Title: Community Development Department Administrative Assistant				
Organization Name: Village of Saranac Lake Development Board				
Phone Number: (518)891-4150				
Signature:		Date: 11/7/23		
		<u> </u>		
SECTION F. Determination of LWRP Consister	ncy (To be completed by	the Planning Board)		
The Village of Saranac Lake Planning Board finds that the above refe	erenced project is:			
■ consistent with LWRP policy standards and conditions.	I chall not be undertaken			
□ <u>not</u> consistent with LWRP policy standards and conditions and	i <u>Shali not de undertaken.</u>			
Elias Pelletieri				
Print Name of Planning Board Chair				
	11/7/23			
Signature of Planning Roard Chair	Date			

PAYMENT DATE 09/30/2022 COLLECTION STATION FRANKLIN COUNTY TREASURER 355 West Main Street, Suite 140 Malone, NY 12953 (518) 481-1512 BATCH NO. 2022-00000078 RECEIPT NO. 2022-00002781 CASHIER Cindy Fleury

RECEIVED FROM
Ricardo De Los Reyes
DESCRIPTION
Occupancy tax Cert. # 34-0121-0197

PAYMENT CODE	RECEIPT DESCRIPTION	TRANSACTION AMOUNT
1113-OCCUPANCY	OCCUPANCY TAX Occupancy tax for 2nd quarter 3/1-5/31/22 01-99 1113.10 OCCUPANCY TAX \$69.00	\$69.00
Payments:		
· .		
		·
,		
	Total Amazint	\$69.00
	Total Amount: Customer Copy	φυσ.υυ

PAYMENT DATE 09/30/2022 COLLECTION STATION FRANKLIN COUNTY TREASURER 355 West Main Street, Suite 140 Malone, NY 12953 (518) 481-1512 BATCH NO. 2022-00000078 RECEIPT NO. 2022-00002780 CASHIER Cindy Fleury

RECEIVED FROM
Ricardo De Los Reyes
DESCRIPTION

Occupancy tax' Cert. # 34-0121-0197

TRANSACTION AMOUNT RECEIPT DESCRIPTION **PAYMENT CODE** \$296.00 1113-OCCUPANCY OCCUPANCY TAX Occupancy tax 3rd quarter 6/1-8/31/22 01-99 1113.10 OCCUPANCY TAX \$296.00 Payments: Type Detail Amount \$296.00 \$296.00 **Total Amount: Customer Copy**

County of Franklin Office of the County Treasurer Frances Perry 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 5 of 2015 of the County of Franklin, that

DE LOS REYES PROPERTIES

Located at,

27 KEENE STREET, SARANAC LAKE, NY 12983

is authorized to collect the Occupancy Tax on behalf of Franklin County. Such authorization shall be in effect as of January 15, 2021 at 11:00 am 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: January 15, 2021

Frances Perry

Frances Remy

Franklin County Treasurer





