



Village of Saranac Lake

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Tips for Project Applicants

Below are some helpful tips the Community Development Department has put together to help applicants have a better understanding of what is required to submit a project, first to the Community Development Director for review, then to go before the Development Board for approval (if necessary), and finally to submit a building permit for review by the Code Enforcement Officer.

Some tips may not apply to all applicants, however; we encourage all applicants to familiarize themselves with this list to ensure a more streamlined review process.

- Before filing a formal application, applicant is encouraged to reach out and schedule a pre-application conference with the Community Development Director to discuss needed project approvals
- Refer to the application checklists associated with each application for a list of required materials to be submitted
- Consider and disclose all anticipated project components, i.e., if this is a phased project
- Note the payment required for each application type in accordance with the [Building, Planning, Zoning, and Public Works Fee Schedule](#). Make check payable to Village of Saranac Lake.
- Reference the Development Board Meeting Calendar for application submission deadlines
- Consider other involved agencies for approvals that your project may need (NYSDOT, NYSDEC, APA)
- Applications that require Development Board approval may require more than one meeting to gain approval
- Communicate any anticipated delays as the timeline for action may be subject to public hearing deadlines and other time constraints
- It is imperative that the project applicant review and respond to all Village staff and potential Development Board members' comments
- Contact the Community Development Department or the Code Enforcement Officer at any point while working through the preparation of application materials and the final submission

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