Business of the Village Board
Village of Saranac Lake

SUBJECT: STR Renewal Application

Date: 10/15/2024

DEPT OF ORIGIN: Mayor Williams

Bill # 162-2024

DATE SUBMITTED: 10/23/2024

EXHIBITS: _____

APPROVED AS TO FORM:

_____ Village Attorney

_____ Village Administration

EXPENDITURE REQUIRED:	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:

SUMMARY STATEMENT:

Resolution to approve short-term rental renewal application

MOVED BY: Ryan SECONDED BY: White

VOTE ON ROLL CALL:

MAYOR WILLIAMS	yes
TRUSTEE RYAN	yes
TRUSTEE WHITE	yes
TRUSTEE SCOLLIN	absent
TRUSTEE BRUNETTE	yes

RESOLUTION TO APPROVE THE USE OF THE PROPOSED SHORT TERM RENTAL RENEWAL APPLICATION

WHEREAS, the Village of Saranac Lake Board of Trustees passed a Local Law allowing short-term rentals within the Village of Saranac Lake, and,

WHEREAS, the law states that "permit holders shall be able to apply for Renewal Permits beginning November 1st through January 15th, and,

WHEREAS, any application form relating to STR permitting must be approved by the Village Board to remain in accordance with the Short-term Rental Law.

THEREFORE, BE IT RESOLVED, the Village Board of Trustees approves the use of the STR Renewal Permit Application.

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

PERMIT#: _____

DATE RECEIVED: _____

DATE PAID: _____

SHORT-TERM RENTAL PERMIT RENEWAL APPLICATION

INSTRUCTIONS FOR PERMIT RENEWAL:

- **2025 STR renewal permits will only be issued to existing 2024 STR permit holders.**
- **Applicant to complete the renewal permit application between November 1, 2024 and January 15, 2025. Incomplete applications will not be approved.**
- **Completed applications can be emailed to comdevassist1@saranaclakeny.gov or can be brought/mailed to Village offices at 39 Main Street, 2nd Floor, Saranac Lake NY 12983.**
- **STR renewal permit application fees are dependent on STR type.**
- **Renewal permits shall run from January 31 of the year of issuance to January 31 of the following calendar year. If the permit is not renewed by the expiration date, the STR will be operating without a permit and subject to fines outlined in the Fine and Fee Schedule.**
- **Applicant to answer the following questions:**
    - Has there been a change of ownership for this property?
    - Is the owner of this property a Village of Saranac Lake resident?
    - Has there been any change to the layout or number of rental rooms for this property?
    - Is there any other change regarding this property that the Village should be aware of?

Applicant Information	
Applicant Name	
STR Property Address	
Mailing Address, If different	
Applicant Email	
Applicant Phone	

CONFIRM PROPERTY CONTACT INFORMATION:

List the contacts **in the order they should be contacted.** Include the property owner(s), host, or property manager if applicable.

Title	Name	Email	Day Phone	Night Phone
Example: Owner	*Jane Doe*	*jdoe@gmail.com*	*518-xxx-xxxx*	*518-xxx-xxxx*

ACKNOWLEDGMENTS:

Instructions: Initial next to each statement verifying that you understand and agree to follow each of these conditions in order to renew a STR Permit:

Initials	Statement
	House Rules. A copy of the House Rules will be posted in a visible location for guests.
	Camping. Camping is not permitted on the STR property.
	The STR permit will be displayed in the dwelling unit in a place where it is easily visible to the occupants (on or about the inside of the front or main door of each dwelling unit)
	Emergency contact information will be posted in the dwelling unit in a place where it is easily visible to the occupants.
	Emergency exit plan and location of fire extinguishers shall be posted in each dwelling where it is easily visible for guests.
	Guests shall be made aware of the property lines and notified that that they may be liable for illegal trespassing.
	Guests must obey local noise ordinances. Noise shall be kept at a reasonable level. Unreasonably loud, disturbing and unnecessary noise shall not occur, including during quiet hours between 10pm and 7am.
	Rental arbitrage is not permitted on properties with an STR Permit.
	Transfer. STR permits may not be assigned, pledged, sold, or otherwise transferred to any other persons, businesses, entities, or properties, except to a spouse, parent, or naturally born/legally adopted child or sibling. If a permitted property is sold, the new owners shall submit a completed STR permit application, and nonrefundable STR permit application fee to the STR Permit Administrator within 30 days of the date of new ownership to continue operation as an STR.
	STR permits are valid for up to one year. Permits expire on January 31 each year. It is the owner's responsibility to renew the STR permit each year. If a permit is not renewed by the expiration date it is understood that the STR will be operating without a permit and subject to fines.
	The STR unit(s) shall not be used for any other commercial use or commercial event space.
	Fires. If allowed by the property owner, instructions for fires in indoor fireplaces or wood stoves will be shared with all guests. If fires are not allowed, that information will be conveyed to guests.
	Pools. If the property has a pool, hot tub or other swimming appurtenance, a clear list of requirements related to pool use, including an explanation of the use of required barriers, latches, alarms, or electrical disconnects will be shared with all guests.
	Garbage. Procedures for disposal of garbage and recycling shall be shared with guests.
	By accepting a STR Permit, I acknowledge that the property may be inspected by the Code Enforcement Officer to verify compliance with New York State Uniform Fire Prevention and Building Code and all requirements of the Special Use Permit.
	Renewal Application. The STR Permit Administrator may deny a renewal application based on noncompliance with STR regulations or conditions of the Special Use Permit, or upon failure of a fire safety inspection in any aspect of that inspection. The STR Permit holder may appeal the denial to the Development Board.
	If any information submitted as part of this application changes before the time of renewal of an STR Permit, the applicant must submit changes in writing to the Community Development Department via email to comdevassist1@saranaclakeny.gov.
	Agree to follow any conditions relating to the approval of the Special Use Permit.

CERTIFICATION:

Applicant's Signature _____ **Date**_____

If Applicant is not the property owner:

Property Owner Name: _____

Property Owner Signature:_____ **Date** _____

FOR VILLAGE USE ONLY:

Has this property received any complaints or violations that should prohibit this property from continuing as a STR property?

- **If yes, has this been addressed with the STR property owner?**

Is this STR renewal application APPROVED or DENIED?

- **If APPROVED, date of renewal permit issuance:**
- **If DENIED, date of communication with property owner:**

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Affidavit Attesting to Compliance with NYS Fire, Safety and Building Codes

STR Property Address: _____

Name(s) of ALL Property Owners: _____

The Undersigned being duly sworn deposes and attests to the following:

- There shall be one functioning smoke detector in each bedroom and at least one functioning smoke detector in at least one other room and that the correct number of devices are installed per the New York State Building Code, including date of device.
- There shall be one functioning fire extinguisher in the kitchen and at each primary exit.
- At least one carbon monoxide detector is present if a source of combustion is present in the building.
- Exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
- Electrical systems shall be serviceable with no visual defects or unsafe conditions.
- All fireplaces, fireplace inserts or other fuel-burning heaters and furnaces shall be vented and property installed.
- Each bedroom shall have an exterior exit that opens directly to the outside, or an emergency escape or egress window.
- GFIs shall be present in all kitchens and bathrooms.
- The property complies with the New York State Property Maintenance Law.
- Street side emergency address numbers are displayed in accordance with 911 regulations.

The property owners listed above certify that the Short-term rental property for which I/we are applying for a STR Permit meets all of the criteria described above. I/we acknowledge that failure to comply with the short term rental requirements may result in revocation of the short term rental permit.

Signature of All Property Owners (attach additional sheets if needed)

Name: _____

Signature: _____

Date: _____

[STATE]) s.s.:
[COUNTY])
On this [ ] day of [ ], 20[ ], before me, the undersigned notary public appeared _____, proved to me through satisfactory evidence of identification, which were_____, to be the person whose name is signed on the preceding or attached document, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of (his)(her) knowledge and belief.

_____
[ ], Notary Public
My Commission Expires: _____

Name: _____

Signature: _____

Date: _____

[STATE]) s.s.:
[COUNTY])
On this [ ] day of [ ], 20[ ], before me, the undersigned notary public appeared _____, proved to me through satisfactory evidence of identification, which were_____, to be the person whose name is signed on the preceding or attached document, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of (his)(her) knowledge and belief.

_____
[ ], Notary Public
My Commission Expires: _____

••• By signing the foregoing, the signatory has verified the accuracy of its contents and such verification is made pursuant to section 100.30 (d) of the criminal procedure law of the state of New York and said signatory knows that a false statement is punishable as a Class A Misdemeanor pursuant to section 210.45 if the penal law of the State of New York.

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Short-Term Rental Permit Fee and Fine Schedule 2024/2025

STR Annual Fees

One bedroom in owner occupied house	$25.00
Studio/1 Bedroom	$200.00
2-4 Bedrooms	$500.00
5-6 Bedrooms	$800.00
7-8 Bedrooms	$1,200.00
9+ Bedrooms	$1,600.00

STR Fines

Operating without a permit	Up to $ 500.00 Per Day
Failure to remedy	Up to $ 500.00 Per Day

STR permit expiration date is January 31 of the following year. Exact year is listed on permit.

Nontransferable: STR permits may not be assigned, pledged, sold, or otherwise transferred to any other persons, businesses, entities, properties, except to a spouse, parent, sibling or naturally born/legally adopted child. STR administrator shall be notified if property is sold. New applicants must contact the STR administrator to discuss potential for new permits.

STR permits are to be posted in the dwelling unit, in a location that is easily visible to the occupants.