



# Village of Saranac Lake

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## Request to Approach Village Board of Trustees

### Short-term Rental Cap Exemption

#### STR Cap Exemption Process:

- Submit completed form to the Village Clerk with as much information as possible. Please include photo's of the property along with all supporting documentation listed below:
  - Proof of ownership (copy of deed)
  - Proof of residency (copy of driver's license or voter/tax registration form)
  - Floor plan of property (can be hand drawn, showing rentable space and size of bedrooms)
  - Site plan of the property (can be hand drawn, birds eye view of property, showing all permanent structures and driveway if applicable)
- The Village Clerk will distribute this form and supporting documents to the Village Board and schedule a Public Hearing.
- During the Public Hearing, the Village Board will consider the public's input on your requested exemption and determine if your request will be granted or denied at that time. Applicant will be given time to address the Village Board.
- If the exemption is granted, please contact the Saranac Lake Development Board Director for the next steps: Special Use Permit Application to the Development Board and STR Permit application, if applicable.

- Date: \_\_\_\_\_ Email Address: \_\_\_\_\_
- Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_
- Property Address: \_\_\_\_\_ Tax Map ID: \_\_\_\_\_
- Is applicant a resident of the Village of Saranac Lake? ☐ Yes ☐ No
- Is the property a primary or secondary residence? \_\_\_\_\_
- How many parking spaces are available to renters? \_\_\_\_\_
- Will the property be a room or entire house rental? \_\_\_\_\_
- Requested date of first rental: \_\_\_\_\_

#### Justification for Exemption: