

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: Approve new STR and Cap Exemption Forms

Date: 12/9/2024

DEPT OF ORIGIN: Mayor Williams

Bill # 185-2024

DATE SUBMITTED: 12/26/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution to approve the forms for new short-term rental and cap exemptions

MOVED BY: Scollin SECONDED BY: White

VOTE ON ROLL CALL:

MAYOR WILLIAMS

yes

TRUSTEE RYAN

yes

TRUSTEE WHITE

yes

TRUSTEE SCOLLIN

yes

TRUSTEE BRUNETTE

yes

**RESOLUTION TO APPROVE REQUEST FORMS FOR NEW SHORT TERM RENTAL
MORATORIUM AND CAP EXEMPTIONS**

WHEREAS, the Village of Saranac Lake Board of Trustees passed a Short-Term Rental Law and a Local Law placing a Moratorium on any new short-term rental applications in the Village of Saranac Lake, and,

WHEREAS, the Short-term Rental and Moratorium Laws state that exemptions may be granted by the Board of Trustees,

WHEREAS, any form related to the STR permitting process must be approved by the Village Board in accordance with the short-term rental Law in order to consider the exemptions and special circumstances.

THEREFORE, BE IT RESOLVED, the Village Board of Trustees approves the use of the request forms for new STR exemptions and exemptions to the Caps.



Village of Saranac Lake

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: www.saranaclakeny.gov

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: