Village of Saranac Lake - Planning Department
39 Main St.
Saranac Lake, NY 12983
Phone (518) 891-4150
www.saranaclakeny.gov

Instructions:

- A complete application must include a Site Plan with all information pertinent to the project (a site plan example is attached)
- Site Plan Review application fee - $250.00
- SEQR - Short Environmental assessment form, part 1 (attached)
- WAF - Waterfront Assessment Form, section B (attached)
- Incomplete applications will not be placed on the Development Board agenda
- Dependent on the project scope, a public hearing may be required: https://ecode360.com/31626259
- Site Plan regulations can be found at: https://ecode360.com/31626635

SITE PLAN REVIEW APPLICATION

Project Address: 1-3 Main Street		Tax Map #: 458.21-2-1	Zoning District E-2
Property Owner Name: Village of Saranac Lake		Applicant Name (if different): NYS APA	
Address: 39 Main Street, Suite 9		Address: PO Box 99, 1133 NYS Route 86	
City: Saranac Lake	State: NY	City: Ray Brook	State: NY
Phone: 518-891-4150	Zip: 12983	Phone: 518-891-4050	Zip: 12977
Email: manager@saranaclakeny.gov		Email: Angela.Bates@apa.ny.gov	

Please provide a written description of the project with relevant details, i.e., days/hours of operation, proposed exterior changes.

Narrative

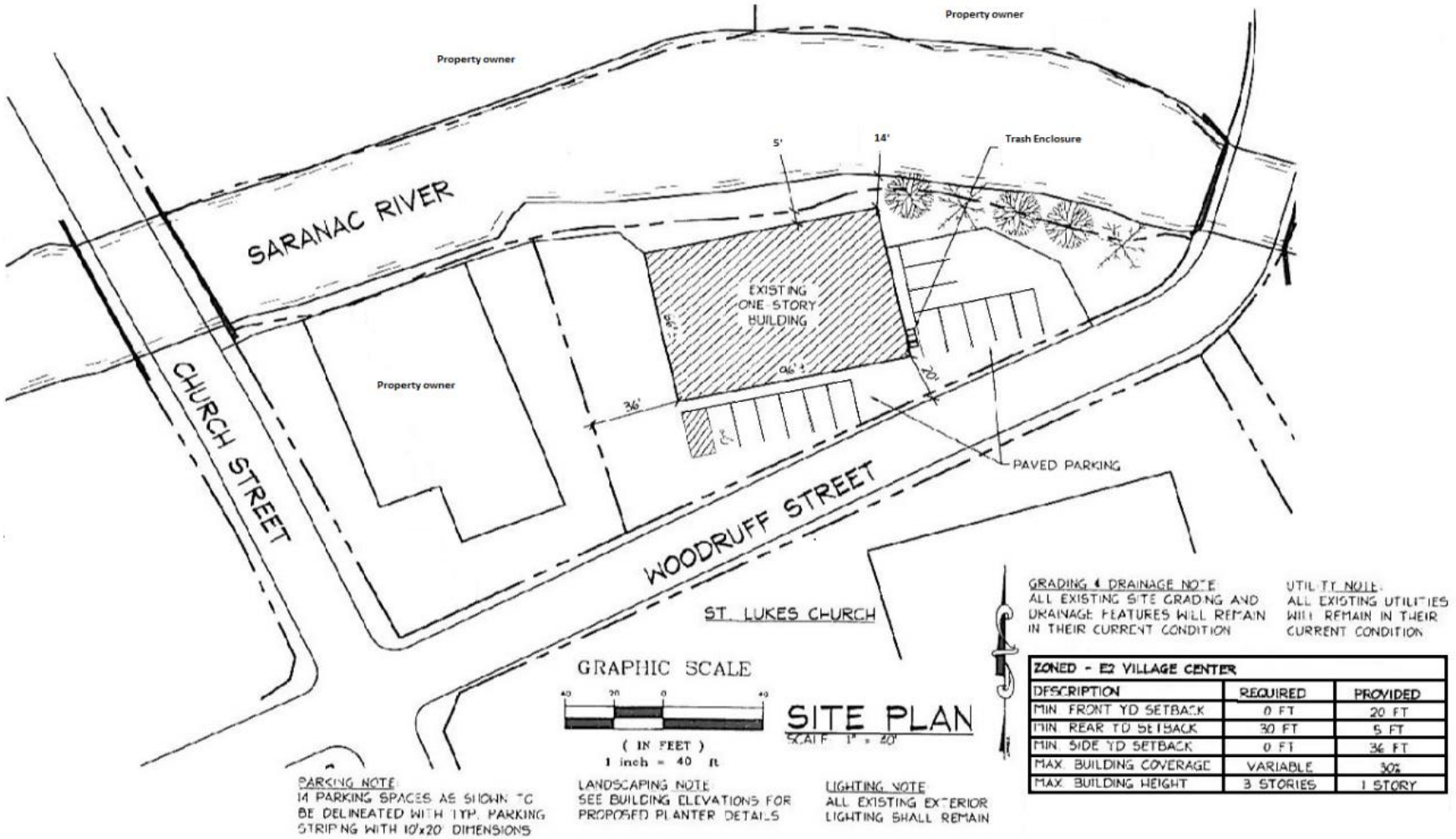
See following sheet.

Property Owner Signature(required): _____ Date: 9/18/2026

Applicant Signature(if different): _____ Date: 9/17/2026

NARRATIVE:
The project site is in the Village of Saranac Lake at 1-3 Main Street, parcel 458.21-2-1. The property is owned by the Village of Saranac Lake. The project includes the interior renovation (and incidental, minor exterior renovation), of the existing buildings that include the historic Paul Smith's Electric Light & Power building. The existing building's total gross floor area will be unchanged and remain at approximately 10,650 square feet. The project also includes the construction of a new building at the same parcel. The new building will be 3-stories with an approximate total gross floor area 16,080 square feet. Therefore, the total complex will have a total gross floor area of approximately 26,730 square feet. The combined complex will be the NYS Adirondack Park Agency Headquarters (leasing the site from the property owner the Village of Saranac Lake). Access to the site will be provided from the existing curb cut on Main Street.

The majority of site will be redeveloped including the existing impervious surfaces. The existing asphalt driveway and concrete walks will be excavated to support the new site layout. Portions of the existing Village of Saranac Lake sanitary sewer main will be relocated to support the layout of the new building. The existing building sanitary sewer lateral will be upgraded/replaced. A new sanitary service lateral will be provided for the new building. The water service lateral to the existing building will be upgraded/replaced. A new water service lateral will be provided to the new building. Water service will continue to be provided by the Village of Saranac Lake from an existing water main on Main Street at the project site entrance (please note some minor disturbance may occur in the Main Street right-of-way to support upgraded water service connection). For stormwater and drainage, the project will subject the redevelopment requirements of the SMDM and will be subject to the NYS DEC SPDES for Construction Activities. Stormwater will be treated/mitigated on site. Existing storm drain pipes that are affected by construction activities will be replaced. Treated site stormwater will eventually be conveyed towards and eventually be discharged to the Saranac River on-site. The site layout will include 56 parking spaces and 4 handicap accessible spaces for a total of 60 parking spaces. The proposed asphalt driveway will facilitate access to both buildings. Concrete sidewalks will be constructed and provide ADA accessibility between the existing and proposed building. A bicycle rack will be provided. Exposed pervious areas will be finished with grass or landscaping. A new sign will be located near the site entrance. Concrete walk will re-establish connection to the existing bridge to HydroPoint Park and the River Walk. A striped walkway will re-establish connection to the existing trail on the northern extent of the site. Site lighting will be provided with light posts. A new transformer pad will be provided. Electrical vehicle charging spaces will be provided. Electrical, plumbing, and heating, air conditioning and ventilation will be provided in support of the existing and new building. A new soil nail retaining wall will support the layout of the new building.



Site Plan Checklist: This sample plan is for reference only. Your plan may require additional information

- ✔ Property boundaries with setbacks; plotted to scale
- ✔ Adjoining property owner names
- ✔ Wetlands, floodplain and drainage pattern — See wetland delineation report 9/5/2023
- ✔ Stormwater control infrastructure
- ✔ Locations, use, and height of existing and proposed structures
- ✔ Floor plan with use for each area
- ✔ Location, width and name of adjacent streets
- ✔ Location, width, purpose of easements
- ✔ Parking/loading areas with spaces delineated
- ✔ Site ingress/egress indicated
- ✔ Areas of impervious surface
- ✔ Cardinal direction
- ✔ Topographic contour lines, existing and proposed
- ✔ Existing vegetative cover and proposed landscaping
- ✔ Signage
- ✔ Exterior lighting
- ✔ Utility locations