



## Village of Saranac Lake - Planning Department

39 Main St.  
Saranac Lake, NY 12983  
Phone (518) 891-4150  
[www.saranaclakeny.gov](http://www.saranaclakeny.gov)

### Instructions:

- A complete application must include building and site plans with all information pertinent to the project(a site plan example is attached)
- Administrative Approval application fee - \$100.00
- Incomplete applications will not be processed
- Administrative Approval regulations can be found at: <https://ecode360.com/31626217>

## ADMINISTRATIVE APPROVAL APPLICATION

Project Address:		Tax Map #:	Zoning District
Property Owner Name:		Applicant Name (if different):	
Address:		Address:	
City:	State:	City:	State:
Phone:	Zip:	Phone:	Zip:
Email:		Email:	

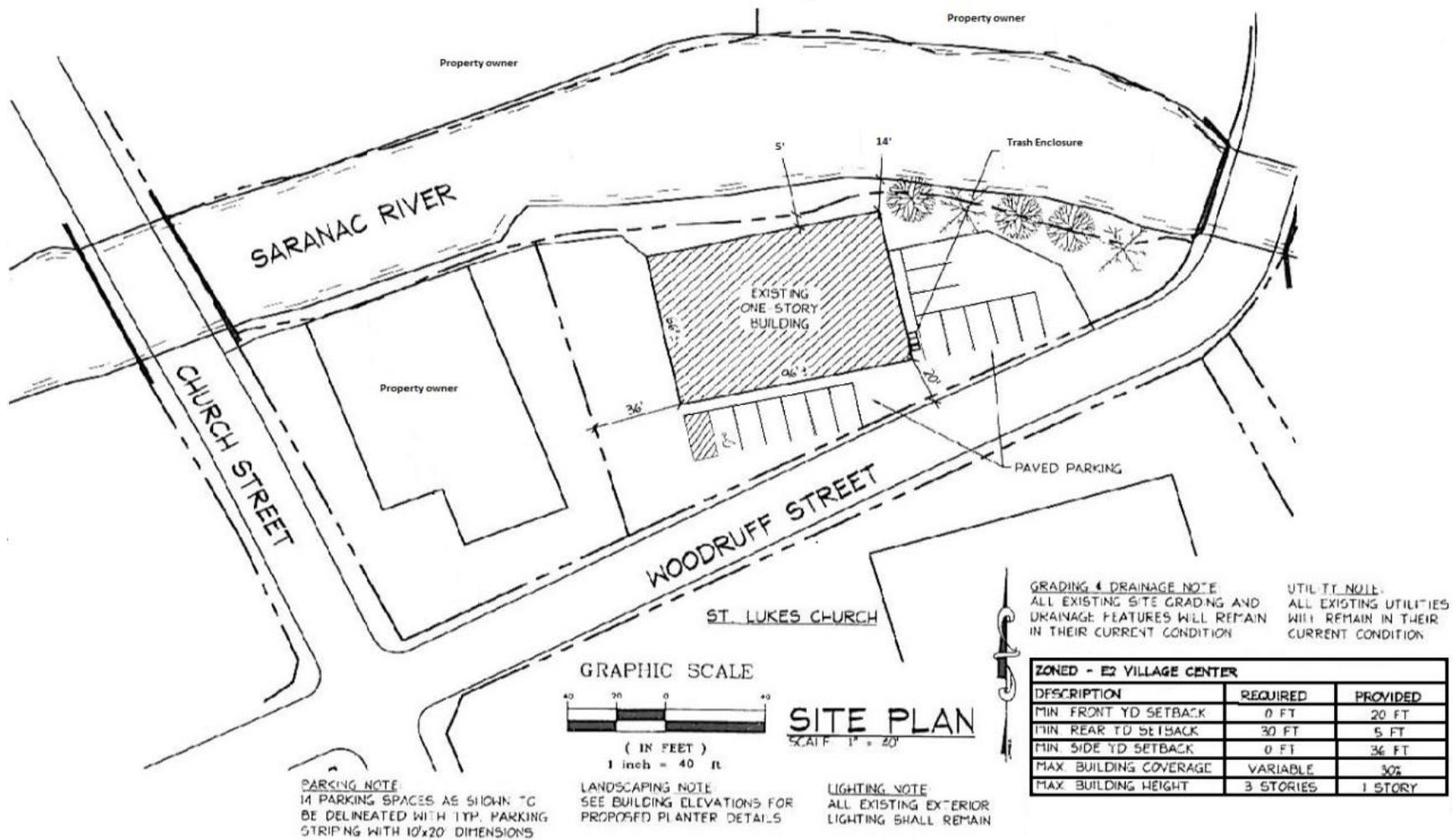
Please provide a narrative of the project and a description of use for any proposed buildings.

## Narrative

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Property Owner Signature(required): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature(if different): \_\_\_\_\_ Date: \_\_\_\_\_



**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

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