



**VILLAGE OF SARANAC LAKE**

Community Development Department  
 39 Main Street  
 Saranac Lake, NY 12983  
 Phone (518) 891-4150  
 Fax (518) 891-5928  
[www.saranaclakeny.gov](http://www.saranaclakeny.gov)

**Saranac Lake Access For Everyone Program Application**

Project Information					
Project Address:			Tax Map # (s):		
Property Owner Name(s):			Contact Person (if different):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:	Email:		Phone:	Email:	

Provide a brief description of the proposed improvements.

Project Description

The following items must be submitted with the application:

Required Application Documentation
<input type="checkbox"/> Detailed Scope of Work
<input type="checkbox"/> Itemized Cost Estimate

Application Completeness (For Office Use Only)		√
Project Information Form		
Project Description		
Scope of Work		
Itemized Cost Estimate		
Approval Letter		
Building Permit*		
Approved Building Plans*		
The enclosed application was reviewed and is deemed complete.		Application Received Date
Staff Reviewer Signature _____	Date _____	Assigned Project Number

\*May be submitted after application is approved.



## Saranac Lake Access For Everyone Program

### Application and Approval Steps

1. Submit complete Application to the Community Development Department.
2. Receive Application Approval Letter.
3. Secure building permit.
4. Submit approved plans and copy of the building permit.
5. Complete work.
6. Receive Certificate of Occupancy from Code Enforcement Officer.
7. Submit Payment Request Form, Certificate of Occupancy and proof of expenses.
8. Receive reimbursement check.

### Reimbursement Submission Requirements

1. Complete and submit a Payment Request Form.
2. Submit receipts and invoices that clearly demonstrate payment for materials and work completed in accordance with the approved Scope of Work.
3. Submit Certificate of Occupancy issued by the Village of Saranac Lake Code Enforcement Officer.

### Program Rules

1. SLAFE Program funds may only be used for projects in non-residential buildings "directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons" as defined by the Housing and Community Development Act of 1974 and/or physical improvements that improve the level of accessibility of non-residential building in accordance with ADA Regulations.
2. Improvements shall conform to the New York State Fire Prevention and Building Code (<http://publicecodes.cyberregs.com/st/ny/st/>) and the 2010 ADA Standards for Accessible Design ([http://www.ada.gov/2010ADASTandards\\_index.htm](http://www.ada.gov/2010ADASTandards_index.htm)). In the case of conflict the stricter standard shall prevail.
3. The maximum SLAFE Program award is \$5,000.
4. Only improvements made after formal establishment of the SLAFE Program (November 24, 2014) are eligible.
5. SLAFE Program funds are issued on a reimbursement basis to the building owner only after improvements are made, all expenses are paid and a certificate of occupancy is issued.
6. Improvements made without verifiable expenses are not eligible for reimbursement.
7. Improvements require a Village of Saranac Lake Building Permit. Improvements made without a building permit or prior to issuance of a building permit are not eligible.
8. Only improvements made in accordance with an approved Scope of Work are eligible. Any proposed changes must be pre-approved by the Community Development Director.
9. Participation in the SLAFE Program is subject to the approval of the Village of Saranac Lake Board of Trustees upon recommendation from the Village of Saranac Lake Community Development Director.
10. Application to participate in the SLAFE Program shall be made on forms provided by the Village of Saranac Lake Community Development. Incomplete applications shall be rejected.
11. The Village of Saranac Lake Community Development Director is charged with insuring that all SLAFE Program funds are utilized for the intended purpose and disbursed in accordance with Village policy. The Director has the authority to reject applications that are incomplete and recommend against approval if the proposed project does not fulfill the purposes of the Program. The Director may also reject applications for reimbursement if the work was not completed as originally approved or if adequate documentation of costs is not provided.
12. For more information contact:  
Jeremy Evans, AICP  
Community Development Director  
(518) 891-4150 x235  
[comdev@saranaclakeny.gov](mailto:comdev@saranaclakeny.gov)