



**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 a Preliminary Plat (a required information list is attached for minor projects)
- Subdivision application fee – TBD by project scope
- 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
- Subdivision regulations can be found at: <https://ecode360.com/31627515>

<b>SUBDIVISION APPLICATION</b>				<input type="checkbox"/> Lot Line Adjustment	<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Major Subdivision
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 written description of the proposed project

<b>Narrative</b>

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

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

## § 106-121 Minor subdivisions

- [1]** All existing and proposed property lines, building setback lines, easements and ROW lines, with dimensions, azimuths or angle data and curve data;
- [2]** A plat, to a scale not smaller than 50 feet to the inch, drawn accurately to scale. All building lots, existing and proposed, shall be shown on the plan;
- [3]** A grading plan showing the existing and proposed grades with positive drainage away from all structures. Limits of clearing shall also be shown;
- [4]** All monuments, iron pipes and bench marks;
- [5]** The names of the owners of all adjacent properties;
- [6]** Existing street names;
- [7]** All property (if any) reserved by the applicant/owner or dedicated to public use;
- [8]** A house number for each lot, which shall also be the lot number;
- [9]** A North arrow;
- [10]** A standard titles block;
- [11]** A map key;
- [12]** The proposed use of each lot;
- [13]** Contour lines at two-foot intervals to United States Geological Survey datum;
- [14]** Watercourses, marshes, rock outcrops and other important land features;
- [15]** Sanitary sewer laterals, storm drains, gas lines and water laterals with all accessory structures, as required by the Development Board;
- [16]** Standards of accuracy in meeting Village of Saranac Lake Subdivision Regulations shall be noted on the map and the signature and seal of a professional engineer registered in New York State or a qualified land surveyor under § 7208-n of the Education Law of the State of New York;
- [17]** All contiguous land owned or under option by the applicant/owner shall be shown;
- [18]** Percolation test results, soil-boring data and subsurface information. The Village's Engineer(s), Code Enforcement Officer, or other qualified inspector approved by the Director shall be present to witness the digging of test holes;
- [19]** Water elevations and subsurface information, including groundwater elevation, shall be noted where appropriate;
- [20]** All sheets shall be of a standard ANSI dimensions but shall not be less than 11 inches by 17 inches. When more than one sheet is required, all shall be the same size and an overall plan of the same size shall be provided showing the entire subdivision and utilities at a smaller scale;
- [21]** Request for any zoning changes proposed for the area to be subdivided;
- [22]** A draft of any protective covenants whereby the applicant/owner proposes to regulate land use in the subdivision and otherwise protect the proposed development;
- [23]** A stormwater pollution prevention plan (SWPPP) consistent with the requirements of this code shall be required for preliminary subdivision plat approval. The SWPPP shall meet the performance and design criteria and standards in Part [4](#), Article [XVIII](#);
- [24]** A complete Part 1 of a short form EAF as per SEQR is required;
- [25]** For a subdivision involving a waterfront area, a completed waterfront assessment form (WAF) as per the LWRP consistency review set forth in Part [2](#), Article [XV](#), of this code; and
- [26]** More detailed information as may be required by the Development Board.



## Village of Saranac Lake

Community Development Department  
 3 Main Street  
 Saranac Lake, NY 12983  
 Phone (518) 891-0490  
 Fax (518) 891-5928  
[www.saranaclakeny.gov](http://www.saranaclakeny.gov)

### VILLAGE OF SARANAC LAKE WATERFRONT ASSESSMENT FORM (WAF)

#### Section A. Instructions

Instructions: Applicants or, in the case of direct actions, Village agencies, shall complete this WAF for proposed actions which are subject to the LWRP consistency review law. This assessment is intended to supplement other information used by a Village agency in making a determination of consistency with the Village's Local Waterfront Revitalization Program.

Before answering the questions in Section C, the preparer of this form should review the policies and explanations of policy contained in the Local Waterfront Revitalization Program (LWRP), a copy of which is on file in the Village of Saranac Lake Offices, 3 Main Street, Saranac Lake, NY 12983 or online at [www.saranaclakeny.gov](http://www.saranaclakeny.gov). A proposed action should be evaluated as to its significant beneficial and adverse effects upon the waterfront area.

If any question in Section C on this form is answered "yes", then the proposed action may affect the achievement of the LWRP policy standards and conditions contained in the consistency review law. Thus, the actions should be analyzed in more detail and, if necessary, modified prior to making a determination that it is consistent to the maximum extent practicable with the LWRP policy standards and conditions. If an action cannot be certified as consistent with the LWRP policy standards and conditions, it shall not be undertaken.

#### SECTION B. Description of Site and Proposed Action

1. Name of applicant:	
2. Mailing address:	3. Telephone Number:
4. Location of action:	5. Tax Map # (s):
6. Size of site:	7. Present land use(s):
8. Present zoning classification:	9. Percentage of site which contains slopes of 15% or greater:
10. Type of action (check appropriate response) <input type="checkbox"/> Directly undertaken (e.g. capital construction, planning activity, agency regulation, land transaction) <input type="checkbox"/> Financial assistance (e.g. grant, loan, subsidy) <input type="checkbox"/> Permit, approval, license, certification <input type="checkbox"/> Agency undertaking action:	
11. Streams, lakes, ponds, or wetlands existing within or continuous to the project area? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, Waterbody Name: _____ Waterbody Size(in acres): _____	
12. Describe nature and extent of action:	
13. Describe any unique or unusual land forms on the project site (i.e. bluffs, ground depressions, other geological formations):	
14. Will the action be directly undertaken, require funding, or approval by a State or Federal Agency? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, which State or Federal Agency?	

# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<b>NO</b>	<b>YES</b>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>	<b>YES</b>
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				



<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		