

**UPTOWN CANANDAIGUA FORM-BASED CODE**  
**PROJECT REVIEW CHECKLIST**

Use this checklist for the following actions on private property:  
• Exterior remodel of existing non-residential or multi-family building up to 50% of the facade surface area

**Property Owner** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant**  
(If not property owner)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Subject Property** Address: \_\_\_\_\_  
Tax Map #: \_\_\_\_\_  
Applicable Subarea:  State Route 332 Corridor  Mixed-Use Development

**Contractor Information**  
(if applicable)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is the Subject Property within 500 feet of a State or County Road or Town Boundary? (If yes, the Town may refer the application to the Ontario Planning Board.)  Yes  No

Is the Subject Property within 500 feet of an Agricultural District? (If yes, an Agricultural District Statement must be completed and submitted.)  Yes  No

**Scope of Work** Including total square footage of the project, if applicable:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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	Compliant	Incomplete Information	Does Not Comply	Not Applicable	Notes
<b>SECTION IV: RULES FOR ALL SUB-AREAS</b>					
<b>B. BUILDING STANDARDS</b>					
Awnings					
Balconies					
<b>C. SITE STANDARDS</b>					
<b>4. Lighting</b>					
B. General Requirements					
C. Prohibited Sources					
D. Luminaries and Shielding					
E. Building-Mounted Lighting					
F. Parking and Pedestrian Areas					
G. Nonconforming Lighting					
<b>7. Sidewalk Dining</b>					
A. Standards					

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	Compliant / Yes	Incomplete Information	Does Not Comply / No	Not Applicable	Notes
<b>D. SIGN STANDARDS</b>					
<b>Sign 1</b>					
Is the sign(s) prohibited (see Section IV.D.6.)?					
Does the sign(s) require a permit (see Section IV.D.2.)?					
If 'yes' to above, does the sign meet all applicable regulations?					
Is the sign(s) temporary? If so, does the sign meet all requirements (see Section IV.D.5.)?					
Sign Placement (applicable to all signs)					
Sign Illumination (applicable to all signs)					
Sign Materials (applicable to all signs)					
<b>Sign 2</b>					
Is the sign(s) prohibited (see Section IV.D.6.)?					
Does the sign(s) require a permit (see Section IV.D.2.)?					
If 'yes' to above, does the sign meet all applicable regulations?					
Is the sign(s) temporary? If so, does the sign meet all requirements (see Section IV.D.5.)?					
Sign Placement (applicable to all signs)					
Sign Illumination (applicable to all signs)					
Sign Materials (applicable to all signs)					
<b>Sign 3</b>					
Is the sign(s) prohibited (see Section IV.D.6.)?					
Does the sign(s) require a permit (see Section IV.D.2.)?					
If 'yes' to above, does the sign meet all applicable regulations?					
Is the sign(s) temporary? If so, does the sign meet all requirements (see Section IV.D.5.)?					
Sign Placement (applicable to all signs)					
Sign Illumination (applicable to all signs)					
Sign Materials (applicable to all signs)					

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	Yes	Incomplete Information	No	Not Applicable	Notes
<b>SECTIONS V + VI</b>					
Is the proposed action a prohibited use?					
If the proposed site has frontage on State Route 332 and Fire Hall Road, does it meet the requirements for Primary Streets on both?					

	Proposed	Compliant	Incomplete Information	Does Not Comply	Not Applicable	Notes
<b>SITE REQUIREMENTS</b>						
<b>LOT DIMENSIONS</b>						
Lot Depth						
Lot Width						
Building Coverage						
Lot Coverage						
<b>BUILDING PLACEMENT</b>						
<b>BUILDING SETBACKS</b>						
Primary Street						
Side Street						
Rear						
<b>BUILD-TO-ZONE</b>						
Primary Street						
Side Street						
<b>BUILDING STANDARDS</b>						
Height						
Height Encroachments						
Transparency (Ground Story)						
Transparency (Upper Story(ies))						
Materials						
Pedestrian Access						
Building Elements						
Signage						