

Town of Canandaigua

5440 Routes 5 & 20 West
Canandaigua, NY 14424
(585) 394-1120 / Fax: (585) 394-9476

Established 1789

PLANNING REVIEW COMMITTEE (PRC) Meeting Notes of April 16, 2018

TO: JEREMY CLARK FOR ELIZABETH LOCKWOOD

FROM: DEVELOPMENT OFFICE

Email: jeremy@twinoakslandscape.net

DATE: Tuesday, April 17, 2018

You are hereby given notice that the following report provides positive input to keep the application process moving forward.

Please be aware that failure to submit the requested information by the deadline listed below will likely result in your application being deemed incomplete. Incomplete applications are not placed on any agenda and will not be referred to outside agencies for review.

PLANNING BOARD APPLICATION FOR THE TUESDAY, MAY 22, 2018, AGENDA:

CPN-18-026 Jeremy Clark, 2455 W. Walworth Road, Macedon, N.Y. 14522, representing Elizabeth Lockwood, owner of property at 4952 Adams Drive

TM #98.09-1-24.000

Requesting a Single-Stage Site Plan approval to replace an existing retaining wall and steps. The footprint will change slightly but the square footage of the hard space will remain unchanged.

Application Information:

1. A Public Hearing **IS NOT** required.
2. State Environmental Quality Review (SEQR)—**Type II Action**
3. A referral to the Ontario County Planning Board **IS NOT** required.
4. The Planning Review Committee will forward a copy of the application and supporting documentation to the following agency/agencies for their review and recommendation:
 - Town Environmental Conservation Board
 - Kevin Olvany, Canandaigua Lake Watershed Council

The applicant shall submit the following requested information to the Town Development Office prior to 4:00 p.m. **FRIDAY, APRIL 20, 2018**, to be considered for the **TUESDAY, MAY 22, 2018**, Planning Board agenda:

1. See attached ***Sketch Plan Checklist***—All items with an open circle to the right must be addressed prior to the application being further processed, as follows:

The Sketch Plan shall be clearly designated as such and shall identify all existing and proposed:

Zoning classification and required setbacks.

Lot lines.

Utilities, i.e., location of electric, gas, well, septic, sewer, cable.

Location and nature of all existing easements, deed restrictions and other encumbrances.

Sketch plans shall be drawn to scale: *Show the scale on the plans.*

2. Provide an aerial image on the plans sketching where the silt fence and/or straw bales for erosion control will be located.
3. Provide the location on the plans of equipment and construction access to the site, showing that construction equipment and storage will not encroach upon existing sanitary sewer easement(s).
4. Provide a landscaping schedule showing the types and locations of trees and plantings.
5. The applicant shall provide **8** complete hard copies of the plans. The applicant shall also submit a **PDF FILE** of the plans via e-mail to the Development Office at:

devclerk@townofcanandaigua.org

Information for the Applicant:

1. The applicant will receive a copy of the Planning Board meeting agenda approximately 10 days prior to the meeting date. The applicant is required to be in attendance at the meeting. If the applicant cannot attend this meeting and wishes the Planning Board to act on the application in their absence, the applicant shall contact the Development Office prior to 12:00 p.m. the day of the meeting.
2. The property owner is on notice that no development shall commence until the proper permits have been obtained from the Town's Development Office.
3. Your application will be referred to an outside consultant and/or consultants hired by the Town of Canandaigua (Town Engineer, Watershed Inspector, Town Attorney, etc.). ***YOU—the property owner—will be invoiced by the Town for the reimbursement of these***

expenses. The property owner is on notice that he or she is responsible for reimbursing the Town for any/all consultant fees accrued by the Town regarding this application. This includes resolutions written by the Town Engineer for each Zoning Board of Appeals or Planning Board meeting.