

Town of Canandaigua

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

NOTICE TO ALL PLANNING BOARD APPLICANTS FOR SITE PLAN APPROVAL ONE STAGE (Preliminary/Final Combined)

The applicant is responsible for the completeness of all forms for the application to be processed. All completed applications are subject to the rules and regulations as established by State of New York and the Town of Canandaigua. The Development Office cannot guarantee any board approvals for completed applications.

It is important that the applicant completes all of the information requested in this packet. Doing so will facilitate the review process by the Planning Board at a public meeting and will not cause unnecessary delays to either you or other applicants.

****Please Note:** In addition to this packet, please check with the Zoning Officer regarding which building permit application(s) must be submitted with these forms. ******

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2021 Board Calendar

Meeting dates are subject to change Revised 12/30/2020

| APPLICATION DEADLINE 12:00 pm | PRC MEETING To review applications 9:00AM | ZONING BOARD OF APPEALS Public Hearings 6:00 PM | PLANNING BOARD Public Meetings and Hearings 6:00 PM | | ENVIRONMENTAL CONSERVATION BOARD Public Meetings 4:30 pm |
|---|---|--|--|---------------------|---|
| WEDNESDAY | <u>MEETING DATE</u> | <u>MEETING DATE</u> | <u>MEETING DATES</u> | | <u>MEETING DATES</u> |
| December 9, 2020 | December 14, 2020 | January 19, 2021 | January 12, 2021 | January 26, 2021 | January 7, 2021 |
| January 6 | January 11 | February 16 | February 9 | February 23 | February 4 |
| February 10 | February 16* | March 16 | March 9 | March 23 | March 4 |
| March 10 | March 15 | April 20 | April 13 | April 27 | April 1 |
| April 7 | April 12 | May 18 | May 11 | May 25 | May 6 |
| May 12 | May 17 | June 15 | June 8 | June 22 | June 3 |
| June 9 | June 14 | July 20 | July 13 | July 27 | July 1 |
| July 7 | July 12 | August 17 | August 10 | August 24 | August 5 |
| August 11 | August 16 | September 21 | September 14 | September 28 | September 2 |
| September 8 | September 13 | October 19 | October 12 | October 26 | October 7 |
| October 6 | October 12** | November 16 | November 9 | November 23 | November 4 |
| November 10 | November 15 | December 21 | December 14 | ----- | December 2 |
| December 8 | December 13 | January 18, 2022 | January 11, 2022 | January 25, 2022 | January 6, 2022 |

*February 16 is a Tuesday ** October 12 is a Tuesday

*** All Applications are due by 12:00pm on deadline day***

The applicant will receive written notification of their scheduled meeting. If your application is deemed incomplete, it will not be placed on an agenda until the requested information has been submitted to the Town Development Office. All new Planning Board applications submitted on/before the application deadline will be first heard at 2nd meeting of the following month. Continued applications will be reviewed at the 1st meeting of the following month.

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If “yes” the property owner acknowledges and accepts full responsibility for any errors or misrepresentation depicted on the site plan and agrees to indemnify the Town of Canandaigua for any and all expenses, including reasonable attorney’s fees, incurred by the Town as a result of any such error or misrepresentation.

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The applicant / property owner is on notice that their personal/bank check submitted to the Town to meet the landscaping/soil erosion surety requirement(s) as noted in the Planning Board decision sheet will be deposited into a Town non-interest bearing bank account.

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☐ If the Applicant is an Individual: a an r an d a

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☐ **If the Applicant is a Corporate Entity:** Applicant's name _____

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☐ If the Applicant is a corporate entity: Ar _____ d r _____ ar n r _____

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4. ***If the Applicant has made any agreements contingent upon the outcome of this application:*** If the applicant has made any agreements, express or implied, whereby said applicant may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of this application, petition, or request, are any of the parties to said agreement officers or employees of the Town of Canandaigua? YES ☐ NO ☒

If the answer to any of the above questions is YES, please state the name and address of the related officer(s) or employee(s) as well as the nature and extent of such relationship:

***Property Owner is responsible for any consultant fees
(Town Engineer, Town Attorney, etc.) incurred during the application process.***

Please note that the **Property Owner** is responsible for all consultant fees during the review of this application including legal, engineering, or other outside consultants. Applications submitted to the Town of Canandaigua Planning Board will normally receive chargeback fees of at least five hours to ten hours for planning services including intake, project review, resolution preparation, SEQR, and findings of fact. PLEASE NOTE that the number of hours will be SIGNIFICANTLY INCREASED due to incomplete applications, plans lacking detail, or repeated continuations. Subdivision applications and larger commercial or industrial projects traditionally require more hours of engineering, legal, and other consultant review and preparation and will incur higher costs. Applications for new construction may be referred to the Town Engineer for engineering review which may include at least an additional eight to twelve hours of review time. The **Property Owner** will also be responsible for legal fees for applications submitted to the Town of Canandaigua Planning Board, Zoning Board of Appeals, or the Town of Canandaigua Development Office. Fees for engineering and legal expenses traditionally range between one hundred and one hundred fifty dollars per hour. A copy of the Town's annual fee schedule is available upon request from the Development Office or the Town Clerk's Office. The **Property Owner's** signature below indicates that the **Property Owner** understands that the **Property Owner** will be responsible for all outside consultant fees incurred as a result of the submitted application, and consents to these charges. Additionally projects approved by the Town of Canandaigua Planning Board may be required to pay a parks and recreation fee as established by the Town Board (currently \$ 1,000 per unit) if required as part of the conditions of approval.

Nichole Boyer
(property owner)

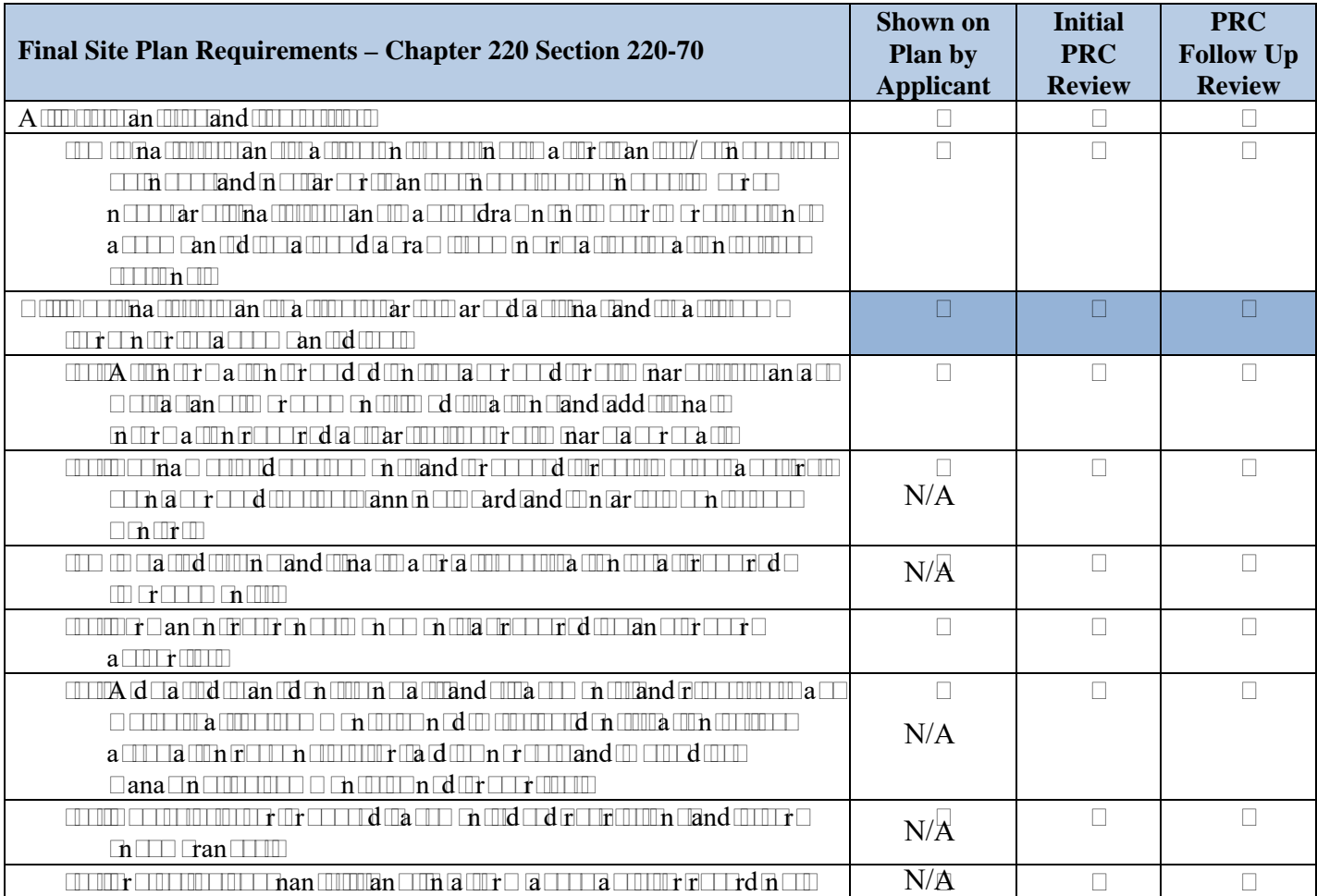
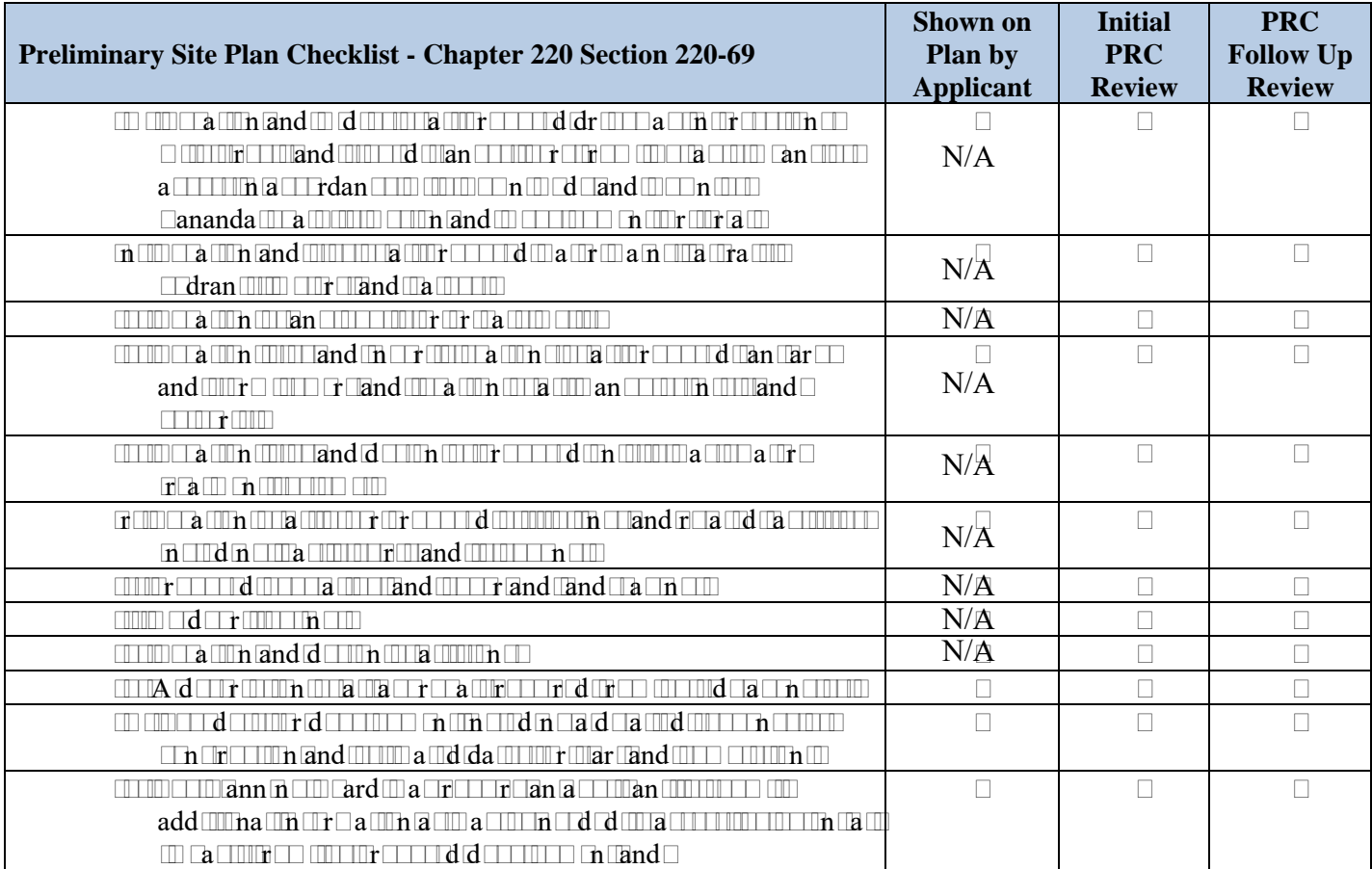
Conor Boyer
(property owner)

I hereby acknowledge that I have reviewed all the questions contained in this application and certify that the information provided is accurate and complete to the best of my knowledge and ability. Finally, I hereby grant my designated person in Question #2 of this application form, permission to represent me during the application process.


(Signature of Property Owner)

8/8/21
(Date)

[illegible]



| Final Site Plan Requirements – Chapter 220 Section 220-70 | Shown on Plan by Applicant | Initial PRC Review | PRC Follow Up Review |
|--|----------------------------|--------------------|----------------------|
| (8) Cost estimates for improvements where surety may be required by the Planning Board including but not limited to: landscaping and storm water and erosion control measures. Sureties shall comply with Town Code § 174-32 “Surety”; | ✓ | | |
| (9) The owner shall tender offers of cession, in a form certified as satisfactory by the Town Board Attorney, of all land included in streets, highways or parks not specifically reserved by the property owner. Although such tender may be irrevocable, approval of the site plan by the Planning Board shall not constitute an acceptance by the Town of the dedication or gift of any street, highway or park or other open public areas. A dedication or gift of any such improvements may only be accepted by resolution of the Town Board. | N/A | | |

I have reviewed my submitted application and drawings against the above noted criteria and hereby certify that the submitted application matches this completed check list.


Signature of Applicant / Representative



8/8/21
Date