

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 August 16, 2021

TO: TED & HELEN KORDELA
FROM: DEVELOPMENT OFFICE
EMAIL: HKORDELA@GMAIL.COM
DATE: Tuesday, August 17, 2021

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.

by the Town regarding this application. This includes resolutions written by the Town Engineer for each Zoning Board of Appeals or Planning Board meeting.

ZONING BOARD OF APPEALS FOR TUESDAY, SEPTEMBER 21, 2021

CPN-21-068 **Ted and Helen Kordela, owners of property at 4517 County Road 16 TM #126.20-1-15.114**
Requesting an Area Variance to construct a 63-square-foot addition to the south side of the residence. The existing home is more than the required 25 feet from the property line. The proposed addition will be 7 feet wide, making it 18 feet 3 inches from the property line. A variance from the 25-foot requirement is requested.

Application Information:

1. A Public Hearing **IS** 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:

All are digital PDF files unless otherwise noted:

➤ Chris Jensen, Town Code Enforcement Officer

The applicant shall submit the following requested information to the Town Development Office **prior to 4:00 p.m. FRIDAY, AUGUST 20, 2021**, to be considered for the **TUESDAY, SEPTEMBER 21, 2021**, Zoning Board of Appeals 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.

All Sketch Plan Checklist items have been addressed.

2. Resubmit the survey map without the hand-drawn sketch of the location of the proposed addition.
3. Submit a separate hand-drawn sketch of the proposed addition.
4. Submit a Building Permit Application for the proposed structure.
5. Submit any letter(s) and/or email(s) from neighbors regarding the variance application.
6. The applicant shall provide **1 complete hard copy** of the plan. 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 Zoning Board of Appeals 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 the meeting and wishes the Zoning Board of Appeals to act upon 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.