

# Town of Canandaigua

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

## PLANNING BOARD APPLICATION SITE PLAN / SPECIAL USE PERMIT

CPN \_\_\_\_\_

FOR: \_\_\_\_\_ Sketch Plan Review

☒ One Stage Site Plan Approval (Preliminary & Final Combined)

\_\_\_\_\_ Two Stage Preliminary Site Plan Approval

\_\_\_\_\_ Two Stage Final Site Plan Approval

\_\_\_\_\_ Special Use Permit (New)

\_\_\_\_\_ Special Use Permit (Renewal)

Permission for on-site inspection for those reviewing application: ☒ Yes \_\_\_\_\_ No

1. Name and address of the property owner: Richard & Alyse Brovitz 5265 Menteth Drive  
Canandaigua, NY 14424

Telephone Number of property owner: (585) 330-3737

Fax # \_\_\_\_\_ E-Mail Address: rbrovitz@gmail.com

**\*\*If you provide your e-mail address, this will be the primary way we contact you \*\***

2. Name and Address Applicant *if not the property owner*: \_\_\_\_\_

Telephone Number of Applicant: \_\_\_\_\_

Fax # \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**\*\*If you provide your e-mail address, this will be the primary way we contact you \*\***

3. Subject Property Address: 5265 Menteth Drive, Canandaigua, NY 14424

Nearest Road Intersection: Menteth Drive & West Lake Road ( Co. Rd 16 )

Tax Map Number: 140.11-1-25 Zoning District: R.L.D.

4. Is the Subject Property within 500' of a State or County Road or Town Boundary? (If yes, the Town may refer your application to the Ontario County Planning Board.)

Please circle one:

YES

NO

5. Is the Subject Property within 500' of an Agricultural District? (If yes, an Agricultural Data Statement must be completed and submitted with this application.)

Please circle one:

YES

NO

(Continued on Back)

6. What is your proposed new project?

Removed existing detached garage, construct new detached storage barn  
(accessory structure)

7. Have the necessary building permit applications been included with this form? If not, please verify which forms are required to be submitted with the Development Office.

8. If applying for Site Plan Approval or Special Use Permit, attach a completed Soil Erosion and Sedimentation Control Plan and Permit Application as described in Chapter 165 of the Town Code.

9. Are you requesting a waiver from a professionally prepared site plan?

Please circle one:

YES

NO

*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.*

(property owner's initials)

10. If no, attach a professionally prepared site plan as described in Chapter 220 Article VII (Site Plan Regulations) of the Town Code.

11. If a Special Use Permit is requested, attach plans and documentation as required in Chapter 220 Article VI (Regulations Governing Special Permit Uses) of the Town Code.

*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.*

#### IDENTIFICATION OF POTENTIAL CONFLICTS OF INTEREST

(Required by NYS General Municipal Law § 809)

1. ***If the Applicant is an Individual:*** Is the applicant or any of the immediate family members of the applicant (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) related to any officer or employee of the Town of Canandaigua? YES NO
2. ***If the Applicant is a Corporate Entity:*** Are any of the officers, employees, partners, or directors, or any of their immediate family members (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) of the company on whose behalf this application is being made related to any officer or employee of the Town of Canandaigua? YES NO
3. ***If the Applicant is a corporate entity:*** Are any of the stockholders or partnership members (holding 5% or more of the outstanding shares), or any of their immediate family members (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) of the company on whose behalf this application is being made related to any officer or employee of the Town of Canandaigua? YES NO

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:


\_\_\_\_\_.

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


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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

  
(property owner)

\_\_\_\_\_  
(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)

August 11, 2020

\_\_\_\_\_  
(Date)

# *Town of Canandaigua*

5440 Routes 5 & 20 West  
Canandaigua, NY 14424  
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## **Required Documents for Application Submittal One-Stage (Preliminary/Final) Site Plan Approval**

When applying for **One-Stage (Preliminary/Final) Site Plan Approval**, you shall submit:

- A site plan in compliance with the **One Stage (Preliminary / Final) Site Plan Checklist** (attached to application packet)
- A Planning Board Application (attached to application packet)
- Building permit application(s) for **all** proposed construction / site development (verify with Zoning Officer – available in Development Office or on Town website)
- A Soil Erosion and Sediment Control Permit Application (attached to application packet)
- An Agricultural Data Statement (attached to application packet)
- Elevation drawings of the proposed structure(s) noting the height from the average finished grade.

*You shall submit all original application forms, one copy of the site plan and elevation drawings.  
Additional copies will be requested at a later date.*

### **Fees:**

1. The Planning Board application fee is \$250 (single family residential only is \$150) and shall be paid at the time the application is submitted to the Town Development Office. This fee is non-refundable.
2. The property owner is responsible for the reimbursement of any consultant fees incurred during the application review process.
3. The required building/development permits (which are subject to additional costs) shall be obtained from the Town Code Enforcement Officer *after* the Planning Board chairperson has signed the final site plan, the required surety has been accepted by the Town Board, and prior to commencing any development on the subject property.

# SOIL EROSION AND SEDIMENT CONTROL PERMIT APPLICATION

(Standards Approved by Town: NY Guidelines for Urban Erosion and Sedimentation Control)

## ON-SITE INSPECTION REQUIRED PRIOR TO THE ISSUANCE OF A BUILDING PERMIT

Date: August 11, 2020

Zoning District: R.L.D.

Property Owner Name and Address: Richard & Alyse Brovitz 5265 Menteth Drive  
Canandaigua, NY 14424

Telephone / Fax # (585) 330-3737 E-mail address: rbrovitz@gmail.com

Site Location: 5265 Menteth Drive, Canandaigua, NY 14424

Size of Site (Acres/ Sq.Ft.): 0.942 +/- Tax Map Number 140.11-1-25

Description of proposed activity: Remove existing detached garage, construct new detached storage barn (accessory structure)

Per Chapter 165 §165-10-B, at a <u>minimum</u> , the map, plan or sketch prepared shall include the following:	Shown on Plan Yes / No	Initial Review	Follow Up Review
1. Boundaries of the subject parcel and other parcels adjacent to the site which may be materially affected by the action.	Y		
2. Existing features including structures, roads, water courses, utility lines, etc. on the subject parcel and on adjacent parcels where appropriate.	Y		
3. Existing vegetative cover including wooded areas, grass, brush, or other on the subject parcel and on adjacent properties where appropriate.	Y		
4. Limits or extent of excavation, filling, and/or grading proposed to be undertaken.	Y		
5. The disposition of soil and top soil, whether on site or off site, and the locations of any stockpiles to be placed on site.	Y		
6. Temporary and permanent drainage, erosion and sedimentation control facilities including ponds, sediment basins, swales, energy dissipation devices, silt fences and/or straw bale locations.	Y		
7. The location of proposed roads, driveways, sidewalks, structures, utilities and other improvements.	Y		
8. Final contours of the site in intervals adequate to depict slopes and drainage details on the site.	Y		

Per Chapter 165 §165-10-B, at a <u>minimum</u> , the map, plan or sketch prepared shall include the following:	Shown on Plan Yes / No	Initial Review	Follow Up Review
9. A time schedule indicating: <ul style="list-style-type: none"> <li>a. When major phases of the proposed project are to be initiated and completed;</li> <li>b. When major site preparation activities are to be initiated and completed;</li> <li>c. When the installation of temporary and permanent vegetation and drainage, erosion and sediment control facilities is to be completed; and</li> <li>d. The anticipated duration (in days) of exposure of all major areas of site preparation before the installation of erosion and sediment control measures.</li> </ul>	Y		
Other Information Required to be Provided:	Shown on Plan Yes / No	Initial Review	Follow Up Review
10. What is the general topography and slope of the subject property (in %): 1 %	Y		
11. How much area (in square feet) and/or volume (in cubic yards) will be disturbed?			
12. Does the subject property drain offsite? <u>Yes</u> No If yes, where does it drain to and how will it affect offsite properties? Canandaigua Lake.	Y		
13. How will erosion be controlled on site to protect catch basins from silt? Silt fence and slope stabilization	Y		
14. If sedimentation basins are proposed, where will they overflow to if they become clogged? Describe: N / A	N / A		
15. Is there any offsite drainage to subject property? <u>Yes</u> No If yes, where does the drainage come from? Adjacent properties and Menteth Creek	Y		

Other Information Required to be Provided:	Shown on Plan Yes / No	Initial Review	Follow Up Review
16. How will off site water courses be protected? <u>Silt fence during construction.</u>   	Y		
17. How will any adjacent roadside ditches or culverts be protected during construction? <u>N / A</u>   	N / A		
18. Has the appropriate highway superintendent been contacted? Yes <input checked="" type="radio"/> No Name of the person contacted and date contacted:  			
20. Is existing vegetation proposed to be removed? <input checked="" type="radio"/> Yes <input type="radio"/> No (If yes, the vegetation to be removed must be identified on the plan.)	Y		
21. Will any temporary seeding be used to cover disturbed areas? Yes <input type="radio"/> No <input type="radio"/> If yes, a note shall be added to the plans. <u>see site plans.</u>	Y		
22. What plans are there for permanent revegetation? Describe: <u>replace trees, which are to be removed, with native trees and plant materials.</u>  	Y		
23. How long will project take to complete? <u>6 mos.</u>			
24. What is the cost estimate to install and maintain erosion and sedimentation control facilities before, during, and after construction?  <u>\$45,000.00</u>	Y		

**Attach additional sketches, calculations, details *as needed* to this form.**

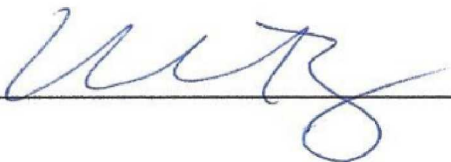
Form prepared by: Jay Harris-Maxwell, Hanlon Architects

Date: August 11, 2020

The undersigned represents and agrees as a condition to the issuance of these permits that the development will be accomplished in accordance with the Town Soil Erosion and Sedimentation Control Law, the New York State Uniform Fire Prevention and Building Code, and the plans and specifications annexed hereto.

***PERMIT APPLICATION CANNOT BE ACCEPTED WITHOUT PROPERTY OWNER'S SIGNATURE.***

**Please DO NOT send payment with this application.**

Owner's Signature:  Date: August 11, 2020

\*\*\*\*\*

**For Office Use Only**

Application requires further review by Planning Board and/or Zoning Board of Appeals. Yes No

\_\_\_\_\_  
Zoning Officer

\_\_\_\_\_  
Date

Flood Zone \_\_\_\_\_

Floodplain Development Permit Required? Yes No

\_\_\_\_\_  
Code Enforcement Officer

\_\_\_\_\_  
Date

Permit Fee: \$ \_\_\_\_\_

Permit #: \_\_\_\_\_



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Phone: (585) 394-1120 / Fax: (585) 394-9476

CPN#: \_\_\_\_\_

## One-Stage (Preliminary & Final) Site Plan Checklist

Applicant: Richard & Alyse Brovitz  
Project Address: 5265 Menteth Drive, Canandaigua, NY 14424  
Tax Map#: 140.11-1-25 Zoning District: R.L.D.  
Project Description Narrative: Remove existing detached garage, construct new detached storage barn (accessory structure)

Per Chapter 220 §220-67-A: **One and Two stage review.**

- A. Applications for site plans to be reviewed in one stage where no preliminary site plan review is required:
- (1) Shall be processed and reviewed as required in NYS Town Law Article 16, Section 274-a, as may be amended.
  - (2) Shall be submitted in final form.
  - (3) Shall include all information required for preliminary and final site plans as specified in sections Town Code §§ 220-69 and 220-70.
  - (4) The submitted site plan drawing shall be marked as final and shall include a note that no preliminary site plan review was required.

Preliminary Site Plan Checklist - Chapter 220 Section 220-69	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
A. A preliminary application shall include an affidavit that the applicant is the owner or equitable owner of the land proposed to be developed or their legal representative.			
B. Information shown on the preliminary site plan shall be organized to clearly depict existing and proposed conditions and assist the Planning Board's understanding of potential impacts as well as proposed mitigation.	X		
C. The preliminary site plan shall be clearly marked as preliminary and show all of the following information:	X		
(1) General Content			
(a) All dimensions shall be shown in feet and in hundredths of a foot.	X		
(b) Proposed development name or identifying title (Preliminary Site Plan of Property Owner);	X		
(c) Name of the owner of the property;	X		
(d) Names of owners of all abutting land;	X		
(e) Name and seal of the New York State licensed professional engineer or surveyor responsible for the plan;	X		
(f) Date, North point and scale. The site plan shall be at a scale of no more than 100 feet to the inch;	X		
(g) A legible location map;	X		
(h) A map revision box;			

<b>Preliminary Site Plan Checklist - Chapter 220 Section 220-69</b>	<b>Shown on Plan by Applicant</b>	<b>Initial PRC Review</b>	<b>PRC Follow Up Review</b>
(i) A map legends/key;	X		
(j) A signature block for the Planning Board Chairperson and others as may be required;	X		
(k) An area for general map notes;	X		
(l) A completed agricultural data statement form identifying whether the site lies within an area which is further regulated under § 283-a of Town Law, as amended;	X		
(m) For lots located within or adjacent to established Ontario County Agricultural District lands the site plans shall have a general note identifies and thereby acknowledges the provisions of the Town's Right-to-Farm Law.			
(n) Current zoning of the land including district boundaries and all setback dimensions for said zoning district(s);	X		
(2) Existing Conditions			
(a) All existing property lines, with bearings and distances including the subject (parent) parcel Tax Map numbers;	X		
(b) Area of the subject lot(s);	X		
(c) Required building setback lines on each lot;	X		
(d) Sufficient data to determine readily the location, bearing and length of every existing street, easement, lot and boundary line and to reproduce such lines on the ground, including:	X		
[1] The length of all straight lines, radii, lengths of curves and tangent bearings for each street; and	X		
[2] All dimensions and angles or bearings of the lines of each lot and of each area proposed to be dedicated to public use.	N/A		
(e) The boundaries and nature of all existing easements, deed restrictions and other encumbrances;	X		
(f) Existing contours at vertical intervals of 20 feet, including the source of the information. In the case of steep or unusual tracts, the Planning Board may require contours at such lesser intervals as it finds necessary for study and Planning of the tract.	X		
(g) Existing vegetative land cover;	X		
(h) Delineation of natural features described in the NRI including;			
[1] existing watercourses	X		
[2] tree masses and other significant land cover	X		
[3] land exceeding a slope of 10%	N/A		
[4] NYSDEC or Federally regulated wetland	N/A		
[5] FEMA Special Flood Hazard Zone boundaries and designations, including the Flood Hazard Zone, Community Map Panel Number and the effective date of the Flood Insurance Mapping as shown;	X		
[6] other natural features identified in the NRI	X		
(i) All existing significant man-made features including but not limited to:	X		
[1] buildings with property line setbacks	X		
[2] width, location, and sight distances for all private driveways			
[3] limits of pavement and parking areas	X		

<b>Preliminary Site Plan Checklist - Chapter 220 Section 220-69</b>	<b>Shown on Plan by Applicant</b>	<b>Initial PRC Review</b>	<b>PRC Follow Up Review</b>
[4] existing streets on or adjacent to the subject lot including names, right-of-way widths and pavement widths			
[5] sanitary and storm sewers	X		
[6] wastewater treatment systems	X		
[7] public and private wells, water mains and fire hydrants	X		
[8] drainage features including, storm water ponds, swales, culverts, and known underground drain tiles	X		
[9] Location of all other existing utility lines and related facilities including, gas, electric and telephone.	X		
(j) Agricultural infrastructure including surface and subsurface drainage systems, and access lanes for farm equipment.	N/A		
<b>(3) Proposed Conditions: Development</b>			
(a) Delineation of all proposed sections or phases if any;	X		
(b) Delineation of limits of any land to be disturbed in any manner including areas to be cleared of vegetation, cut, filled, excavated, or graded. The delineation shall include dimensions and other references needed to allow efficient field verification.	X		
(c) Existing and proposed contours, at vertical intervals of no more than five feet;	X		
(d) The boundaries and nature of all proposed easements, deed restrictions and other encumbrances	X		
(e) The proposed building setback from each property line and other buildings on the same lot;	X		
(f) Location and dimension of all areas to be protected as open space.	X		
(g) Location and dimensions of all, public buildings, public areas and other parcels of land proposed to be dedicated to or reserved for public use;	X		
(h) Proposed location, boundaries and uses of all buildings.	X		
(i) Location and description of all swales, ponds, basins, fences, dikes or other devices required to control soil erosion and sedimentation or otherwise comply with the provisions of the Town Soil Erosion and Sedimentation Control Law (see Chapter 165).	X		
(j) Limits of pavement and parking areas of the Town Code);	X		
(k) Location and width of all proposed streets, alleys, rights-of-way and easements. The Planning Board shall have the right to name new developments and streets in accordance with historic characteristics of the community and the Ontario County 911 addressing policy.	N/A		
(l) Typical cross-sections, street profiles and drainage details for all streets. Such profiles shall at least show the following: existing grade along the proposed street center line; existing grade along each side of the proposed street right-of-way; proposed finished center-line grade or proposed finished grade at top of curbs; sanitary sewer mains and manholes; and, storm sewer mains, inlets, manholes and culverts;	N/A		

<b>Preliminary Site Plan Checklist - Chapter 220 Section 220-69</b>	<b>Shown on Plan by Applicant</b>	<b>Initial PRC Review</b>	<b>PRC Follow Up Review</b>
(m) Location and widths of all proposed driveway intersections with streets and sight distances there from. Suitable means of access in accordance with Town Code and Town of Canandaigua Site Design and Development Criteria.	N/A		
(n) Location and size of all proposed water mains, laterals, hydrants, meters, and valves;	X		
(o) Location of any public or private wells	N/A		
(p) Location, size and invert elevations of all proposed sanitary and storm sewers and location of all manholes inlets and culverts;	N/A		
(q) Location, size and design of proposed on site wastewater treatment systems;	X		
(r) Location of all other proposed utility lines and related facilities including, gas, electric and telephone;	X		
(s) Proposed vegetative land cover and landscaping;	X		
(t) Outdoor lighting;			
(u) Location and design of all signs	N/A		
(v) A description of all approvals required from outside agencies.			
(w) Schedule for development including a detailed sequence of construction and estimated dates for start and completion.			
(x) The Planning Board may require an applicant to submit additional information as may be needed to assess the potential impacts from the proposed development and			

<b>Final Site Plan Requirements – Chapter 220 Section 220-70</b>	<b>Shown on Plan by Applicant</b>	<b>Initial PRC Review</b>	<b>PRC Follow Up Review</b>
A. Site plan size and legibility.			
(1) Final site plans shall be on sheets no smaller than 8 1/2 inches by 11 inches and not larger than 24 inches by 36 inches. Where necessary, final site plans may be drawn in two or more sections accompanied by a key diagram showing relative location of the sections.			
B. The final site plan shall be clearly marked as final and shall show thereon or be accompanied by:			
(1) All information provided on the approved preliminary site plan as well as any improvements, modifications and additional information required as part of the preliminary approval;			
(2) The names of developments and proposed streets which have first been approved by the Planning Board and Ontario County 911 Center;			
(2) Detailed sizing and final material specification of all required improvements;			
(4) Permanent reference monuments as required by any proper authority;			
(5) A detailed plan identifying all lands, easements, and rights-of-way which shall be commonly owned with the identification of the association responsible for said ownership and method of managing the commonly owned properties;			
(6) Copies of other proposed easements deed restrictions and other encumbrances;			
(7) Protective covenants, if any, in a form acceptable for recording;			

<b>Final Site Plan Requirements – Chapter 220 Section 220-70</b>	<b>Shown on Plan by Applicant</b>	<b>Initial PRC Review</b>	<b>PRC Follow Up Review</b>
(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.			

**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.**

Jay Harris-Maxwell, Hanlon Architects

August 11, 2020

\_\_\_\_\_  
Signature of Applicant / Representative

\_\_\_\_\_  
Date