

# *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 May 14, 2018**

**TO:** ADAM RYCZEK FOR S & J MORRELL BUILDERS

**FROM:** DEVELOPMENT OFFICE

**Email:** [adam.ryczek@morrellbuilders.com](mailto:adam.ryczek@morrellbuilders.com)

**DATE:** Tuesday, May 15, 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 WEDNESDAY, JUNE 27, 2018, AGENDA:**

**CPN-18-028 S & J Morrell Builders, 1501 Pittsford–Victor Road, Suite 100, Victor, N.Y.  
14564, owner of property at Middle Cheshire Road (entrance to St.  
James Parkway off Middle Cheshire Road)**

TM #112.19-1-500.00

Requesting a Special Use Permit for placement of “Lakewood Townhomes” sign.

#### 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** 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:
  - Mark Stryker, Town Agricultural Advisory Committee
  - Ontario County Planning Board

The applicant shall submit the following requested information to the Town Development Office prior to 4:00 p.m. **FRIDAY, MAY 18, 2018**, to be considered for the **WEDNESDAY, JUNE 27, 2018**, Planning Board agenda:

1. See attached ***Sketch Site Plan Checklist***—All items with an open circle to the right must be addressed prior to the application being further processed, as follows:  
The applicant must resubmit a new Sketch Plan specifically for this project. The plan which has been submitted is drawn on the plan of another project. The Sketch Plan cannot be drawn on the plan of another project.

**Sketch Plan Checklist (Chapter 220, §220–66):**

- A. The Sketch Plan shall be clearly designated as such and shall identify all existing and proposed:
    1. Zoning classification and required setbacks.
    2. Lot lines.
    3. Land features including environmentally sensitive features identified on the NRI.
    4. Land use(s).
    5. Utilities.
    6. Development including buildings, pavement and other improvements including setbacks.
    7. Location and nature of all existing easements, deed restrictions and other encumbrances.
  - B. Sketch plans shall be drawn to scale.
  - C. It is the responsibility of the applicant to provide a Sketch Plan that depicts a reasoned and viable proposal for development of the lot.
2. 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.