

Town of Canandaigua

5440 Routes 5 & 20 West

Canandaigua, NY 14424

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

NOTICE TO ALL PLANNING BOARD APPLICANTS FOR SUBDIVISION – SKETCH PLAN

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.

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2020 Board Calendar

Meeting dates are subject to change Revised 1/8/2020

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
<u>FRIDAY</u>	<u>MEETING DATE</u>	<u>MEETING DATE</u>	<u>MEETING DATES</u>		<u>MEETING DATES</u>
December 13, 2019	December 16, 2019	January 21, 2020	January 14, 2020	January 28, 2020	January 2, 2020
January 10	January 13	February 18	February 11	February 25	February 6
February 14	February 18*	March 17	March 10	March 24	March 5
March 13	March 16	April 21	April 14	April 29***	April 2
April 10	April 13	May 19	May 12	May 26	May 7
May 8	May 11	June 16	June 9	June 23**	June 4
June 12	June 15	July 21	July 14	July 28	July 2
July 10	July 13	August 18	August 11	August 25	August 6
August 14	August 17	September 15	September 8	September 22	September 3
September 11	September 14	October 20	October 13	October 27	October 1
October 9	October 13****	November 17	November 10	November 24	November 5
November 13	November 16	December 15	December 8	-----	December 3
December 11	December 14	January 19, 2021	January 12, 2021	January 26, 2021	January 7, 2021

*February 18 is a Tuesday (11:00am)**Subject to change- Primary Election ***April 29 is a Wednesday ****October 13 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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CPN # _____

SKETCH SUBDIVISION CHECKLIST

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Subject Property(ies) Address(es): _____

Subject Property(ies) Tax Map # and Zoning District: _____

A. What is the size (in acres or square footage) of parcel(s) to be subdivided? _____

B. What are the exact sizes of all proposed parcels (in acres and/or square footage) (note additional lot information on a separate sheet of paper)?

1. _____ 2. _____ 3. _____ 4. _____

C. What is the exact width of road frontage for each proposed parcel (note additional lot information on a separate sheet of paper)?

1. _____ 2. _____ 3. _____ 4. _____

Chapter 174 §174-9	Must Be Shown On Survey Plat
A. Sketch plans shall be clearly marked as such and shall identify:	
(1) Existing general land features;	
(2) Existing and proposed development including buildings and pavement	
(3) Existing and proposed lots with lot dimensions and areas;	
(4) Proposed land use(s) and zoning;	
(5) Utilities;	
(6) Location and nature of all existing easements, deed restrictions and other encumbrances;	
(7) Environmentally sensitive features identified on the NRI.	
B. It is the responsibility of the applicant to provide a sketch plan that depicts a reasoned and viable proposal for subdivision and subsequent development of the lot(s).	
C. Planning Board members may suggest modifications to, but shall not approve or disapprove the sketch plan. Comments made by individual Board members during sketch plan review shall not be interpreted as constituting approval or disapproval by the Board, nor shall they be interpreted to limit the scope of any subsequent review or approval of a derivative plan.	
Other Requirements:	
1. Date, north point, and scale. The plan shall be at a scale of no more than one hundred (100) feet to the inch.	
2. Name and address of the owner of the property.	
3. Name of engineer, surveyor, or architect responsible for the plan.	

Signature of the Applicant

Date

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PLANNING BOARD APPLICATION SUBDIVISION – SKETCH PLAN

CPN #: _____

Permission for on-site inspection for those reviewing application: _____ Yes _____ No

1. Name and address of the property owner: _____

Telephone Number of property owner: _____

Fax # _____ E-Mail Address: _____

***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: _____

Nearest Road Intersection: _____

Tax Map Number: _____ Zoning District: _____

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, the Town may refer your application to the Ontario County Planning Board.)

Please circle one: YES NO

(Continued on Back)

6. Description of subject parcel to be subdivided: Size: _____ acres Road Frontage: _____ ft
7. Number of proposed parcels (including subject parcel to be subdivided): _____
8. Size of all proposed parcels and road frontage for each lot (including remaining lands):

Lot #	Proposed Size	Proposed Road Frontage
1		
2		
3		
4		
5		

9. What public improvements are available? ☐ Public Sewer ☐ Public Water ☐ Public Roads
10. Describe the current use of the property:

11. Describe the proposed use of the property and nature of the proposed subdivision:

12. Is any portion of the property subject to a purchase and sale contract, option, right of first refusal, development rights agreement, lien or other encumbrance that may benefit any party other than the applicant?
YES NO

If yes, then please set forth the name, address, and interest of any such party including a copy of the documents which create the potential beneficial interest.

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

I hereby grant my designee permission to represent me during the application process.

(Signature of Property Owner)

(Date)