

# *Town of Canandaigua*

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

## **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.