

# *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 February 12, 2018**

**TO:** MICHAEL COLLINS FOR WENDE CLEARY  
**FROM:** DEVELOPMENT OFFICE  
**Email:** [wendelcleary@gmail.com](mailto:wendelcleary@gmail.com) [northernhomes@aol.com](mailto:northernhomes@aol.com)  
**DATE:** Tuesday, February 13, 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 MARCH 27, 2018, AGENDA:**

**CPN-18-011 Michael Collins, 579 County Road 8, Farmington, N.Y. 14425, representing Wende Cleary, 40 Greenwood Park, Pittsford, N.Y. 14534, owner of property at 5497 Rochester Point Drive**  
TM #154.06-2-6.000  
Requesting One-Stage Site Plan approval for a garage addition (upper living space).

#### Application Information:

1. A Public Hearing **IS NOT** required for the Site Plan application.  
  
—OR—  
  
A Public Hearing **IS** required for a Zoning Variance application.
2. State Environmental Quality Review (SEQR)—Type II
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:

- Kevin Olvany, Canandaigua Lake Watershed Council
- Town Environmental Conservation Board
- James Fletcher, Town Highway Superintendent
- Greg Hotaling, MRB Group, D.P.C.
- Michael Northup, Chief, Cheshire Fire Department

The applicant shall submit the following requested information to the Town Development Office prior to 4:00 p.m. **FRIDAY, FEBRUARY 16, 2018**, to be considered for the **MARCH 27, 2018**, Planning Board agenda:

1. See attached ***One-Stage (Preliminary and Final) Checklist***—All items with an open circle to the right must be addressed prior to the application being further processed, as follows:

**General Content:**

All dimensions shall be shown in feet and in hundredths of a foot (not fractions).

Date, north point and scale. The site plan shall be at a scale of no more than 100 feet to the inch (provide a bar scale).

A legible location map.

A map legends/key.

A signature block for the Planning Board chairperson and others as may be required.

Current zoning of the land including district boundaries and all setback dimensions for said zoning district(s) (show table).

**Existing Conditions:**

All existing property lines with bearings and distances including the subject (parent) parcel Tax Map numbers.

Required building setback lines on each lot.

The boundaries and nature of all existing easements, deed restrictions and other encumbrances.

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.

Existing vegetative cover.

Delineation of natural features described in the NRI including: FEMA Special Flood Hazard boundaries and designations, including the Flood Hazard Zone, Community Map Panel Number and the effective date of the Flood Insurance Mapping as shown.

Wastewater treatment systems.

Public and private wells, water mains and fire hydrants.

Location of all other existing utility lines and related facilities including gas, electric and telephone.

**Proposed Conditions (Development):**

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.

Existing and proposed contours at vertical intervals of no more than five feet.

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).

Location and size of all proposed water mains, laterals, hydrants, meters and valves.

Location, size and design of proposed on-site wastewater treatment systems.

Location of all other proposed utility lines and related facilities including gas, electric and telephone.

Proposed vegetative land cover and landscaping (adherence to Shoreline Development Guidelines).

**Final Site Plan Requirements (Chapter 220, Section 220-70):**

Detailed sizing and final material specifications of all required improvements.

Cost estimates for improvements where surety may be required by the Planning Board including but not limited to: landscaping, and stormwater and erosion control measures. Sureties shall comply with Town Code §174-32 “Surety.”

2. The applicant shall submit an application to the Zoning Board of Appeals for a front setback Area Variance (a 58-foot front setback is shown on the plans when 60 feet is required) — **OR**— revise the plans to comply with the Town Zoning Code.
3. Show site contours on the plans.
4. The applicant shall provide **17** complete hard copies of the plans (if an application for an Area Variance is to be submitted to the Zoning Board of Appeals) or **11** complete hard copies of the plans (if no zoning variance application is to be submitted). 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 dates. 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.