

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 August 12, 2019

TO: VENEZIA FOR ROBYN RELPH
FROM: DEVELOPMENT OFFICE
EMAIL: ANTHONY@VENEZIASURVEY.COM
DATE: Tuesday, August 13, 2019

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 TUESDAY, SEPTEMBER 10, 2019

**CPN-19-063 Venezia & Associates, 5120 Laura Lane, Canandaigua, N.Y. 14424,
representing Robyn Relph, owner of property at 4966 Station House
Drive**

TM #98.09-1-6.000

Requesting Site Plan approval for the tear down of an existing structure and rebuild of a new single-family home.

Application Information:

1. A Public Hearing **IS NOT** required.
2. State Environmental Quality Review (SEQR)—**Type II Action.**
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:
 - John Berry, Canandaigua Lake County Sewer District
 - Ray Henry, Town Historian
 - Town Environmental Conservation Board
 - James Fletcher, Town Highway and Water Superintendent
 - MRB Group, D.P.C.
 - Mike Northrup, Chief, Cheshire Fire Department
 - Kevin Olvany, Canandaigua Lake Watershed Council

➤ Neighboring Municipality: City of Canandaigua

The applicant shall submit the following requested information to the Town Development Office **prior to 4:00 p.m. FRIDAY, AUGUST 16, 2019**, to be considered for the **TUESDAY, SEPTEMBER 10, 2019**, Planning Board agenda:

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

Existing Conditions:

All existing significant man-made features including but not limited to: public and private wells, water mains and fire hydrants—*show the nearest fire hydrant on the plans.*

Proposed Conditions: Development:

Proposed vegetative land cover and landscaping—*show compliance with the Shoreline Development Guidelines.*

Final Site Plan Requirements—Chapter 220, Section 220-70:

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. Provide a copy of the written maintenance agreement for the shared driveway (if there is a written maintenance agreement).
3. The applicant shall provide **14** 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 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 the 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.