

**UPTOWN CANANDAIGUA FORM-BASED CODE
PROJECT REVIEW CHECKLIST**

Use this checklist for the following actions on private property:
• Expansion of a building up to 50% of gross building square footage

Property Owner Name: _____
Address: _____
Phone: _____ Email: _____

Applicant
(If not property owner)
Name: _____
Address: _____
Phone: _____ Email: _____

Subject Property Address: _____
Tax Map #: _____
Applicable Subarea: State Route 332 Corridor Mixed-Use Development

Contractor Information
(if applicable)
Name: _____
Address: _____
Phone: _____ Email: _____

Is the Subject Property within 500 feet of a State or County Road or Town Boundary? (If yes, the Town may refer the application to the Ontario Planning Board.) Yes No

Is the Subject Property within 500 feet of an Agricultural District? (If yes, an Agricultural District Statement must be completed and submitted.) Yes No

Scope of Work Including total square footage of the project, if applicable:

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	Compliant	Incomplete Information	Does Not Comply	Not Applicable	Notes
SECTION IV: RULES FOR ALL SUB-AREAS					
B. BUILDING STANDARDS					
Awnings					
Balconies					
C. SITE STANDARDS					
1. Off-Street Parking					
A. Location of Parking					
B. Massing and Orientation					
C. Access					
D. Design and Construction					
E. Parking Space Specifications					
F. Loading Areas					
G. Internal Pedestrian Routes					
H. Cross-Access and Connectivity					
I. Shared Parking					
J. Landscaping					
K. Lighting					
2. Bicycle Parking					
A. Required Parking Bicycle by Use					
B. Design Requirements					
3. Landscaping					
B.i. Screening and Buffers - Location					
B.ii. Design					
B.iii. Installation and Maintenance					
B.iv. Recommended Plant Materials and Sizes					
C.ii. Parking Lot - Perimeter Planting					
C.iii. Interior Planting					

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	Compliant	Incomplete Information	Does Not Comply	Not Applicable	Notes
SECTION IV: RULES FOR ALL SUB-AREAS					
C. SITE STANDARDS					
4. Lighting					
B. General Requirements					
C. Prohibited Sources					
D. Luminaries and Shielding					
E. Building-Mounted Lighting					
F. Parking and Pedestrian Areas					
G. Nonconforming Lighting					
7. Sidewalk Dining					
A. Standards					

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	Compliant / Yes	Incomplete Information	Does Not Comply / No	Not Applicable	Notes
D. SIGN STANDARDS					
Sign 1					
Is the sign(s) prohibited (see Section IV.D.6.)?					
Does the sign(s) require a permit (see Section IV.D.2.)?					
If 'yes' to above, does the sign meet all applicable regulations?					
Is the sign(s) temporary? If so, does the sign meet all requirements (see Section IV.D.5.)?					
Sign Placement (applicable to all signs)					
Sign Illumination (applicable to all signs)					
Sign Materials (applicable to all signs)					
Sign 2					
Is the sign(s) prohibited (see Section IV.D.6.)?					
Does the sign(s) require a permit (see Section IV.D.2.)?					
If 'yes' to above, does the sign meet all applicable regulations?					
Is the sign(s) temporary? If so, does the sign meet all requirements (see Section IV.D.5.)?					
Sign Placement (applicable to all signs)					
Sign Illumination (applicable to all signs)					
Sign Materials (applicable to all signs)					
Sign 3					
Is the sign(s) prohibited (see Section IV.D.6.)?					
Does the sign(s) require a permit (see Section IV.D.2.)?					
If 'yes' to above, does the sign meet all applicable regulations?					
Is the sign(s) temporary? If so, does the sign meet all requirements (see Section IV.D.5.)?					
Sign Placement (applicable to all signs)					
Sign Illumination (applicable to all signs)					
Sign Materials (applicable to all signs)					

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	Yes	Incomplete Information	No	Not Applicable	Notes
SECTIONS V + VI					
Is the proposed action a prohibited use?					
If the proposed site has frontage on State Route 332 and Fire Hall Road, does it meet the requirements for Primary Streets on both?					

	Proposed	Compliant	Incomplete Information	Does Not Comply	Not Applicable	Notes
SITE REQUIREMENTS						
LOT DIMENSIONS						
Lot Depth						
Lot Width						
Building Coverage						
Lot Coverage						
BUILDING PLACEMENT						
BUILDING SETBACKS						
Primary Street						
Side Street						
Rear						
BUILD-TO-ZONE						
Primary Street						
Side Street						
BUILDING STANDARDS						
Height						
Height Encroachments						
Transparency (Ground Story)						
Transparency (Upper Story(ies))						
Materials						
Pedestrian Access						
Building Elements						
Signage						