

# Town of Canandaigua

## Accessory Structure Permit Application (Storage Shed, Detached Garage, Non-Agricultural Barn, Pole Barn, etc.)

**Accessory Structures (Storage Sheds, Pole Barns, etc) SHALL Be Located in the Rear Yard Only.  
Detached Garages May Be Located In the Side or Rear Yard.**

1. **Subject Property** Address: \_\_\_\_\_  
 Subject Property Tax Map Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
 Lot Size (in square feet or acres): \_\_\_\_\_
2. Name and Address of **Property Owner**: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Number / E-mail Address: \_\_\_\_\_
3. Name and Address of **Applicant** if not property owner: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Number / E-mail Address: \_\_\_\_\_

| EXISTING STRUCTURE(S) INFORMATION   | SQUARE FOOTAGE |
|---|----------------|
| Principal Building: Total Living Space (all floors)   |                |
| Attached Garage   |                |
| Attached Decks / Porches  |                |
| Accessory Buildings / Structures (storage sheds, agricultural buildings, pole barns, pool decks, etc.): List individual structures & size.<br>_____ |                |
| <b>Total Square Footage of all Existing Structure(s)</b>  |                |

| NEW STRUCTURE INFORMATION   | SQUARE FOOTAGE |
|---|----------------|
| What is the proposed new project?                                   |                |
| What is the square footage of the proposed <b>storage shed</b> ?    |                |
| What is the square footage of the proposed <b>detached garage</b> ? |                |
| What is the square footage of the proposed <b>pole barn</b> ?       |                |
| Other?  |                |
| What is the <b>total square footage</b> of this proposed project?   |                |

4. Will there be any demolition / removal / relocation of any existing structure(s)?      Yes      No  
 If yes, a demolition permit may be required.

5. Minimum Submission Requirements (§220-99-C):

- (1) All applications made to the Town for new uses or development to be reviewed for compliance with this chapter shall contain at a minimum:
  - (a) Completed application form(s) signed by the applicant.
  - (b) A sketch plan in compliance with requirements of section Town Code § [220-66](#).
  - (c) Plans for development in excess of 1,000 square feet shall be prepared by a New York State licensed professional engineer and/or surveyor.
  - (d) Additional information as may be required by the Zoning Officer or Code Enforcement Officer.
- (2) For administrative reviews to be completed by staff only, these minimum submission requirements may be waived or modified by the Zoning Officer or CEO as appropriate.

Will this structure be built within:

- 100 ft of the bed of a stream carrying water on an average 6 months of the year?      Yes    No
- 100 ft of a NYS DEC wetland?      Yes    No
- Close proximity to a federal wetland?      Yes    No      (If yes, setback to wetland? \_\_\_ ft)
- Steep slopes equal to or greater than 15%?      Yes    No
- A wooded area greater than 5 acres?      Yes    No

| Dimensional Description  | Applicant to Complete |  | Development Office Staff to Complete |                   |
|--|-----------------------|--|--------------------------------------|-------------------|
|  | To New Structure      |  | Required By Code                     | Variance Required |
| Distance from the road right-of-way  |                       |  |                                      |                   |
| Distance from rear property line   |                       |  |                                      |                   |
| Distance from right side property line   |                       |  |                                      |                   |
| Distance from left side property line  |                       |  |                                      |                   |
| Height of Accessory Structure<br>(measured from the average finished grade to highest peak)                        |                       |  |                                      |                   |
| Percentage Building Coverage<br>(All existing and proposed structures)   |                       |  |                                      |                   |
| Percentage Lot Coverage<br>(impervious/pervious structures and surfaces)<br><b><u>RLD ZONING DISTRICT ONLY</u></b> |                       |  |                                      |                   |

6. What utilities, if any, will be connected to the structure? \_\_\_\_\_

If proposing utilities other than electricity, you may be required to obtain an area variance from the Town's Zoning Board of Appeals.

7. Earthwork:

Cubic yards (CY) to be excavated: \_\_\_\_\_ Square feet (SF) of area to be disturbed: \_\_\_\_\_  
(length (ft) x width (ft) x depth (ft) divided by 27) = CY (length (ft) x width (ft) = SF

8. Contractor Information:

General Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone / E-mail: \_\_\_\_\_

Contractor Insurance Certificates Required:

C-105.2 or U-26.3 Worker Compensation and DB-120.1 Disability or CE-200 / BP-1

9. Project Cost (Including Labor) exceeds \$10,000? YES NO

IDENTIFICATION OF POTENTIAL CONFLICTS OF INTEREST  
(Required by NYS General Municipal Law § 809)

1. **If the Applicant is an Individual:** Is the applicant or any of the immediate family members of the applicant (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) related to any officer or employee of the Town of Canandaigua? YES NO
2. **If the Applicant is a Corporate Entity:** Are any of the officers, employees, partners, or directors, or any of their immediate family members (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) of the company on whose behalf this application is being made related to any officer or employee of the Town of Canandaigua? YES NO
3. **If the Applicant is a corporate entity:** Are any of the stockholders or partnership members (holding 5% or more of the outstanding shares), or any of their immediate family members (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) of the company on whose behalf this application is being made related to any officer or employee of the Town of Canandaigua? YES NO
4. **If the Applicant has made any agreements contingent upon the outcome of this application:** If the applicant has made any agreements, express or implied, whereby said applicant may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of this application, petition, or request, are any of the parties to said agreement officers or employees of the Town of Canandaigua? YES NO

If the answer to any of the above questions is YES, please state the name and address of the related officer(s) or employee(s) as well as the nature and extent of such relationship:

\_\_\_\_\_.

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

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Please note that the **Property Owner** is responsible for all consultant fees during the review of this application including legal, engineering, or other outside consultants. Applications submitted to the Town of Canandaigua Planning Board will normally receive chargeback fees of at least five hours to ten hours for planning services including intake, project review, resolution preparation, SEQR, and findings of fact. PLEASE NOTE that the number of hours will be SIGNIFICANTLY INCREASED due to incomplete applications, plans lacking detail, or repeated continuations. Subdivision applications and larger commercial or industrial projects traditionally require more hours of engineering, legal, and other consultant review and preparation and will incur higher costs. Applications for new construction may be referred to the Town Engineer for engineering review which may include at least an additional eight to twelve hours of review time. The **Property Owner** will also be responsible for legal fees for applications submitted to the Town of Canandaigua Planning Board, Zoning Board of Appeals, or the Town of Canandaigua Development Office. Fees for engineering and legal expenses traditionally range between one hundred and one hundred fifty dollars per hour. A copy of the Town's annual fee schedule is available upon request from the Development Office or the Town Clerk's Office. The **Property Owner's** signature below indicates that the **Property Owner** understands that the **Property Owner** will be responsible for all outside consultant fees incurred as a result of the submitted application, and consents to these charges. Additionally projects approved by the Town of Canandaigua Planning Board may be required to pay a parks and recreation fee as established by the Town Board (currently \$ 1,000 per unit) if required as part of the conditions of approval.

\_\_\_\_\_  
(property owner)

\_\_\_\_\_  
(property owner)

The undersigned represents and agrees as a condition to the issuance of these permits that the development will be accomplished in accordance with the Town Zoning Law, the New York State Uniform Fire Prevention and Building Code, approvals/conditions described on the ZBA / PB decision sheet, and the plans and specifications annexed hereto.

**Owner's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

PERMIT CANNOT BE ISSUED WITHOUT PROPERTY OWNER SIGNATURE

Please **DO NOT** send payment with this application.  
Payment shall not be made until the fee is determined & the permit is issued.

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**For Office Use Only**

Application requires review by Planning Board and/or Zoning Board of Appeals. Yes No

\_\_\_\_\_  
Reviewed By Date

Flood Zone \_\_\_\_\_ FEMA Panel #\_\_\_\_\_ Floodplain Development Permit Required? Yes / No

Within environmentally sensitive, open, deed restricted or conservation easement area? Yes / No

\_\_\_\_\_  
Code Enforcement Officer Date

| Permit Issued           | Permit Number    | Fee |
|-------------------------|------------------|-----|
| Building Permit Fee     |                  |     |
| Soil Erosion Permit Fee |                  |     |
| Drainage District Fee   |                  |     |
| Total Permit Fee        | (non-refundable) |     |

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