

# Town of Canandaigua

## FENCE PERMIT APPLICATION

1. **Subject Property** Address: \_\_\_\_\_  
Subject Property Tax Map Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

2. Name and Address of **Property Owner**:

\_\_\_\_\_  
\_\_\_\_\_  
Telephone / E-mail of Property Owner: \_\_\_\_\_

3. Name and Address of **Applicant** if not property owner: \_\_\_\_\_

\_\_\_\_\_  
Telephone / E-mail of Applicant: \_\_\_\_\_

4. Primary Use of Property:     Residential     Commercial/Industrial     Agricultural     (*please circle one*)

5. Fence Location Guidelines:

- No fence in a front yard within a residential district or in a rear yard adjoining Canandaigua Lake shall be erected, altered or reconstructed to a height exceeding four feet above ground level.
- No fence in a rear yard or side yard within a residential district shall be erected, altered or reconstructed to a height exceeding six feet above ground level.
- Fencing used to enclose a tennis court may be permitted up to 12 feet in height, provided that such fencing is not less than the minimum permitted setback for accessory structures in the subject district.
- Fences in the Restricted Business, Industrial and Commercial Districts may be up to eight feet in height.
- Fences for kennels and for the purpose of enclosing farmland, horses and cattle shall not exceed eight feet in height.
- No fence shall be erected to encroach on any property line or upon a public right-of-way.
- No fence shall be erected in a delineated area of special flood hazard, except for farm fences, provided that it can be demonstrated that such fence would not restrict the flow of floodwaters nor would it have any impact on any buildings. No fence shall be erected in such area of special flood hazard until a development permit is obtained in accordance with Chapter 115 of the Town Code.
- Fencing surrounding telecommunications towers shall be as set forth in §220-60.
- Fences shall not be located within 25 feet of the mean high water mark of Canandaigua Lake.

<b>NEW FENCE INFORMATION</b>				
What type of fence will be constructed?	Stockade	Split Rail	Picket	Vinyl
	Chain Link	Other: _____		
What is the length of the proposed fence?	_____ feet			
What is the height of the proposed fence?	In the Front Yard _____ feet			
	In the Side / Rear Yard _____ feet			

6. **Site Plan Submission Requirement:** The property owner shall submit a sketch site plan (or draw in the box below) clearly identifying the following information: land features, including environmentally sensitive features identified on the Natural Resource Inventory (see questions below); land use(s); utilities; all existing buildings, pavement and other improvements, including setbacks; and location and nature of all existing easements, deed restriction and other encumbrances.

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

**Rear Yard Boundary Line**

**Front Boundary Line**

**Road / Street Name** \_\_\_\_\_

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

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

*PLEASE NOTE THAT ACORD FORMS ARE NOT ACCEPTABLE PROOF OF INSURANCE. THANK YOU.*

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, SEQ, 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 Fee: \$50.<sup>00</sup>

Permit #: \_\_\_\_\_