

Town of Canandaigua

5440 Route 5 & 20

Canandaigua, NY 14424

Phone: (585) 394-1120 – Fax: (585) 394-9476

www.townofcanandaigua.org

SITE DEVELOPMENT / BUILDING PERMIT APPLICATION

1. **Subject Property** Address: _____

Tax Map Number: _____ Zoning District: _____

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: _____

3. Scope of work – including the **total square footage** of the project if applicable:

PLEASE INCLUDE APPLICABLE CONSTRUCTION PLANS AND A SITE PLAN SHOWING THE PROPOSED PROJECT.

5. Contractor Information:

General Contractor: _____

Address: _____

Telephone Number / E-mail Address: _____

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 WE CANNOT ACCEPT ACORD FORMS AS PROOF OF INSURANCE. THANK YOU.

(Owner signature and date are required on reverse page)

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

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 this permit that the development will be accomplished in accordance with the Town Zoning Law, the New York State Uniform Fire Prevention and Building Code, and the plans and specifications annexed hereto.

Owner's Signature: _____ **Date:** _____

PERMIT WILL NOT BE ISSUED WITHOUT PROPERTY OWNER SIGNATURE.

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

FOR OFFICE USE ONLY

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 (non-refundable)		