

Town of Canandaigua

5440 Routes 5 & 20 West
 Canandaigua, NY 14424
 Phone: (585) 394-1120 / Fax: (585) 394-9476

CPN#: _____

Two-Stage Final Site Plan Checklist

Applicant: _____

Project Address: _____

Tax Map#: _____ Zoning District: _____

Project Description Narrative: _____

Per Chapter 220 Section 220-67-B:

- B. Site plans to be developed in distinct phases or sections shall be subject to two stages of review.
- (1) The applicant shall first receive preliminary site plan for the overall development as described in Town Code § 220-69.
 - (2) Preliminary site plans must delineate proposed phases or sections.
 - (3) Final site plan approval from the Planning Board shall be obtained for the phases or sections delineated as part of the approved preliminary site plan before issuance of any permits for development.
 - (4) The Planning Board decision regarding proposed preliminary and final site plans shall be made within 62 days of receipt of a complete application. This time period may be extended by mutual consent of the applicant and the Planning Board.

Final Site Plan Requirements – Chapter 220 Section 220-70	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
A. Site plan size and legibility.			
(1) Final site plans shall be on sheets no smaller than 8 1/2 inches by 11 inches and not larger than 24 inches by 36 inches. Where necessary, final site plans may be drawn in two or more sections accompanied by a key diagram showing relative location of the sections.			
B. The final site plan shall be clearly marked as final and shall show thereon or be accompanied by:			
(1) All information provided on the approved preliminary site plan as well as any improvements, modifications and additional information required as part of the preliminary approval;			
(2) The names of developments and proposed streets which have first been approved by the Planning Board and Ontario County 911 Center;			
(2) Detailed sizing and final material specification of all required improvements;			
(4) Permanent reference monuments as required by any proper authority;			
(5) A detailed plan identifying all lands, easements, and rights-of-way which shall be commonly owned with the identification of the association responsible for said ownership and method of managing the commonly owned properties;			
(6) Copies of other proposed easements deed restrictions and other			

encumbrances;			
(7) Protective covenants, if any, in a form acceptable for recording;			
(8) Cost estimates for improvements where surety may be required by the Planning Board including but not limited to: landscaping and storm water and erosion control measures. Sureties shall comply with Town Code § 174-32 "Surety";			
(9) The owner shall tender offers of cession, in a form certified as satisfactory by the Town Board Attorney, of all land included in streets, highways or parks not specifically reserved by the property owner. Although such tender may be irrevocable, approval of the site plan by the Planning Board shall not constitute an acceptance by the Town of the dedication or gift of any street, highway or park or other open public areas. A dedication or gift of any such improvements may only be accepted by resolution of the Town Board.			

I have reviewed my submitted application and drawings against the above noted criteria and hereby certify that the submitted application matches this completed check list.

Signature of Applicant / Representative

Date