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

NOTICE TO ALL PLANNING BOARD APPLICANTS FOR "SINGLE STAGE" PRELIMINARY/FINAL SUBDIVISION PLAT APPROVAL

The applicant is responsible for the completeness of all forms for the application to be processed. All completed applications are subject to the rules and regulations as established by State of New York and the Town of Canandaigua. The Development Office cannot guarantee any board approvals for completed applications.

It is important that the applicant completes all of the information requested in this packet. Doing so will facilitate the review process by the Planning Board at a public meeting and will not cause unnecessary delays to either you or other applicants.

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Required Paperwork for Application Submittal

Single-Stage Subdivision Review

When applying for ***Single-Stage (Preliminary/Final) Subdivision Approval*,** you shall submit:

- A subdivision plat in compliance with the "Single-Stage Review – Preliminary/Final Subdivision Checklist" (attached to the application packet)
- A completed Planning Board application for "Single-Stage Review Subdivision Approval Planning Board" application (this form must be signed by a property owner)
- Permit applications, as required, if there is proposed development of the site. If buildings are being proposed, the elevation drawings must note the height from the average finished grade.
- A Soil Erosion and Sediment Control Permit Application (attached to application packet)
- An Agricultural Data Statement (attached to application packet)

You must submit all original application forms, one print of the subdivision plat(s), and one copy of the elevation drawings. Additional copies will be requested at a later date.

Fees:

1. The Planning Board application fee is $250 plus $50 for each lot and shall be paid at the time the application is submitted to the Town Development Office. This fee is non-refundable.
2. The property owner is responsible for the reimbursement of any consultant fees incurred during the application review process.
3. The required building/development permits (which are subject to additional costs) shall be obtained from the Town Code Enforcement Officer *after* the Planning Board chairperson has signed the final subdivision plat, the required surety has been accepted by the Town Board, and prior to commencing any development on the subject property.

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PLANNING BOARD APPLICATION
SINGLE-STAGE REVIEW
SUBDIVISION APPROVAL

CPN #: _____

Permission for on-site inspection for those reviewing application: _____ Yes _____ No

1. Name and address of the property owner: _____

   _____

   Telephone Number of property owner: _____

   Fax #_____ E-Mail Address: _____

   **If you provide your e-mail address, this will be the primary way we contact you **

2. Name and Address Applicant *if not the property owner*: _____

   _____

   Telephone Number of Applicant: _____

   Fax # _____ E-Mail Address: _____

   **If you provide your e-mail address, this will be the primary way we contact you **

3. Subject Property Address: _____

   Nearest Road Intersection: _____

   Tax Map Number: _____ Zoning District: _____

4. Is the Subject Property within 500' of a State or County Road or Town Boundary? (If yes, the Town may refer your application to the Ontario County Planning Board.)

   Please circle one: YES NO

5. Is the Subject Property within 500' of an Agricultural District? (If yes, an Agricultural Data Statement must be completed and submitted with this application.)

   Please circle one: YES NO

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AGRICULTURAL DATA STATEMENT

CPN #: _____

In accordance with NYS Town Law § 283-a, the Town of Canandaigua will use the following information to evaluate possible impacts that would occur on property within an agricultural district containing a farm operation or on property with boundaries within 500 feet of a farm operation.

A. Name and Address of Property Owner: _____
_____

B. Name and Address of Applicant: _____
_____

C. Description of the proposed project: _____
_____
_____

D. Project Location: _____

E. Tax Map #: _____

F. Is any portion of the subject property currently being farmed? _____ Yes _____ No

G. List the name and address of any land owner within the agricultural district that the land contains farm operations and is located within 500 feet of the boundary of the property upon which the project is proposed.

Name / Address
1. _____
2. _____
3. _____

H. Attach a tax map or other map showing the site of the proposed project relative to the location of farm operations identified in this Agricultural Data Statement.

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SINGLE STAGE (PRELIM/FINAL) SUBDIVISION CHECKLIST

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Subject Property(ies) Address(es): _____

Subject Property(ies) Tax Map # and Zoning District: _____

A. What is the size (in acres or square footage) of parcel(s) to be subdivided?
_____

B. What are the exact sizes of all proposed parcels (in acres and/or square footage)?
1. _____ 2. _____ 3. _____ 4. _____

C. What is the exact road frontage for <u>each</u> proposed parcel?
1. _____ 2. _____ 3. _____ 4. _____

Chapter 174 § 174-13 (Preliminary Subdivision Plat Checklist)	**Shown on Plat by Applicant**	**Initial PRC Review**	**PRC Follow Up Review**
A. A preliminary subdivision application shall include an affidavit that the applicant is the owner or equitable owner of the land proposed to be subdivided or their legal representative.			
B. Information shown on preliminary subdivision plats shall be organized to clearly depict existing and proposed conditions and assist the Planning Board's understanding of potential impacts as well as proposed mitigation.			
C. The preliminary subdivision plat shall be clearly marked as preliminary and show all of the following information:			
(1) General Content			
(a) All dimensions shall be shown in feet and in hundredths of a foot.			
(b) Proposed subdivision name or identifying title (Preliminary Subdivision of Property Owner);			
(c) Name and address of the property owner;			
(d) Names of owners of all abutting land and the names of all abutting subdivisions;			
(e) Name and seal of the New York State licensed professional engineer and/or surveyor responsible for the plat;			
(f) Date, north point, and scale. The plat shall be at a scale of no more than 100 feet to the inch;			

SOIL EROSION AND SEDIMENT CONTROL PERMIT APPLICATION

(Standards Approved by Town: NY Guidelines for Urban Erosion and Sedimentation Control)

ON-SITE INSPECTION REQUIRED PRIOR TO THE ISSUANCE OF A BUILDING PERMIT

Date: _____ Zoning District: _____

Property Owner Name and Address: _____

_____

Telephone / Fax # _____ E-mail address: _____

Site Location: _____

Size of Site (Acres/ Sq.Ft.): _____ Tax Map Number _____

Description of proposed activity: _____

_____

Per Chapter 165 §165-10-B, at a minimum, the map, plan or sketch prepared shall include the following:	Shown on Plan Yes / No	Initial Review	Follow Up Review
l. Boundaries of the subject parcel and other parcels adjacent to the site which may be materially affected by the action.			
2. Existing features including structures, roads, water courses, utility lines, etc. on the subject parcel and on adjacent parcels where appropriate.			
3. Existing vegetative cover including wooded areas, grass, brush, or other on the subject parcel and on adjacent properties where appropriate.			
4. Limits or extent of excavation, filling, and/or grading proposed to be undertaken.			
5. The disposition of soil and top soil, whether on site or off site, and the locations of any stockpiles to be placed on site.			
6. Temporary and permanent drainage, erosion and sedimentation control facilities including ponds, sediment basins, swales, energy dissipation devices, silt fences and/or straw bale locations.			
7. The location of proposed roads, driveways, sidewalks, structures, utilities and other improvements.			
8. Final contours of the site in intervals adequate to depict slopes and drainage details on the site.			

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2018 Board Calendar

Meeting dates are subject to change

APPLICATION DEADLINE **12:00 pm**	**PRC MEETING** To review applications **9:00AM**	**ZONING BOARD OF APPEALS** Public Hearings **6:00 PM**	**PLANNING BOARD** Public Meetings and Hearings **6:00 PM**		**ENVIRONMENTAL CONSERVATION BOARD** Public Meetings **4:30 pm**
FRIDAY	**MEETING DATE**	**MEETING DATE**	**MEETING DATES**		**MEETING DATES**
December 15, 2017	December 18, 2017	January 16, 2018	January 9, 2018	January 23, 2018	January 4, 2018
January 12	January 16*	February 20	February 13	February 27	February 1
February 9	February 12	March 20	March 13	March 27	March 1
March 9	March 12	April 17	April 10	April 25**	April 5
April 13	April 16	May 15	May 8	May 22	May 3
May 11	May 14	June 19	June 12	June 27**	June 7
June 15	June 18	July 17	July 10	July 24	July 5
July 13	July 16	August 21	August 14	August 28	August 2
August 10	August 13	September 18	September 12**	September 25	September 6
September 14	September 17	October 16	October 9	October 23	October 4
October 12	October 15	November 20	November 13	November 27	November 1
November 16	November 19	December 18	December 11	----------	December 6
December 14	December 17	January 15, 2019	January 8, 2019	January 22, 2019	January 3, 2019

*January 16 PRC is a Tuesday at 11:00am **April 25, June 27 & September 12 are Wednesdays

**** All Applications are due by <u>12:00pm</u> on deadline day****

The applicant will receive written notification of their scheduled meeting. If your application is deemed incomplete, it will not be placed on an agenda until the requested information has been submitted to the Town Development Office. All new Planning Board applications submitted on/before the application deadline will be first heard at 2nd meeting of the following month. Continued applications will be reviewed at the 1st meeting of the following month.

Per Chapter 165 §165-10-B, at a minimum, the map, plan or sketch prepared shall include the following:	Shown on Plan Yes / No	Initial Review	Follow Up Review
9. A time schedule indicating:			
a. When major phases of the proposed project are to be initiated and completed;			
b. When major site preparation activities are to be initiated and completed;			
c. When the installation of temporary and permanent vegetation and drainage, erosion and sediment control facilities is to be completed; and			
d. The anticipated duration (in days) of exposure of all major areas of site preparation before the installation of erosion and sediment control measures.			
Other Information Required to be Provided:	Shown on Plan Yes / No	Initial Review	Follow Up Review
10. What is the general topography and slope of the subject property (in %): _____			
11. How much area (in square feet) and/or volume (in cubic yards) will be disturbed? _____			
12. Does the subject property drain offsite? Yes No If yes, where does it drain to and how will it affect offsite properties? _____ _____			
13. How will erosion be controlled on site to protect catch basins from silt? _____ _____			
14. If sedimentation basins are proposed, where will they overflow to if they become clogged? Describe: _____ _____ _____			
15. Is there any offsite drainage to subject property? Yes No If yes, where does the drainage come from? _____ _____			

Other Information Required to be Provided:	Shown on Plan Yes / No	Initial Review	Follow Up Review
16. How will off site water courses be protected? _____ _____ _____			
17. How will any adjacent roadside ditches or culverts be protected during construction? _____ _____ _____			
18. Has the appropriate highway superintendent been contacted? Yes No Name of the person contacted and date contacted: _____			
20. Is existing vegetation proposed to be removed? Yes No (If yes, the vegetation to be removed must be identified on the plan.)			
21. Will any temporary seeding be used to cover disturbed areas? Yes No If yes, a note shall be added to the plans.			
22. What plans are there for permanent revegetation? Describe: _____ _____ _____			
23. How long will project take to complete? _____			
24. What is the cost estimate to install and maintain erosion and sedimentation control facilities before, during, and after construction? _____			

Attach additional sketches, calculations, details *as needed* to this form.

Form prepared by: _____ Date: _____

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 Soil Erosion and Sedimentation Control Law, the New York State Uniform Fire Prevention and Building Code, and the plans and specifications annexed hereto.

PERMIT APPLICATION CANNOT BE ACCEPTED WITHOUT PROPERTY OWNER'S SIGNATURE.

Please DO NOT send payment with this application.

Owner's Signature: _____ Date: _____

* *

For Office Use Only

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

_____ _____

Zoning Officer Date

Flood Zone _____

Floodplain Development Permit Required? Yes No

_____ _____

Code Enforcement Officer Date

Permit Fee: $_____ Permit #: _____

Chapter 174 § 174-13 (Preliminary Subdivision Plat Checklist)	Shown on Plat by Applicant	Initial PRC Review	PRC Follow Up Review
(g) A legible location map;			
(h) A map revision box;			
(i) A map legends/key;			
(j) A signature block for the Planning Board Chairperson and others as may be required;			
(k) An area for general map notes;			
(l) A completed agricultural data statement form identifying whether the site lies within an area which is further regulated under § 283-a of Town Law, as amended;			
(m) For lots located within or adjacent to an established Ontario County Agricultural District the plat shall have a general note identifying and thereby acknowledging the provisions of the Town's Right-to-Farm Law.			
(n) Current zoning of the land including district boundaries and all setback dimensions for said zoning district(s);			
(2) Existing Conditions: Lots			
(a) All existing property lines, with bearings and distances including the subject (parent) parcel(s) Tax Map numbers(s);			
(b) Sufficient data to determine readily the location, bearing and length of every existing street, easement, lot and boundary line and to reproduce such lines on the ground, including:			
[1] The length of all straight lines, radii, lengths of curves and tangent bearings for each street; and			
[2] All dimensions and angles or bearings of the lines of each lot and of each area proposed to be dedicated to public use.			
(c) The boundaries and nature of all existing easements, deed restrictions and other encumbrances;			
(3) Existing Conditions: Natural Land Features			
(a) Existing contours at vertical intervals of no more than 20 feet, including the source of the information. In the case of steep or unusual tracts, the Planning Board may require contours at such lesser intervals as it finds necessary for study and Planning of the tract.			
(b) Existing vegetative land cover;			
(c) Delineation of natural features described in the NRI including;			
[1] existing watercourses			
[2] tree masses and other significant land cover			
[3] land exceeding a slope of 10%			
[4] NYSDEC or Federally regulated wetland			
[5] FEMA Special Flood Hazard Zone boundaries and designations, including the Flood Hazard Zone, Community Map Panel Number and the effective date of the Flood Insurance Mapping as shown;			

[6] other natural features identified in the NRI			

Chapter 174 § 174-13 (Preliminary Subdivision Plat Checklist)	Shown on Plat by Applicant	Initial PRC Review	PRC Follow Up Review
(4) Existing Conditions: Man-made features			
(a) All existing significant man-made features including but not limited to:			
[1] buildings with property line setbacks			
[2] width, location, and sight distances for all private driveways			
[3] limits of pavement and parking areas			
[4] existing streets on or adjacent to the subject lot including names, right-of-way widths and pavement widths			
[5] sanitary and storm sewers			
[6] wastewater treatment systems			
[7] public and private wells, water mains and fire hydrants			
[8] drainage features including, storm water ponds, swales, culverts, and known underground drain tiles			
[9] Location of all other existing utility lines and related facilities including, gas, electric and telephone.			
[10] Agricultural infrastructure including surface and subsurface drainage systems, and access lanes for farm equipment.			
(5) Proposed Conditions: Lot Boundaries			
(a) Delineation of all proposed sections or phases, if any;			
(b) Survey map of new lots to be created as well as a survey or general location map showing the relationship of the derivative and parent parcels, including the road frontage and area remaining in the parent parcel (for large parcels, a drawing from the legal description may be accepted);			
(c) Area of each lot in square feet. Proposed lots shall be numbered in numerical order			
(d) Sufficient data to determine readily the location, bearing and length of every proposed street, easement, lot and boundary line and to reproduce such lines on the ground, including:			
[1] The length of all straight lines, radii, lengths of curves and tangent bearings for each street; and			
[2] All dimensions and angles or bearings of the lines of each lot and of each area proposed to be dedicated to public use.			
(e) The proposed building area for each lot as measured from the property line;			
(f) Required building setback lines on each lot;			
(g) For proposed conservation subdivisions [§ 174-16] a			

summary of requested modifications to lot size, setback and other dimensional requirements.			

Chapter 174 § 174-13 (Preliminary Subdivision Plat Checklist)	Shown on Plat by Applicant	Initial PRC Review	PRC Follow Up Review
(h) The boundaries and nature of all proposed easements, deed restrictions and other encumbrances.			
(6) Proposed Conditions: Development			
(a) Delineation of limits of any land to be disturbed in any manner including areas to be cleared of vegetation, cut, filled, excavated, or graded. The delineation shall include dimensions and other references needed to allow efficient field verification.			
(b) Existing and proposed contours, at vertical intervals of no more than five feet.			
(c) Proposed location, boundaries and uses of all buildings.			
(d) The proposed building setback from each property line and other buildings on the same lot;			
(e) Location and dimension of all areas to be protected as open space.			
(f) Location and dimensions of all public buildings, public areas and other parcels of land proposed to be dedicated to or reserved for public use.			
(g) Location and description of all swales, ponds, basins, fences, dikes or other devices required to control soil erosion and sedimentation or otherwise comply with the provisions of the Town Soil Erosion and Sedimentation Control Law (see Chapter 165)			
(h) Limits of pavement and parking areas of the Town Code);			
(i) Location and width of all proposed streets, alleys, rights-of-way and easements.			
(j) Typical cross-sections, street profiles and drainage details for all streets. Such profiles shall show the following: existing grade along the proposed street center line; existing grade along each side of the proposed street right-of-way; proposed finished center-line grade or proposed finished grade at top of curbs; sanitary sewer mains and manholes; and, storm sewer mains, inlets, manholes and culverts;			
(k) Location and widths of all proposed driveway intersections with streets and sight distances there from. Suitable means of access in accordance with Town Code and the Town of Canandaigua Site Design and Development Criteria must be shown for each lot unless such lot is to be annexed to an existing parcel with suitable access.			
(l) Location and size of all proposed water mains, laterals, hydrants, meters, and valves;			
(m) Location of any public or private wells			

Chapter 174 § 174-13 (Preliminary Subdivision Plat Checklist)	Shown on Plat by Applicant	Initial PRC Review	PRC Follow Up Review
(n) Location, size and invert elevations of all proposed sanitary and storm sewers and location of all manholes inlets and culverts;			
(o) Where on site wastewater treatment will be required for development of the proposed lots and regardless of whether or not the current application includes proposed development, the following information shall be provided;			
[1] Delineation of sufficient area for at least one potential on-site wastewater treatment system for each proposed lot unless such lot has an existing and functioning on site wastewater treatment system			
[2] Field test results and the name of the individual taking the tests to determine soil percolation capabilities within that area			
(p) Location of all other proposed utility lines and related facilities including, gas, electric and telephone			
(q) Proposed vegetative land cover and landscaping			
(r) Outdoor lighting			
(s) Location and design of proposed signs			
(t) Documentation of compliance with the adopted Town of Canandaigua Ridgeline Design Guidelines and Shoreline Development Guidelines			
(u) A description of all approvals required from outside agencies.			
(v) Schedule for development including a detailed sequence of construction and estimated dates for start and completion.			
(w) The Planning Board may require an applicant to submit additional information as may be needed to assess the potential impacts from the proposed development.			

Chapter 174 Section 174-14 (Final Plat Checklist)	Shown on Plat by Applicant	Initial PRC Review	PRC Follow Up Review
A. The final subdivision plat shall be clearly marked as final and shall show thereon or be accompanied by:			
(1) All information provided on the approved preliminary plat as well as any improvements, modifications and additional information required as part of the preliminary approval;			
(2) The names of developments and proposed streets. The Planning Board shall have the right to name new developments and streets in accordance with historic characteristics of the community and the Ontario County 911 addressing policy.			
(3) which have first been approved by the Planning Board and Ontario County 911 Center;			

Chapter 174 § 174-14 (Final Pat Checklist)	Shown on Plat by Applicant	Initial PRC Review	PRC Follow Up Review
(4) Detailed sizing and final material specification of all required improvements;			
(5) Permanent reference monuments as required by any proper authority;			
(6) 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.			
(7) Copies of other proposed easements deed restrictions and other encumbrances.			
(8) Protective covenants, if any, in a form acceptable for recording;			
(9) 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. Refer to § 174-32 of this Chapter;			
(10) 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 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 checklist.

_____ _____

Signature of Applicant **Date**

****

FOR TOWN USE ONLY

Circle Type of Application:

Special Use Permit Site Plan Approval Subdivision Use Variance

Circle Review Authority:

Zoning Board of Appeals Planning Board Town Board

Notice Provision:

Date when written notice of the application described in Part I was provided to the land owners identified in the Agricultural Data Statement.

_____

Date referral sent to the Ontario County Planning Department: _____

_____ _____

Name of Official Completing Form Date

6. Description of subject parcel to be subdivided: Size: _____ acres. Road Frontage: _____ ft

7. Number of proposed parcels (including subject parcel to be subdivided): _____

8. Size of all proposed parcels and road frontage for each lot (including remaining lands):

Lot #	Proposed Size	Proposed Road Frontage
1		
2		
3		
4		
5		

9. What public improvements are available? ☐ Public Sewer ☐ Public Water ☐ Public Roads

10. Describe the current use of the property:
_____

11. Describe the proposed use of the property and nature of the proposed subdivision:
_____
_____

12. Is any portion of the property subject to a purchase and sale contract, option, right of first refusal, development rights agreement, lien or other encumbrance that may benefit any party other than the applicant? YES NO

If yes, then please set forth the name, address, and interest of any such party including a copy of the documents which create the potential beneficial interest.
_____
_____
_____
_____

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:
_____.

<u>Property Owner</u> is responsible for any consultant fees (Town Engineer, Town Attorney, etc.) Incurred during the application process.

Please note that the **<u>Property Owner</u>** 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 **<u>Property Owner</u>** 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 **<u>Property Owner's</u>** signature below indicates that the **<u>Property Owner</u>** understands that the **<u>Property Owner</u>** 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)

I hereby grant my designee permission to represent me during the application process.

_____ _____
(Signature of Property Owner) *(Date)*