

Town of Canandaigua

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

NOTICE TO ALL PLANNING BOARD APPLICANTS FOR SITE PLAN APPROVAL ONE STAGE (Preliminary/Final Combined)

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.

****Please Note: In addition to this packet, please check with the Zoning Officer regarding which building permit application(s) must be submitted with these forms. ****

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Required Documents for Application Submittal One-Stage (Preliminary/Final) Site Plan Approval

When applying for *One-Stage (Preliminary/Final) Site Plan Approval*, you shall submit:

- A site plan in compliance with the **One Stage (Preliminary / Final) Site Plan Checklist** (attached to application packet)
- A Planning Board Application (attached to application packet)
- Building permit application(s) for **all** proposed construction / site development (verify with Zoning Officer – available in Development Office or on Town website)
- A Soil Erosion and Sediment Control Permit Application (attached to application packet)
- An Agricultural Data Statement (attached to application packet)
- Elevation drawings of the proposed structure(s) noting the height from the average finished grade.

*You shall submit all original application forms, one copy of the site plan and elevation drawings.
Additional copies will be requested at a later date.*

Fees:

1. The Planning Board application fee is \$250 (single family residential only is \$150) 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 site plan, the required surety has been accepted by the Town Board, and prior to commencing any development on the subject property.

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2022 Board Calendar

Meeting dates are subject to change Revised 1/31/2022

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
	<u>MEETING DATE</u>	<u>MEETING DATE</u>	<u>MEETING DATES</u>		<u>MEETING DATES</u>
December 8, 2021	December 13, 2021	January 18, 2022	January 11, 2022	January 25, 2021	January 6, 2022
January 3	January 18*	February 15	February 8	February 22	February 3
February 1	February 14	March 15	March 8	March 22	March 3
March 1	March 14	April 19	April 12	April 26	April 7
April 1	April 11	May 17	May 10	May 24	May 5
May 2	May 16	June 21	June 14	June 29**	June 2
June 1	June 13	July 19	July 12	July 26	July 7
July 1	July 11	August 16	August 9	August 23	August 4
August 1	August 15	September 20	September 13	September 27	September 1
September 1	September 12	October 18	October 11	October 25	October 6
October 3	October 17	November 15	November 9***	November 22	November 3
November 1	November 14	December 20	December 13	-----	December 1
December 1	December 12	January 17, 2023	January 10, 2023	January 24, 2023	January 5, 2023

*January 18 is a Tuesday ** June 29 is a Wednesday***November 9 is a Wednesday

*** All Applications are due by 12:00pm 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.

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PLANNING BOARD APPLICATION SITE PLAN / SPECIAL USE PERMIT

CPN _____

- FOR:** _____ **Sketch Plan Review**
_____ **One Stage Site Plan Approval (Preliminary & Final Combined)**
_____ **Two Stage Preliminary Site Plan Approval** _____ **Two Stage Final Site Plan Approval**
_____ **Special Use Permit (New)** _____ **Special Use Permit (Renewal)**

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

(Continued on Back)

6. What is your proposed new project?

7. Have the necessary building permit applications been included with this form? If not, please verify which forms are required to be submitted with the Development Office.

8. If applying for Site Plan Approval or Special Use Permit, attach a completed Soil Erosion and Sedimentation Control Plan and Permit Application as described in Chapter 165 of the Town Code.

9. Are you requesting a waiver from a professionally prepared site plan?

Please circle one: YES NO

If "yes" the property owner acknowledges and accepts full responsibility for any errors or misrepresentation depicted on the site plan and agrees to indemnify the Town of Canandaigua for any and all expenses, including reasonable attorney's fees, incurred by the Town as a result of any such error or misrepresentation.

_____ (*property owner's initials*)

10. If no, attach a professionally prepared site plan as described in Chapter 220 Article VII (Site Plan Regulations) of the Town Code.

11. If a Special Use Permit is requested, attach plans and documentation as required in Chapter 220 Article VI (Regulations Governing Special Permit Uses) of the Town Code.

The applicant / property owner is on notice that their personal/bank check submitted to the Town to meet the landscaping/soil erosion surety requirement(s) as noted in the Planning Board decision sheet will be deposited into a Town non-interest bearing bank account.

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:

_____.

***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)

I hereby acknowledge that I have reviewed all the questions contained in this application and certify that the information provided is accurate and complete to the best of my knowledge and ability. Finally, I hereby grant my designated person in Question #2 of this application form, permission to represent me during the application process.

(Signature of Property Owner)

(Date)

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. Urban Rural (non-agriculture) Industrial Commercial Residential (suburban)			
<input type="checkbox"/> Forest Agriculture Aquatic Other(Specify):			
<input type="checkbox"/> Parkland			

<p>5. Is the proposed action,</p> <p>a. A permitted use under the zoning regulations?</p> <p>b. Consistent with the adopted comprehensive plan?</p>	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?</p>	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
<p>7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?</p> <p>If Yes, identify: _____</p>	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
<p>8. a. Will the proposed action result in a substantial increase in traffic above present levels?</p> <p>b. Are public transportation services available at or near the site of the proposed action?</p> <p>c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?</p>	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
<p>9. Does the proposed action meet or exceed the state energy code requirements?</p> <p>If the proposed action will exceed requirements, describe design features and technologies:</p> <p>_____</p> <p>_____</p>	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
<p>10. Will the proposed action connect to an existing public/private water supply?</p> <p>If No, describe method for providing potable water: _____</p> <p>_____</p>	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
<p>11. Will the proposed action connect to existing wastewater utilities?</p> <p>If No, describe method for providing wastewater treatment: _____</p> <p>_____</p>	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
<p>12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?</p> <p>b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?</p>	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
<p>13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?</p> <p>b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?</p> <p>If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____</p> <p>_____</p> <p>_____</p>	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest Agricultural/grasslands Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

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 <u>minimum</u> , the map, plan or sketch prepared shall include the following:	Shown on Plan Yes / No	Initial Review	Follow Up Review
1. 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.			

Per Chapter 165 §165-10-B, at a <u>minimum</u>, 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: <ul style="list-style-type: none"> 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 #: _____

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CPN#: _____

One-Stage (Preliminary & Final) Site Plan Checklist

Applicant: _____

Project Address: _____

Tax Map#: _____ Zoning District: _____

Project Description Narrative: _____

Per Chapter 220 §220-67-A: **One and Two stage review.**

- A. Applications for site plans to be reviewed in one stage where no preliminary site plan review is required:
- (1) Shall be processed and reviewed as required in NYS Town Law Article 16, Section 274-a, as may be amended.
 - (2) Shall be submitted in final form.
 - (3) Shall include all information required for preliminary and final site plans as specified in sections Town Code §§ 220-69 and 220-70.
 - (4) The submitted site plan drawing shall be marked as final and shall include a note that no preliminary site plan review was required.

Preliminary Site Plan Checklist - Chapter 220 Section 220-69	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
A. A preliminary application shall include an affidavit that the applicant is the owner or equitable owner of the land proposed to be developed or their legal representative.			
B. Information shown on the preliminary site plan 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 site plan 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 development name or identifying title (Preliminary Site Plan of Property Owner);			
(c) Name of the owner of the property;			
(d) Names of owners of all abutting land;			
(e) Name and seal of the New York State licensed professional engineer or surveyor responsible for the plan;			
(f) Date, North point and scale. The site plan shall be at a scale of no more than 100 feet to the inch;			
(g) A legible location map;			
(h) A map revision box;			

Preliminary Site Plan Checklist - Chapter 220 Section 220-69	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
(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 established Ontario County Agricultural District lands the site plans shall have a general note identifies and thereby acknowledges 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			
(a) All existing property lines, with bearings and distances including the subject (parent) parcel Tax Map numbers;			
(b) Area of the subject lot(s);			
(c) Required building setback lines on each lot;			
(d) 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.			
(e) The boundaries and nature of all existing easements, deed restrictions and other encumbrances;			
(f) Existing contours at vertical intervals of 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.			
(g) Existing vegetative land cover;			
(h) 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			
(i) 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			

Preliminary Site Plan Checklist - Chapter 220 Section 220-69	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
[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.			
(j) Agricultural infrastructure including surface and subsurface drainage systems, and access lanes for farm equipment.			
(3) Proposed Conditions: Development			
(a) Delineation of all proposed sections or phases if any;			
(b) 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.			
(c) Existing and proposed contours, at vertical intervals of no more than five feet;			
(d) The boundaries and nature of all proposed easements, deed restrictions and other encumbrances			
(e) The proposed building setback from each property line and other buildings on the same lot;			
(f) Location and dimension of all areas to be protected as open space.			
(g) Location and dimensions of all, public buildings, public areas and other parcels of land proposed to be dedicated to or reserved for public use;			
(h) Proposed location, boundaries and uses of all buildings.			
(i) 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).			
(j) Limits of pavement and parking areas of the Town Code);			
(k) Location and width of all proposed streets, alleys, rights-of-way and easements. 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.			
(l) Typical cross-sections, street profiles and drainage details for all streets. Such profiles shall at least 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;			

Preliminary Site Plan Checklist - Chapter 220 Section 220-69	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
(m) 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 Town of Canandaigua Site Design and Development Criteria.			
(n) Location and size of all proposed water mains, laterals, hydrants, meters, and valves;			
(o) Location of any public or private wells			
(p) Location, size and invert elevations of all proposed sanitary and storm sewers and location of all manholes inlets and culverts;			
(q) Location, size and design of proposed on site wastewater treatment systems;			
(r) Location of all other proposed utility lines and related facilities including, gas, electric and telephone;			
(s) Proposed vegetative land cover and landscaping;			
(t) Outdoor lighting;			
(u) Location and design of all signs			
(v) A description of all approvals required from outside agencies.			
(w) Schedule for development including a detailed sequence of construction and estimated dates for start and completion.			
(x) The Planning Board may require an applicant to submit additional information as may be needed to assess the potential impacts from the proposed development and			

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;			

Final Site Plan Requirements – Chapter 220 Section 220-70	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
(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