

# *Town of Canandaigua*

5440 Routes 5 & 20 West

Canandaigua, NY 14424

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

## **APPLICATION FOR LOT-LINE ADJUSTMENT**

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**

### **Lot-Line Adjustment**

You must submit the following information to the Development Office:

- A completed “Administrative Review – Lot-Line Adjustment” application (this form must be signed by all property owners involved)
- A completed “Agricultural Data Statement”
- A completed “SEQR Short Environmental Assessment Form”
- At least one Mylar and four prints of the survey plat certified by a NYS licensed land surveyor in compliance with the “Lot-Line Adjustment Checklist”
- Application fee of \$100 (after 2/23/2012)

Once this information is received and your submitted survey plat is found to be in compliance with the Lot-Line Adjustment Checklist, the Planning Board chairperson will sign your survey plats.

After the Planning Board chairperson has signed the survey plats, the property owner has 62 days to file the signed survey plats and deed(s) at the Ontario County Clerk’s Office.

Any questions, please contact the Zoning Officer at (585) 394-1120.

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CPN #: \_\_\_\_\_

## LOT-LINE ADJUSTMENT APPLICATION

1. Name and address of the property owner(s): \_\_\_\_\_  
\_\_\_\_\_

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 of the 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. Number of parcels involved: \_\_\_\_\_ Number of parcels proposed: \_\_\_\_\_

4. A. Tax Map Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

B. Tax Map Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

C. Tax Map Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

D. Tax Map Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

5. Size of each proposed parcel and road frontage after combination:

A. Size: \_\_\_\_\_ acres/sq ft Road Frontage: \_\_\_\_\_ feet

B. Size: \_\_\_\_\_ acres/sq ft Road Frontage: \_\_\_\_\_ feet

C. Size: \_\_\_\_\_ acres/sq ft Road Frontage: \_\_\_\_\_ feet

D. Size: \_\_\_\_\_ acres/sq ft Road Frontage: \_\_\_\_\_ feet

6. Nearest Road Intersection: \_\_\_\_\_

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, 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)

**We hereby grant our designee permission to represent us during the application process.**

\_\_\_\_\_  
*Signature of "Parcel A" Owner/Date*

\_\_\_\_\_  
*Signature of "Parcel B" Owner/Date*

\_\_\_\_\_  
*Signature of "Parcel C" Owner/Date*

\_\_\_\_\_  
*Signature of "Parcel D" Owner/Date*

**An annexation request shall be denied if it creates a residual parcel.**

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## ADMINISTRATIVE REVIEW – LOT-LINE 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 each 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:			
<b>(1) General Content</b>			
(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;			

<b>Chapter 174 § 174-13 (Preliminary Subdivision Plat Checklist)</b>	<b>Shown on Plat by Applicant</b>	<b>Initial PRC Review</b>	<b>PRC Follow Up Review</b>
(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);			
<b>(2) Existing Conditions: Lots</b>			
(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;			
<b>(3) Existing Conditions: Natural Land Features</b>			
(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			

<b>Chapter 174 § 174-13 (Preliminary Subdivision Plat Checklist)</b>	<b>Shown on Plat by Applicant</b>	<b>Initial PRC Review</b>	<b>PRC Follow Up Review</b>
<b>(4) Existing Conditions: Man-made features</b>			
(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.			
<b>(5) Proposed Conditions: Lot Boundaries</b>			
(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.			
<b>(6) Proposed Conditions: Development</b>			
(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			

<b>Chapter 174 § 174-13 (Preliminary Subdivision Plat Checklist)</b>	<b>Shown on Plat by Applicant</b>	<b>Initial PRC Review</b>	<b>PRC Follow Up Review</b>
(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.			

<b>Chapter 174 Section 174-14 (Final Plat Checklist)</b>	<b>Shown on Plat by Applicant</b>	<b>Initial PRC Review</b>	<b>PRC Follow Up Review</b>
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 Plat 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**

## 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.

<b>Part 1 - Project and Sponsor Information</b>				
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.			<b>NO</b>	<b>YES</b>
			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>	<b>YES</b>
			<input type="checkbox"/>	<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, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				



<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

# *Town of Canandaigua*

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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.

\*\*\*\*\*

**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