

# *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 SPECIAL USE PERMIT**

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 the State of New York and the Town of Canandaigua. The Development Office cannot guarantee any board approvals for completed applications.

The special use PERMIT will not be issued by the Development Office until the Planning Board's decision sheet(s) granting the special use has been filed with the Town Clerk.

If there is new development associated with this special use permit request, the property owner shall also submit an application requesting site plan approval. (Section 220-64-C-3)

**\*\* 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. \*\***

**Town of Canandaigua**  
**2016 Fee Schedule**  
(Effective January 1, 2016)

No permit or certificate shall be issued, no approval shall be granted, no application shall be considered complete, no park reservation shall be confirmed, and no public hearing shall be scheduled or held until the fees, as established by the Town Board, have been paid in full. Accepted forms of payment are: cash, check, or credit card (Visa, Mastercard, Discover, and American Express).

<b>DEVELOPMENT OFFICE:</b>	
<b>Zoning Board of Appeals:</b>	Area Variance, Use Variance, Interpretation (Per Requested Variance)
	\$100
<b>Planning Board:</b>	
Special Use Permit Application, Sketch Plan Application	\$100
Lot Line Adjustments (for each existing and proposed lot)	\$100 per lot
Major Subdivision (5 or more lots) – Preliminary Approval	\$1,000 plus \$100 per lot
Major Subdivision (5 or more lots) – Final Approval	\$1,000 plus \$100 per lot
Minor Subdivision (up to and including 4 lots) – Preliminary Approval	\$250 plus \$50 per lot
Minor Subdivision (up to and including 4 lots) – Final Approval	\$250 plus \$50 per lot
<b>Site Plan / Construction / Building Permits:</b>	
<u>Single-Family (Residential) Dwelling / Manufactured Home (AR1, AR2, R120, R130, RLD, RR3, SCR1)</u>	
Planning Board Site Plan Approval	\$150
Extension of Site Plan Approval	\$100
Construction, expansion or structural alternation, including accessory structures	\$50 plus 20¢ per sq ft (Minimum \$100)
Mechanical improvements and unlisted permits	\$50
Issuance of Special Use Permit	\$50
Sign Permit	\$150 per sign
Soil Erosion & Sedimentation	\$150
MS4 Acceptance Certificate	\$150
Hot Tub / Pool (Above Ground)	\$100
Hot Tub / Pool (In Ground)	\$150
Hot Tub / Pool Re-Inspection (for each re-inspection)	\$50
Certificate of Compliance (not associated with current building permit)	\$50
Certificate of Pre-Existing Non-Conforming	\$100
Certificate of Non-Conformity	\$100

Open Building Permit Extension	\$100
Release of Stop Work Order	\$100
Park & Recreation (Per Dwelling Unit)	\$1,000 per unit
Consultant Fees	See Town Code Chapter 11
<b>Multiple Family Dwelling (MR, MR281, MH)</b>	
Site Plans – Preliminary Approval	\$250 plus \$50 per dwelling unit
Site Plans – Final Approval	\$250 plus \$50 per dwelling unit
Extension of Site Plan Approval	\$100
New Construction, expansion or structural alternations	\$500 plus 30¢ per sq ft
Mechanical improvements and unlisted permits	\$200
Issuance of Special Use Permit	\$50
Sign Permit	\$150 per sign
Soil Erosion & Sedimentation	\$150
MS4 Acceptance Certificate	\$150
Hot Tub / Pool (Above Ground)	\$100
Hot Tub / Pool (In Ground)	\$150
Hot Tub / Pool Re-Inspection (for each re-inspection)	\$50
Open Building Permit Extension	\$100
Certificate of Compliance (not associated with current building permit)	\$50
Certificate of Pre-Existing Non-Conforming	\$100
Certificate of Non-Conformity	\$100
Release of Stop Work Order	\$100
Park & Recreation (Per Dwelling Unit)	\$1,000 per unit
Consultant Fees	See Town Code Chapter 11
<b>Commercial and Industrial (CC, NC, I, LI, RB1)</b>	
Site Plan Approval – Preliminary	\$250
Site Plan Approval – Final	\$250
Extension of Site Plan Approval	\$100
New Construction, expansion or structural alterations	\$500 plus 30¢ per sq ft
Mechanical improvements and unlisted permits	\$500
Issuance of Special Use Permit	\$50
Soil Erosion and Sedimentation	\$150
MS4 Acceptance Certificate	\$150
Sign Permit	\$250 per sign
Fire Safety Re-Inspection	\$100

Certificate of Compliance (not associated with current building permit)	\$50
Certificate of Pre-Existing Non-Conforming	\$100
Certificate of Non-Conformity	\$100
Open Building Permit Extension	\$100
Release of Stop Work Order	\$100
Park & Recreation Fee	\$1,000 per building
Consultant Fees	See Town Code Chapter 11

<sup>1</sup>Categories are defined by the occupancy classifications described in the NYS Uniform Fire Prevention and Building Code. Floor or ground area shall be based on the outside dimensions; living area to include breezeway, mud-room, enclosed porch, attached garage, attic and living area in the basement. This calculation shall apply to both new and/or renovated space.

<sup>2</sup>See Zoning and/or Code Enforcement Officer for Permit Requirements.

<sup>3</sup>“Structural Alteration” includes windows, doors, and load bearing modifications.

<sup>4</sup>“Mechanical Improvements” include HVAC, electrical, heating and roofs, etc.

# Town of Canandaigua

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## 2016 Board Calendar

Meeting dates are subject to change

*\* All Applications are due by 12:00pm on deadline day\**

<b>APPLICATION DEADLINE</b> 12:00 pm	<b>PRC MEETING</b> To review applications 9:00AM	<b>ZONING BOARD OF APPEALS</b> Public Hearings 6:00 PM	<b>PLANNING BOARD</b> Public Meetings and Hearings 6:30 PM	
<b>FRIDAY</b>	<b>MEETING DATE</b>	<b>MEETING DATE</b>	<b>MEETING DATES</b>	
December 11, 2015	December 14, 2015	January 19, 2016	January 12, 2016	January 26, 2016
January 15	January 19	February 16	February 9	February 23
February 12	February 16	March 15	March 8	March 22
March 11	March 14	April 19	April 12	April 26
April 15	April 18	May 17	May 10	May 24
May 13	May 16	June 21	June 14	June 28
June 17	June 20	July 19	July 12	July 26
July 15	July 18	August 16	August 9	August 23
August 12	August 15	September 20	September 13	September 27
September 16	September 19	October 18	October 11	October 25
October 14	October 17	November 15	November 9*	November 29**
November 10	November 14	December 20	December 13	----
December 16	December 19	January 17, 2017	January 10, 2017	January 24, 2017

\*Meeting date moved back one day due to Election Day

\*\*Meeting date moved back one week due to Thanksgiving holiday

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 2<sup>nd</sup> meeting of the following month. Continued applications will be reviewed at the 1<sup>st</sup> meeting of the following month.

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## Required Documents for Application Submittal Special Use Permit

- If applying for a *new special use permit*, you shall submit:
  - Building permit application(s) for **all** proposed construction / site development (verify with Zoning Officer – available in Development Office or on Town website)
  - A sketch plan in compliance with the Sketch Plan Requirements (Chapter 220 Section 220-66) (Attached to this application packet)
  - A Planning Board Application (attached to application packet)
  - A Special Use Permit Application (attached to application packet)
  - 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
  - A Statement of Operations
  
- If applying to *renew an existing special use permit*, you shall submit:
  - All information / applications required for the original granting of the special use permit
  - A copy of the site plan signed by the Planning Board Chairperson
  - Photographs of the existing site (not elevation drawings)
  - Demonstration that the specially permitted use continues to be in compliance with conditions of the previous special use permit approval and Chapter 220

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

### Fees:

1. A \$100 application fee is required upon submission of the application. This fee is non-refundable.
2. Any other required building permit fees shall be paid (with additional permits obtained by the Town Code Enforcement Officer) prior to commencing any development on the subject property.
3. The property owner is responsible for the reimbursement of any consultant fees incurred during the application review / building process.

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

## *Sketch Site Plan Checklist*

Applicant: \_\_\_\_\_

Project Address: \_\_\_\_\_

Tax Map #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Project Description Narrative: \_\_\_\_\_

\_\_\_\_\_

<b>Sketch Plan Checklist – Chapter 220 §220-66</b>	<b>Shown on Plan by Applicant</b>	<b>Initial PRC Review</b>	<b>PRC Follow Up Review</b>
A. The sketch plan shall be clearly designated as such and shall identify all existing and proposed:			
1) Zoning classification and required setbacks.			
2) Lot lines.			
3) Land features including environmentally sensitive features identified on the NRI.			
4) Land use(s).			
5) Utilities.			
6) Development including buildings, pavement and other improvements including setbacks.			
7) Location and nature of all existing easements, deed restrictions and other encumbrances.			
B. Sketch plans shall be drawn to scale.			
C. It is the responsibility of the applicant to provide a sketch plan that depicts a reasoned and viable proposal for development of the lot.			

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

\_\_\_\_\_  
 Signature of Applicant / Representative

\_\_\_\_\_  
 Date

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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?

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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.*

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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)

***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.

<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				

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
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? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	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 <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> 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 plain?	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? <input type="checkbox"/> NO <input type="checkbox"/> YES  b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	

<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>		

# 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.			

<b>Per Chapter 165 §165-10-B, at a <u>minimum</u>, the map, plan or sketch prepared shall include the following:</b>	Shown on Plan Yes / No	Initial Review	Follow Up Review
9. A time schedule indicating: <ul style="list-style-type: none"> <li>a. When major phases of the proposed project are to be initiated and completed;</li> <li>b. When major site preparation activities are to be initiated and completed;</li> <li>c. When the installation of temporary and permanent vegetation and drainage, erosion and sediment control facilities is to be completed; and</li> <li>d. The anticipated duration (in days) of exposure of all major areas of site preparation before the installation of erosion and sediment control measures.</li> </ul>			
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 #: \_\_\_\_\_

# *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