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 FINAL SUBDIVISION APPROVAL PHASED PROJECTS

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.

A Preliminary Plat signed by Planning Board chairperson must be filed in the Town Development Office before signing a Final Plat Map for filing at the Ontario County Clerk's Office.

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).

DEVELOPMENT OFFICE:	
Zoning Board of Appeals: Area Variance, Use Variance,	\$100
Interpretation (Per Requested Variance)	ψ100
Planning Board:	
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
Cite Dian / Constant tion / Devil dia - Dermiter	
Site Plan / Construction / Building Permits:	
Single-Family (Residential) Dwelling / Manufactured Home (AR1, AR2, R120,	
R130, RLD, RR3, SCR1)	
Planning Board Site Plan Approval	\$150
Extension of Site Plan Approval	\$100
	\$50 plus
	20¢ per sq ft
Construction, expansion or structural alternation, including accessory structures	(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

2016 adopted fee schedule development office.docx

Open Building Permit Extension	\$100		
Release of Stop Work Order	\$100		
	\$1,000 per		
Park & Recreation (Per Dwelling Unit)	unit		
	See Town		
Consultant Fees	Code Chapter		
	11		
Multiple Family Dwelling (MR, MR281, MH)			
	\$250 plus		
Site Plans – Preliminary Approval	\$50 per		
	dwelling unit		
	\$250 plus		
Site Plans – Final Approval	\$50 per		
	dwelling unit		
Extension of Site Plan Approval	\$100		
**	\$500 plus		
New Construction, expansion or structural alternations	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		
Release of Stop Work Order	\$1,000 per		
Park & Recreation (Per Dwelling Unit)	unit		
	See Town		
Consultant Fees	Code Chapter		
Consultant PCCs	11		
	11		
Commercial and Industrial (CC, NC, I, LI, RB1)			
Site Plan Approval – Preliminary	\$250		
Site Plan Approval – Final	\$250		
Extension of Site Plan Approval	\$100		
	\$500 plus		
New Construction, expansion or structural alterations	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

¹Categories 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.

²See Zoning and/or Code Enforcement Officer for Permit Requirements.
 ³ "Structural Alteration" includes windows, doors, and load bearing modifications.
 ⁴ "Mechanical Improvements" include HVAC, electrical, heating and roofs, etc.

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2016 Board Calendar

Meeting dates are subject to change

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

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 6:30 PM		
Friday	MEETING DATE	MEETING DATE	MEETING DATES		
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 2nd meeting of the following month. Continued applications will be reviewed at the 1st meeting of the following month.

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Required Documents for Application Submittal Final Subdivision – Phase Projects

When applying for Final Subdivision approval, you shall submit:

- A survey plat in compliance with the Final Subdivision Checklist Phase Projects (attached to application packet) <u>and</u> the resolution granting preliminary subdivision approval.
- A Planning Board Application (attached to application packet)

You must submit the original application forms, one copy of the survey plat and plans. Additional copies will be requested at a later date.

Fees:

- 1. Effective 2/24/2012 the Planning Board application fee is \$250 plus \$50 per lot and shall be paid at the time the application is submitted to the Town Development Office. This fee is non-refundable.
- 2. The applicant 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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FINAL SUBDIVISION CHECKLIST – PHASED PROJECTS

Applicant Name: Applicant Address: Applicant Phone Number: _____ Subject Property(ies) Address(es): _____ Subject Property(ies) Tax Map # and Zoning District: _____ What is the size (in acres or square footage) of parcel(s) to be subdivided? A. B. What are the exact sizes of all proposed parcels (in acres and/or square footage)? 4. _____ 1. _____ 2. _____ 3. _____ C. What is the exact road frontage for each proposed parcel? 1. _____ 2. ____ 3. _____ 4. Shown on Initial PRC **Chapter 174 Section 174-14 (Final Plat Checklist)** Plat by PRC **Follow Up** Applicant Review 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; (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.

Chapter 174 Section 174-14 (Final Plat Checklist)	Shown on Plat by Applicant	Initial PRC Review	PRC Follow Up Review
(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

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PLANNING BOARD APPLICATION FINAL SUBDIVISION APPROVAL

			CPN#:	
	Permission for on-site inspection for those r	reviewing application: _	Yes	No
1.	Name and address of the property owner:			
	Telephone Number of property owner:			
	Fax # E-Mail Ac	ldress:		
	**If you provide y	our e-mail address, this will b	be the primary way we	e contact you **
2.	Name and Address Applicant if not the prop	perty owner:		
	Telephone Number of Applicant:			
	Fax # E-M	ail Address:		
	**If you provide y	our e-mail address, this will b	be the primary way we	e contact you *:
3.	Subject Property Address:			
	Nearest Road Intersection:			
	Tax Map Number:	Zonii	ng District:	
4.	Has any information changed from what was p	provided on the Preliminat	ry Plat application)
	YesNo			
	If yes, what has changed?			
				<u></u>

- 5. Description of subject parcel to be subdivided: Size: _____ acres Road Frontage: _____ ft
- 6. Number of proposed parcels (including subject parcel to be subdivided):
- 7. 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		

- 8. What public improvements are available?
 Public Sewer
 Public Water
 Public Roads
- 9. Describe the current use of the property:
- 10. Describe the proposed use of the property and nature of the proposed subdivision:
- 11. 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.

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

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

(Signature of Property Owner)

(Date)

<u>Property Owner</u> 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)

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:	Telep	hone:			
	E-Ma	il:			
Address:					
City/PO:		State:	Zip	Code:	
1. Does the proposed action only involve the legislative adoption of a plan, l administrative rule, or regulation?	local lav	v, ordinance,	-	NO	YES
If Yes, attach a narrative description of the intent of the proposed action and may be affected in the municipality and proceed to Part 2. If no, continue to	the env questio	vironmental resources	that		
2. Does the proposed action require a permit, approval or funding from any	other g	overnmental Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:					
3.a. Total acreage of the site of the proposed action? b. Total acreage to be physically disturbed?		acres			
c. Total acreage (project site and any contiguous properties) owned		acres			
or controlled by the applicant or project sponsor?		acres			
4. Check all land uses that occur on, adjoining and near the proposed action Urban Rural (non-agriculture) Industrial Comm Forest Agriculture Aquatic Other	nercial	□Residential (subur	ban)		
Parkland					

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural		NO	YES
landscape?			
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Ar	ea?	NO	YES
If Yes, identify:			
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO	YES
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed act	ion?		
9. Does the proposed action meet or exceed the state energy code requirements?		NO	YES
If the proposed action will exceed requirements, describe design features and technologies:			
10. Will the proposed action connect to an existing public/private water supply?		NO	YES
If No, describe method for providing potable water:			
11. Will the proposed action connect to existing wastewater utilities?		NO	YES
If No, describe method for providing wastewater treatment:			
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic		NO	YES
Places?			
b. Is the proposed action located in an archeological sensitive area?			
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?	a		YES
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:			
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check a		apply:	
	Jilai		
		· · · ·	
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed		NO	YES
by the State or Federal government as threatened or endangered?			
16. Is the project site located in the 100 year flood plain?		NO	YES
17. Will the proposed action create storm water discharge, either from point or non-point sources?		NO	YES
If Yes,	Ì		
a. Will storm water discharges flow to adjacent properties?			
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drain If Yes, briefly describe:	s)?		
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18. Does the proposed action include construction or other activities that result in the impoundment of	NO	YES
water or other liquids (e.g. retention pond, waste lagoon, dam)?		
If Yes, explain purpose and size:	İ — 1	_
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO	YES
If Yes, describe:		
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or	NO	YES
completed) for hazardous waste?		
If Yes, describe:		
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE KNOWLEDGE	BEST O	F MY
Applicant/sponsor name: Date:		
Signature:		