

*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  
PRELIMINARY SITE PLAN  
APPROVAL – PHASED PROJECT**

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 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 \$100) 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.

# Town of Canandaigua

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

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

## Two-Stage Preliminary Site Plan Checklist

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

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

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

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

\_\_\_\_\_

Per Chapter 220 §220-67-B:

- B. Site plans to be developed in distinct phases or sections shall be subject to two stages of review.
- (1) The applicant shall first receive preliminary site plan for the overall development as described in Town Code § 220-69.
  - (2) Preliminary site plans must delineate proposed phases or sections.
  - (3) Final site plan approval from the Planning Board shall be obtained for the phases or sections delineated as part of the approved preliminary site plan before issuance of any permits for development.
  - (4) The Planning Board decision regarding proposed preliminary and final site plans shall be made within 62 days of receipt of a complete application. This time period may be extended by mutual consent of the applicant and the Planning Board.

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;			

Preliminary Site Plan Checklist - Chapter 220 Section 220-69	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
(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;			
(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:			

Preliminary Site Plan Checklist - Chapter 220 Section 220-69	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
[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.			
(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.			

Preliminary Site Plan Checklist - Chapter 220 Section 220-69	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
(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;			
(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			

**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

# Town of Canandaigua

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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?			<b>NO</b>
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.			<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?			<b>NO</b>
If Yes, list agency(s) name and permit or approval:			<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?	NO	YES	N/A
	<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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO	YES	
	<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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	NO	YES	
	<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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
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	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	

<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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Canandaigua, NY 14424

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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

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