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 SUBDIVISION – SKETCH PLAN

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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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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SKETCH SUBDIVISION CHECKLIST

Арриса	
Applica	nnt Address:
Applica	nt 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) (note additional lot information on a separate sheet of paper)?
	1 2 3 4

C. What is the exact width of road frontage for each proposed parcel (note additional lot information on a separate sheet of paper)? 1.

	2	3 4	•

Chapter 174 §174-9	Must Be Shown On Survey Plat
A. Sketch plans shall be clearly marked as such and shall identify:	
(1) Existing general land features;	
(2) Existing and proposed development including buildings and pavement	
(3) Existing and proposed lots with lot dimensions and areas;	
(4) Proposed land use(s) and zoning;	
(5) Utilities;	
(6) Location and nature of all existing easements, deed restrictions and other encumbrances;	
(7) Environmentally sensitive features identified on the NRI.	
B. It is the responsibility of the applicant to provide a sketch plan that depicts a reasoned and viable proposal for subdivision and subsequent development of the lot(s).	
C. Planning Board members may suggest modifications to, but shall not approve or disapprove the sketch plan. Comments made by individual Board members during sketch plan review shall not be interpreted as constituting approval or disapproval by the Board, nor shall they be interpreted to limit the scope of any subsequent review or approval of a derivative plan.	
Other Requirements:	
1. Date, north point, and scale. The plan shall be at a scale of no more than one hundred (100) feet to the inch.	
2. Name and address of the owner of the property.	
3. Name of engineer, surveyor, or architect responsible for the plan.	

Signature of the Applicant

Date

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PLANNING BOARD APPLICATION SUBDIVISION – SKETCH PLAN

	CPN #:
	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 <i>if not the property owner</i> :
	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, the Town may refer your
	application to the Ontario County Planning Board.)
	Please circle one: YES NO (Continued on Bac

- 6. Description of subject parcel to be subdivided: Size: _____ acres Road Frontage: _____ ft
- 7. Number of proposed parcels (including subject parcel to be subdivided):
- 8. 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		

- 9. What public improvements are available?
 Public Sewer
 Public Water
 Public Roads
- 10. Describe the current use of the property:
- 11. Describe the proposed use of the property and nature of the proposed subdivision:
- 12. 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.

<u>Property Owner</u> is responsible for any consultant fees* (Town Engineer, Town Attorney, etc.) incurred during the application process. *See Town Clerk for current Fee Schedule

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

(Signature of Property Owner)

(Date)

Short Environmental Assessment Form Part 1 - Project Information

Instructions for Completing

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

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

Part 1 - Project and Sponsor Information					
Name of Action or Project:					
Project Location (describe, and attach a location map):					
Brief Description of Proposed Action:					
Name of Applicant or Sponsor:	Telep	hone:			
	E-Ma	il:			
Address:					
City/PO:		State:	Zip	Code:	
1. Does the proposed action only involve the legislative adoption of a plan, I administrative rule, or moviation?	local lav	v, ordinance,	-	NO	YES
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.					
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		
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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:		