

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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2023 Board Calendar

Meeting dates are subject to change Revised 1/27/2023

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 6:00 PM		ENVIRONMENTAL CONSERVATION BOARD Public Meetings 4:30 pm
	<u>MEETING DATE</u>	<u>MEETING DATE</u>	<u>MEETING DATE</u>		<u>MEETING DATE</u>
December 1, 2022	December 12, 2022	January 17, 2023	January 10, 2023	January 24, 2023	January 5, 2023
January 3	January 10	February 21	February 14	February 28	February 2
February 1	February 13	March 21	March 14	March 28	March 2
March 1	March 13	April 18	April 11	April 25	April 6
April 3	April 10	May 16	May 9	May 24**	May 4
May 1	May 8	June 20	June 13	June 28***	June 1
June 1	June 12	July 18	July 11	July 25	July 6
July 3	July 10	August 15	August 8	August 22	August 3
August 1	August 14	September 19	September 12	September 26	September 7
September 1	September 11	October 17	October 10	October 24	October 5
October 2	October 10*	November 21	November 14	November 28	November 2
November 1	November 13	December 19	December 12	-----	December 7
December 1	December 11	January 16, 2024	January 9, 2024	January 23, 2024	January 4, 2024

*October 10 is a Tuesday. **May 24 is a Wednesday. June 28 is a Wednesday.

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

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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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 *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, the Town may refer your application to the Ontario County Planning Board.)

Please circle one: YES NO

(Continued on Back)

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.

IDENTIFICATION OF POTENTIAL CONFLICTS OF INTEREST

(Required by NYS General Municipal Law § 809)

- If the Applicant is an Individual:** Is the applicant or any of the immediate family members of the applicant (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) related to any officer or employee of the Town of Canandaigua? YES NO
- If the Applicant is a Corporate Entity:** Are any of the officers, employees, partners, or directors, or any of their immediate family members (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) of the company on whose behalf this application is being made related to any officer or employee of the Town of Canandaigua? YES NO
- If the Applicant is a corporate entity:** Are any of the stockholders or partnership members (holding 5% or more of the outstanding shares), or any of their immediate family members (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) of the company on whose behalf this application is being made related to any officer or employee of the Town of Canandaigua? YES NO
- If the Applicant has made any agreements contingent upon the outcome of this application:** If the applicant has made any agreements, express or implied, whereby said applicant may

receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of this application, petition, or request, are any of the parties to said agreement officers or employees of the Town of Canandaigua? YES

NO

If the answer to any of the above questions is YES, please state the name and address of the related officer(s) or employee(s) as well as the nature and extent of such relationship:

_____.

***Property Owner 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)

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

(Signature of Property Owner)

(Date)

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CPN # _____

SKETCH SUBDIVISION CHECKLIST

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Subject Property(ies) Address(es): _____

Subject Property(ies) Tax Map # and Zoning District: _____

- A. What is the size (in acres or square footage) of parcel(s) to be subdivided? _____
- B. What are the exact sizes of all proposed parcels (in acres and/or square footage) (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