

# Town of Canandaigua

5440 Routes 5 & 20 West  
Canandaigua, NY 14424  
(585) 394-1120  
Fax: (585) 394-9476

*Established 1789*

## SPECIAL USE PERMIT APPLICATION

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

1. Name and Address of Property Owner: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number of Property Owner: \_\_\_\_\_

2. Name and Address of Applicant *if not property owner*: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number of Applicant: \_\_\_\_\_

3. Subject Property Address: \_\_\_\_\_

Subject Property Tax Map Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

### **Applying for a "NEW" Special Use Permit:**

Proposed Use: \_\_\_\_\_

Section of Town Zoning Law Pertaining to Proposed Special Use: Chapter 220, Section \_\_\_\_\_

You must attach to this application (1) a detailed site plan in compliance with the Residential / Commercial Checklist; (2) a written statement detailing your compliance with the Town's zoning law; and (3) a statement of operations – a detailed description of your proposed business.

### **Applying to "RENEW" an existing Special Use Permit:**

Type of Existing Special Use Permit: \_\_\_\_\_

Date of Original Planning Board Approval: \_\_\_\_\_

Section of Town Zoning Law Pertaining to Existing Special Use: Chapter 220, Section \_\_\_\_\_

Are there any proposed changes to the existing Special Use Permit?      Yes      No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

You must attach to this application (1) a copy of the most recent site plan showing the Planning Board chairperson's signature at the time the existing special use permit was granted/last renewed; (2) a written statement regarding your compliance with all past Planning Board conditions of approval; and (3) photographs of the subject property showing your compliance with all past Planning Board conditions of approval.

IDENTIFICATION OF POTENTIAL CONFLICTS OF INTEREST

(Required by NYS General Municipal Law § 809)

1. ***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
2. ***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
3. ***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
4. ***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:

\_\_\_\_\_.

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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 print)

\_\_\_\_\_  
(property owner signature)

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 Zoning Law, the New York State Uniform Fire Prevention and Building Code, and the plans and specifications annexed hereto.

***PERMIT APPLICATION CANNOT BE ACCEPTED WITHOUT THE  
PROPERTY OWNER'S SIGNATURE.***

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

Permit Issued	Permit Number	Fee
Special Use Permit		\$50. <sup>00</sup>
Total Permit Fee		\$50. <sup>00</sup> (non-refundable)

\_\_\_\_\_  
Code Enforcement Officer

\_\_\_\_\_  
Date