

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 FINAL 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.

****Please Note:** In addition to this packet, please check with the Zoning Officer regarding which building permit application(s) must be submitted with these forms. ******

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Required Documents for Application Submittal Final Site Plan Approval – Phased Project

When applying for ***Final Site Plan Approval***, you shall submit:

- A site plan in compliance with the **Two-Stage Final Site Plan Checklist** (attached to application packet) and the resolution granting preliminary site plan approval
- The Planning Board Application Site Plan / Special Use Permit (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)

You shall submit all original application forms, one copy of the final site plan and elevation drawings. Additional copies will be requested at a later date.

Fees:

1. Effective 2/24/2012, the Planning Board application fee is **\$250** and shall be submitted to the Town Development Office at the time the application is submitted. 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.

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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 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?

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.

***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 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)

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CPN#: _____

Two-Stage Final Site Plan Checklist

Applicant: _____

Project Address: _____

Tax Map#: _____ Zoning District: _____

Project Description Narrative: _____

Per Chapter 220 Section 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.

Final Site Plan Requirements – Chapter 220 Section 220-70	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
A. Site plan size and legibility.			
(1) Final site plans shall be on sheets no smaller than 8 1/2 inches by 11 inches and not larger than 24 inches by 36 inches. Where necessary, final site plans may be drawn in two or more sections accompanied by a key diagram showing relative location of the sections.			
B. The final site plan shall be clearly marked as final and shall show thereon or be accompanied by:			
(1) All information provided on the approved preliminary site plan as well as any improvements, modifications and additional information required as part of the preliminary approval;			
(2) The names of developments and proposed streets which have first been approved by the Planning Board and Ontario County 911 Center;			
(2) Detailed sizing and final material specification of all required improvements;			
(4) Permanent reference monuments as required by any proper authority;			
(5) 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;			
(6) Copies of other proposed easements deed restrictions and other			

encumbrances;			
(7) Protective covenants, if any, in a form acceptable for recording;			
(8) 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. Sureties shall comply with Town Code § 174-32 “Surety”;			
(9) 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 property 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 check list.

Signature of Applicant / Representative

Date