

**UPTOWN CANANDAIGUA FORM-BASED CODE**

**PROJECT REVIEW CHECKLIST**

Use this checklist for the following actions on private property:

- **New Development**
- **Expansion of a building over 50% of gross building square footage**

**Property Owner**    Name: \_\_\_\_\_  
                          Address: \_\_\_\_\_  
                          Phone: \_\_\_\_\_      Email: \_\_\_\_\_

**Applicant**  
(If not property owner)  
                          Name: \_\_\_\_\_  
                          Address: \_\_\_\_\_  
                          Phone: \_\_\_\_\_      Email: \_\_\_\_\_

**Subject Property**    Address: \_\_\_\_\_  
                          Tax Map #: \_\_\_\_\_  
                          Applicable Subarea:     State Route 332 Corridor       Mixed-Use Development

**Contractor Information**  
(if applicable)  
                          Name: \_\_\_\_\_  
                          Address: \_\_\_\_\_  
                          Phone: \_\_\_\_\_      Email: \_\_\_\_\_

Is the Subject Property within 500 feet of a State or County Road or Town Boundary? (If yes, the Town may refer the application to the Ontario Planning Board.)     Yes       No

Is the Subject Property within 500 feet of an Agricultural District? (If yes, an Agricultural District Statement must be completed and submitted.)     Yes       No

**Scope of Work**      Including total square footage of the project, if applicable:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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|   | Compliant | Incomplete Information | Does Not Comply | Not Applicable | Notes |
|---|-----------|------------------------|-----------------|----------------|-------|
| <b>SECTION IV: RULES FOR ALL SUB-AREAS</b>  |           |                        |                 |                |       |
| <b>B. BUILDING STANDARDS</b>                |           |                        |                 |                |       |
| Awnings                                     |           |                        |                 |                |       |
| Balconies                                   |           |                        |                 |                |       |
| <b>C. SITE STANDARDS</b>                    |           |                        |                 |                |       |
| <b>1. Off-Street Parking</b>                |           |                        |                 |                |       |
| A. Location of Parking                      |           |                        |                 |                |       |
| B. Massing and Orientation                  |           |                        |                 |                |       |
| C. Access                                   |           |                        |                 |                |       |
| D. Design and Construction                  |           |                        |                 |                |       |
| E. Parking Space Specifications             |           |                        |                 |                |       |
| F. Loading Areas                            |           |                        |                 |                |       |
| G. Internal Pedestrian Routes               |           |                        |                 |                |       |
| H. Cross-Access and Connectivity            |           |                        |                 |                |       |
| I. Shared Parking                           |           |                        |                 |                |       |
| J. Landscaping                              |           |                        |                 |                |       |
| K. Lighting                                 |           |                        |                 |                |       |
| <b>2. Bicycle Parking</b>                   |           |                        |                 |                |       |
| A. Required Parking Bicycle by Use          |           |                        |                 |                |       |
| B. Design Requirements                      |           |                        |                 |                |       |
| <b>3. Landscaping</b>                       |           |                        |                 |                |       |
| B.i. Screening and Buffers - Location       |           |                        |                 |                |       |
| B.ii. Design                                |           |                        |                 |                |       |
| B.iii. Installation and Maintenance         |           |                        |                 |                |       |
| B.iv. Recommended Plant Materials and Sizes |           |                        |                 |                |       |
| C.ii. Parking Lot - Perimeter Planting      |           |                        |                 |                |       |
| C.iii. Interior Planting                    |           |                        |                 |                |       |

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| <b>SECTION IV: RULES FOR ALL SUB-AREAS</b> |           |                        |                 |                |       |
| <b>C. SITE STANDARDS</b>                   |           |                        |                 |                |       |
| <b>4. Lighting</b>                         |           |                        |                 |                |       |
| B. General Requirements                    |           |                        |                 |                |       |
| C. Prohibited Sources                      |           |                        |                 |                |       |
| D. Luminaries and Shielding                |           |                        |                 |                |       |
| E. Building-Mounted Lighting               |           |                        |                 |                |       |
| F. Parking and Pedestrian Areas            |           |                        |                 |                |       |
| G. Nonconforming Lighting                  |           |                        |                 |                |       |
| <b>5. Screening</b>                        |           |                        |                 |                |       |
| B. Service Areas                           |           |                        |                 |                |       |
| C. Roof-Mounted Equipment                  |           |                        |                 |                |       |
| D. Wall-Mounted Equipment                  |           |                        |                 |                |       |
| E. Ground-Mounted Equipment                |           |                        |                 |                |       |
| <b>6. Outdoor Amenity Space</b>            |           |                        |                 |                |       |
| B. Standards and Space Requirements        |           |                        |                 |                |       |
| <b>7. Sidewalk Dining</b>                  |           |                        |                 |                |       |
| A. Standards                               |           |                        |                 |                |       |
| <b>8. Drive-Through Facilities</b>         |           |                        |                 |                |       |
| A. Standards                               |           |                        |                 |                |       |

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|---|-----------------|------------------------|----------------------|----------------|-------|
| <b>D. SIGN STANDARDS</b>  |                 |                        |                      |                |       |
| <b>Sign 1</b>   |                 |                        |                      |                |       |
| Is the sign(s) prohibited (see Section IV.D.6.)?  |                 |                        |                      |                |       |
| Does the sign(s) require a permit (see Section IV.D.2.)?                                    |                 |                        |                      |                |       |
| If 'yes' to above, does the sign meet all applicable regulations?                           |                 |                        |                      |                |       |
| Is the sign(s) temporary? If so, does the sign meet all requirements (see Section IV.D.5.)? |                 |                        |                      |                |       |
| Sign Placement (applicable to all signs)  |                 |                        |                      |                |       |
| Sign Illumination (applicable to all signs)   |                 |                        |                      |                |       |
| Sign Materials (applicable to all signs)  |                 |                        |                      |                |       |
| <b>Sign 2</b>   |                 |                        |                      |                |       |
| Is the sign(s) prohibited (see Section IV.D.6.)?  |                 |                        |                      |                |       |
| Does the sign(s) require a permit (see Section IV.D.2.)?                                    |                 |                        |                      |                |       |
| If 'yes' to above, does the sign meet all applicable regulations?                           |                 |                        |                      |                |       |
| Is the sign(s) temporary? If so, does the sign meet all requirements (see Section IV.D.5.)? |                 |                        |                      |                |       |
| Sign Placement (applicable to all signs)  |                 |                        |                      |                |       |
| Sign Illumination (applicable to all signs)   |                 |                        |                      |                |       |
| Sign Materials (applicable to all signs)  |                 |                        |                      |                |       |
| <b>Sign 3</b>   |                 |                        |                      |                |       |
| Is the sign(s) prohibited (see Section IV.D.6.)?  |                 |                        |                      |                |       |
| Does the sign(s) require a permit (see Section IV.D.2.)?                                    |                 |                        |                      |                |       |
| If 'yes' to above, does the sign meet all applicable regulations?                           |                 |                        |                      |                |       |
| Is the sign(s) temporary? If so, does the sign meet all requirements (see Section IV.D.5.)? |                 |                        |                      |                |       |
| Sign Placement (applicable to all signs)  |                 |                        |                      |                |       |
| Sign Illumination (applicable to all signs)   |                 |                        |                      |                |       |
| Sign Materials (applicable to all signs)  |                 |                        |                      |                |       |

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| <b>SECTIONS V + VI</b>  |     |                        |    |                |       |
| Is the proposed action a prohibited use?  |     |                        |    |                |       |
| If the proposed site has frontage on State Route 332 and Fire Hall Road, does it meet the requirements for Primary Streets on both? |     |                        |    |                |       |

|                                 | Proposed | Compliant | Incomplete Information | Does Not Comply | Not Applicable | Notes |
|---------------------------------|----------|-----------|------------------------|-----------------|----------------|-------|
| <b>SITE REQUIREMENTS</b>        |          |           |                        |                 |                |       |
| <b>LOT DIMENSIONS</b>           |          |           |                        |                 |                |       |
| Lot Depth                       |          |           |                        |                 |                |       |
| Lot Width                       |          |           |                        |                 |                |       |
| Building Coverage               |          |           |                        |                 |                |       |
| Lot Coverage                    |          |           |                        |                 |                |       |
| <b>BUILDING PLACEMENT</b>       |          |           |                        |                 |                |       |
| <b>BUILDING SETBACKS</b>        |          |           |                        |                 |                |       |
| Primary Street                  |          |           |                        |                 |                |       |
| Side Street                     |          |           |                        |                 |                |       |
| Rear                            |          |           |                        |                 |                |       |
| <b>BUILD-TO-ZONE</b>            |          |           |                        |                 |                |       |
| Primary Street                  |          |           |                        |                 |                |       |
| Side Street                     |          |           |                        |                 |                |       |
| <b>BUILDING STANDARDS</b>       |          |           |                        |                 |                |       |
| Height                          |          |           |                        |                 |                |       |
| Height Encroachments            |          |           |                        |                 |                |       |
| Transparency (Ground Story)     |          |           |                        |                 |                |       |
| Transparency (Upper Story(ies)) |          |           |                        |                 |                |       |
| Materials                       |          |           |                        |                 |                |       |
| Pedestrian Access               |          |           |                        |                 |                |       |
| Building Elements               |          |           |                        |                 |                |       |
| Signage                         |          |           |                        |                 |                |       |