

TOWN OF CANANDAIGUA
5440 Route 5 & 20 West
Canandaigua, NY 14424
Telephone – 585-394-1120 / Fax – 585-394-9476

**NOTICE TO ALL
PLANNING BOARD APPLICANTS
FOR
FINAL
SITE PLAN APPROVAL**

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 Planning & Zoning Department 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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CPN

Final Site Plan Checklist

Applicant: _____

Project Address: _____

Tax Map#: _____ Zoning District: _____

Project Description Narrative: _____

Final Site Plan Checklist Chapter 105, Section 706	Shown on Plan by Applicant	Initial PRC Review	PRC Follow-Up Review
A. After receiving conditional approval from the Planning Board on a preliminary site plan, the applicant may prepare his final detailed site plan and submit it to the Planning Board for approval, except that if more than six (6) months has elapsed between the time of the Planning Board's report on the preliminary site plan and if the Planning Board finds that conditions have changed significantly in the interim, the Planning Board may require a resubmission of the preliminary site plan for further review and possible revision prior to accepting the proposed final site plan for review.			
B. The final detailed site plan shall conform substantially to the preliminary site plan that has received approval. It should incorporate any revisions or other features that may have been specified by the Planning Board if the preliminary plan was approved with modifications. All such modifications shall be clearly indicated by the applicant on the appropriate submission.			
C. The following additional information shall accompany an application for final site plan approval:			
1) Detailed sizing and final material specification of all required improvements;			
2) An estimated project construction schedule.			
3) A detailed plan identifying all lands, easements, right-of-ways which shall be commonly owned with the identification of the association responsible for said ownership, method of managing commonly owned properties and requiring that the officers of said association shall be identified to the Code Enforcement Officer in writing on an annual basis.			
4) Information specifying the materials to be used and information as to the character of the exterior design.			

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

6. What is your proposed new project?

7. If applying for Site Plan Approval or a Special Use Permit, attach a completed Soil Erosion and Sedimentation Control Plan and Permit Application as described in Chapter 85 of the Town of Canandaigua Code.

8. 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)*

9. If no, attach a professionally prepared site plan as described in Chapter 105 Article VII of the Town of Canandaigua Code.

10. If a Special Use Permit is requested, attach plans and documentation as required in Chapter 105 Article VI of the Town of Canandaigua Code.

11. If a Sign Site Plan is requested, attach an application, plans, drawings, and other documentation required to demonstrate conformance with requirements of Chapter 105 Article IX of the Town of Canandaigua Code.

The applicant / property owner is on notice that their personal/bank check submitted to the Town to meet the landscaping/soil erosion bond(s) requirement(s) as noted in the Planning Board decision sheet will be deposited into a Town bank account.

***Property Owner 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 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)