

*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  
PRELIMINARY  
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.

# Required Documents for Application Submittal Preliminary Site Plan Approval

When applying for *Preliminary Site Plan approval*, you shall submit:

- A site plan in compliance with the Preliminary Site Plan Checklist (attached to application packet)
- A Planning Board Application (attached to application packet)
- Permit application(s) for all proposed construction / site development.
- A Short Environmental Assessment Form (SEQR) (attached to application packet)
- A Soil Erosion and Sediment Control / Limited Development Overlay (LDO) Permit Application (attached to application packet)
- An Agricultural Data Statement (attached to application packet)
- Elevation drawings of the proposed structure(s) noting the height from the average finished grade.
- A final site plan approval application (separate packet).

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

## Fees:

1. The Planning Board application fee is \$100 and is required to be submitted at the time the application is submitted to the Town Development Office. 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 posted, and prior to commencing any development on the subject property.

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## Preliminary Site Plan Checklist

Applicant: \_\_\_\_\_

Project Address: \_\_\_\_\_

Tax Map#: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Project Description Narrative: \_\_\_\_\_

Preliminary Site Plan Checklist Chapter 105, Section 703(A)	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
<b>A. Preliminary Site Plan Checklist (Prepared by a NYS Registered Architect, Engineer, or Surveyor)</b>			
1 Title of drawing, including name and address of applicant and person responsible for preparation of such drawing.			
2 North arrow, scale (i.e., 1"=50') and date.			
3 Boundaries of the property plotted to scale.			
4 Existing watercourses.			
5 Grading and drainage plan, showing existing and proposed contours.			
6 Location, proposed use and height of all buildings			
7 Location (including setback to property line), design and construction materials of all parking and truck loading areas, showing access and egress.			
8 Provision for pedestrian access			
9 Location of outdoor storage, if any.			
10 Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences.			
11 Description of the method of sewage disposal and location, design and construction materials of such facilities.			
12 Description of the method of securing public water and location, design and construction materials of such facilities.			
13 Location of fire and other emergency zones, including the location of fire hydrants.			
14 Location design and construction materials of all energy distribution facilities, including electrical, oil, gas, and solar energy.			
15 Location, size and design and construction materials of all proposed signs.			
16 Location and proposed development of all buffer areas, including existing vegetative cover.			
17 Location and design of outdoor lighting facilities.			

Preliminary Site Plan Checklist Chapter 105, Section 703(A)	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
18 Designation of the amount of building area proposed for retail sales or similar commercial activity.			
19 General landscaping plan and planting schedule.			
20 Other elements integral to the proposed development as considered necessary by the Planning Board, including identification of any state or county permits required for the project's execution and SEQR documents.			
21 A map or tracing overlay showing all soil areas and their classifications and those areas, if any, with moderate to high susceptibility to flooding and moderate to high susceptibility to erosion, the overlay shall also include an outline and description of existing vegetation for areas with potential erosion problems.			
22 A map detailing the proposed storm water drainage system.			
23 Appropriate fees must be submitted with the application (See Chapter 52 of the Town Code).			
24 Location, design, and construction materials of all dumpsters including the method for enclosing such accessory facilities in accordance with Section 105-302(W) of this Chapter of the Town Code.			
25 Plan size and legibility:			
a. The site plan submitted for preliminary approval shall be no smaller than 11 inches by 17 inches nor larger than 24 inches by 36 inches overall. Where necessary, final site plan drawings may be on two or more sheets accompanied by a key diagram showing relative location of each sheet.			
b. The site plan submitted for preliminary approval must be identified as a preliminary site plan and there must be a signature and date line for the Planning Board chairperson's signature.			
Chapter 85, Section 85-11(B)	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
At a minimum, the map, plan, or sketch prepared shall indicate the following:			
1. Boundaries of the subject parcel and other parcels adjacent to the site which may be materially affected by the action.			
2. Existing features including structures, roads, water courses, utility lines, etc. on the subject parcel and on adjacent parcels where appropriate.			
3. Existing vegetative cover including wooded areas, grass, brush, or other on the subject parcel and on adjacent properties where appropriate.			
4. Limits or extent of excavation, filling, and/or grading proposed to be undertaken.			
5. The disposition of soil and top soil, whether on site or off site, and the locations of any stockpiles to be placed on site.			

Chapter 35, Section 35-11(B)	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
6. Temporary and permanent drainage, erosion and sedimentation control facilities including ponds, sediment basins, swales, energy dissipation devices, silt fences and/or straw bale locations.			
7. The location of proposed roads, driveways, sidewalks, structures, utilities and other improvements.			
8. Final contours of the site in intervals adequate to depict slopes and drainage details on the site.			
9. A time schedule indicating:			
a. When major phases of the proposed project are to be initiated and completed;			
b. When major site preparation activities are to be initiated and completed;			
c. When the installation of temporary and permanent vegetation and drainage, erosion and sediment control facilities is to be completed; and			
d. The anticipated duration (in days) of exposure of all major areas of site preparation before the installation of erosion and sediment control measures.			

**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?

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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.*

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***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)***

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***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.***

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(Signature of Property Owner)

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(Date)

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**SOIL EROSION AND SEDIMENT CONTROL / LIMITED DEVELOPMENT OVERLAY (LDO)  
PERMIT APPLICATION**

(Standards Approved by Town: NY Guidelines for Urban Erosion and Sedimentation Control)

**ON-SITE INSPECTION REQUIRED**

Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Applicant Name and Address: \_\_\_\_\_

Telephone / Fax # \_\_\_\_\_ E-mail address: \_\_\_\_\_

Site Location: \_\_\_\_\_

Acreage of Site: \_\_\_\_\_ Tax Map Number \_\_\_\_\_

Description of proposed activity: \_\_\_\_\_

Soil Erosion Permit to be issued: YES NO CEO / ZO

APPLICANT TO COMPLETE	TOWN REVIEW
1. Has a map, plan, or sketch been submitted? YES NO	
2. What is the source of the map and scale (USGS, land survey): _____ _____	
3. What is the general topography and slope of the subject property (in %): _____	
4. How much area (in square feet) and/or volume (in cubic yards) will be disturbed? _____	
5. Does the subject property drain offsite? Yes No If yes, where does it drain to and how will it affect offsite properties? _____ _____	

<p>6. What is the potential for erosion?                  Slight      Moderate      Significant      None</p>	
<p>7. If the potential for erosion is slight, moderate, or significant, how will erosion be controlled on site? _____                  _____</p>	
<p>8. If sedimentation basins are proposed, where will they overflow to if they become clogged? Describe: _____                  _____                  _____</p>	
<p>9. Is there any offsite drainage to subject property?                  Yes                  No                  If yes, where does the drainage come from? _____                  _____</p>	
<p>10. Will onsite or offsite watercourses be affected?                  Yes                  No                  If yes, describe: _____                  _____                  _____</p>	
<p>11. Will any roadside ditches or culverts be affected?                  Yes                  No                  If yes, describe how: _____                  _____                  _____</p>	
<p>12. Has the appropriate highway superintendent been contacted?    Yes                  No                  Provide the name(s) of the person who was contacted.                  _____</p>	

<p>13. Is topsoil to be: <i>(circle one)</i>                  Removed      Stored Onsite      Replaced</p>	
<p>14. Is existing vegetation proposed to be removed? (If yes, the vegetation to be removed must be identified on the plan.)                  Yes              No</p>	
<p>15. Will any temporary seeding be used to cover disturbed areas?      Yes              No                  If yes, a note must be added to the plans.</p>	
<p>16. What plans are there for permanent revegetation?                  Describe: _____                  _____                  _____</p>	
<p>17. How long will project take to complete? _____                  _____</p>	
<p>18. What is the cost estimate to install and maintain erosion and sedimentation control facilities before, during, and after construction?                  _____</p>	

**Attach additional sketches, calculations, details *as needed* to this form.**

Form prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Permit #: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

617.20  
**Appendix C**  
**State Environmental Quality Review**  
**SHORT ENVIRONMENTAL ASSESSMENT FORM**  
**For UNLISTED ACTIONS Only**

**PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)**

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres      Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No      If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No      If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No      If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

**If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment**

**PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)**

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4?  Yes  No If yes, coordinate the review process and use the FULL EAF.

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.  Yes  No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

- C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:
  
- C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:
  
- C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:
  
- C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:
  
- C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:
  
- C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:
  
- C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?

Yes  No If Yes, explain briefly:

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?

Yes  No If Yes, explain briefly:

**PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)**

**INSTRUCTIONS:** For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

- Check this box if you have identified one or more potentially large or significant adverse impacts which MAY occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
- Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action WILL NOT result in any significant adverse environmental impacts AND provide, on attachments as necessary, the reasons supporting this determination.

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
Title of Responsible Officer

\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
Signature of Preparer (If different from responsible officer)

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**AGRICULTURAL DATA STATEMENT**

Application Number: \_\_\_\_\_

In accordance with Section 283-a of the New York State Town Law, the Town of Canandaigua will use the data in this statement to assist in evaluating the impacts of proposed development projects in an agricultural district containing a farm operation or on a property within 500 feet of a farm operation in an agricultural district.

A. Name and Address of the owner of the subject property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Name and Address of Applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Description of the proposed project:

\_\_\_\_\_  
\_\_\_\_\_

D. Project Location:

\_\_\_\_\_

E. Tax Map No.:

\_\_\_\_\_

F. Is any portion of the subject property currently being farmed?  Yes  No

If yes, how many acres? \_\_\_\_\_ By whom? \_\_\_\_\_

G. List the name and address of owners of land within Agricultural District No. \_\_\_\_\_ containing farm operations *and* located within 500 feet of the subject property. Attach a map to this form showing the proposed subject property relative to the location of farm operations identified below.

	Name	Address	Parcel Tax Map No.
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____