

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 SUBDIVISION
PLAT 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.

A Preliminary Plat signed by Planning Board chairperson must be filed in the Town Development Office before signing a Final Plat Map for filing at the Ontario County Clerk's Office.

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

CPN# _____

FINAL SUBDIVISION CHECKLIST

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Subject Property(ies) Address(es): _____

Subject Property(ies) Tax Map # and Zoning District: _____

A. What is the size (in acres or square footage) of parcel(s) to be subdivided? _____

B. What are the exact sizes of all proposed parcels (in acres and/or square footage) (note additional lot on separate sheet of paper)?

1. _____ 2. _____ 3. _____ 4. _____

C. What is the exact width of road frontage for each proposed parcel (note additional lot information on separate sheet of paper)?

1. _____ 2. _____ 3. _____ 4. _____

Final Plan Checklist/ Required Documentation (Chapter 90, Section 14)	Shown on Plat by Applicant	Initial PRC Review	PRC Follow Up Review
Plan Size and Legibility:			
A. The subdivision plan submitted for final approval stamp and/or signature of various agencies as listed in the Planning Board's resolution granting final approval, shall be a clear, legible print on linen.			
B. Final plans shall be on sheets no smaller than 8 ½ inches by 11 inches nor larger than 24 inches by 36 inches overall. Where necessary, final plans may be drawn in two or more sections accompanied by a key diagram showing relative location of the sections.			
Plan Scale and Required Information:			
1. The final plan shall be at a scale of not more than 100 feet to the inch and, in addition to information required on the preliminary plan, shall include the following information:			

Final Plan Checklist//Required Documentation Chapter 90, Section 14	Shown on Plat by Applicant	Initial PRC Review	PRC Follow Up Review
(a) Subdivision name or identifying title;			
(b) Name and seal of the registered professional engineer or surveyor responsible for the plan;			
(c) Sufficient data to determine readily the location, bearing and length of every street, easement, lot and boundary line and to reproduce such lines on the ground including:			
1. The length of all straight lines, radii, lengths of curves and tangent bearings for each street; and,			
2. All dimensions and angles or bearings of the lines of each lot and of each area proposed to be dedicated to public use;			
(d) The proposed building setback line from each property line;			
(e) The proposed building area for each lot as measured from the property line;			
(f) Width and location of all private driveways;			
(g) Location, size and invert elevation of all sanitary and storm sewers, and location of all manholes, inlets and culverts;			
(h) Location and size of all water main and laterals and associated appurtenances;			
(i) Lot numbers and area of each lot in square feet;			
(j) The names of proposed streets within the subdivision which have first been approved by the Ontario County 9-1-1 Center;			
(k) Permanent reference monuments shall be shown as required by any proper authority;			
(l) Other improvements or modifications required by the Planning Board in the resolution granting preliminary approval;			
(m) Dimensions shall all be shown in feet and in hundredths of a foot; and			
(n) Cost estimates for all landscaping and erosion control improvements, as may be required by the Planning Board.			
2. The final plans shall also show thereon or be accompanied by:			

Final Plan Checklist / Required Documentation Chapter 90, Section 14	Shown on Plat by Applicant	Initial PRC Review	PRC Follow Up Review
(a) An affidavit that the applicant or applicant's principal is the owner or equitable owner of the land proposed to be subdivided;			
(b) A statement duly acknowledged before an officer authorized to take acknowledgment of deeds and signed by the owner or owners of the property, to the effect that the subdivision as shown on the final plan is made with his or their free consent and that it is desired to record the same;			
(c) Written verification by the Town Zoning Enforcement Officer that the subdivider has met the requirements of Section 90 -30 of this chapter;			
(d) Typical cross-sections, street profiles and drainage details for all streets. Such profiles shall at least show the following: existing grade along the proposed street center line; existing grade along each side of the proposed street right-of-way; proposed finished center-line grade or proposed finished grade at top of curbs; sanitary sewer mains and manholes; and, storm sewer mains, inlets, manholes and culverts;			
(e) Protective covenants, if any, in a form acceptable for recording; and,			
(f) The subdivider shall tender offers of cession, in a form certified as satisfactory by the Town Attorney, of all land included in streets, highways or parks not specifically reserved by him. Although such tender may be irrevocable, approval of the 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.			
(g) Location and widths of all proposed driveway intersections with streets and sight distances there from. Suitable means of access must be shown for each lot unless such lot is to be annexed to an existing parcel. Subsequent driveway locations shall be completed in such a manner as to comply with sight distance standards as promulgated by AASHTO and/or ITE;			

I have reviewed my submitted application and drawings against the above noted criteria and hereby certify that the submitted application matches this completed checklist.

Signature of Applicant / Representative

Date

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

**PLANNING BOARD APPLICATION
FINAL
SUBDIVISION APPROVAL**

CPN _____

Permission for on-site inspection for those reviewing application: *(please circle one)* YES NO

1. Name and address of the property owner: _____

Telephone # _____ Fax # _____

E-Mail Address: _____

2. If the applicant is someone designated by the owner of the subject property, furnish name, address, telephone number, and relationship to the property owner:

Telephone # _____ Fax # _____

E-Mail Address: _____

3. Subject Property Address: _____

Nearest Road Intersection: _____

Tax Map Number: _____ Zoning District: _____

4. Has any information changed from what was provided on the Preliminary Plat application?

_____ Yes _____ No

If Yes, what has changed? _____

(continued on back)

6. Description of subject parcel to be subdivided: Size: _____ acres Road Frontage: _____ ft
7. Number of proposed parcels (including subject parcel to be subdivided): _____
8. Size of all proposed parcels and road frontage for each lot (including remaining lands):

Lot #	Proposed Size	Proposed Road Frontage
1		
2		
3		
4		
5		

9. What public improvements are available? Public Sewer Public Water Public Roads
10. Describe the current use of the property:

11. Describe the proposed use of the property and nature of the proposed subdivision:

12. Is any portion of the property subject to a purchase and sale contract, option, right of first refusal, development rights agreement, lien or other encumbrance that may benefit any party other than the applicant? YES NO

If yes, then please set forth the name, address, and interest of any such party including a copy of the documents which create the potential beneficial interest.

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 grant my designee permission to represent me during the application process.

(Signature of Property Owner)

(Date)