

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
SIGN 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 Sign Site Plan Approval

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

- A site plan in compliance with the Sign Site Plan Checklist (attached to application packet)
- A Planning Board Application (attached to application packet)
- Permit application(s) for each proposed sign (attached to application packet)
- A Short Environmental Assessment Form (SEQR) (attached to application packet)
- Colored renderings of the proposed sign(s). If it is a building sign, submit an elevation drawings with the sign superimposed on to the building.

You must submit the original application forms, one copy of the site plan and sign renderings. 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 sign site plan, the required surety has been posted, and prior to commencing any development on the subject property.

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2010 Board Calendar

Meeting dates are subject to change

*** All Applications are due by 12 Noon on deadline day***

APPLICATION DEADLINE <i>12:00 Noon</i>	ZONING BOARD OF APPEALS Public Hearings <i>6:00 PM</i>	PLANNING BOARD Public Meetings and Hearings <i>6:30 PM</i>	
<u>FRIDAY</u>	<u>MEETING DATE</u>	<u>MEETING DATES</u>	
December 11, 2009	January 12, 2010	January 12, 2010	January 26, 2010
January 15	February 9	February 9	February 23
February 12	March 9	March 9	March 23
March 12	April 13	April 13	April 27
April 16	May 11	May 11	May 25
May 14	June 8	June 8	June 22
June 11	July 13	July 13	July 27
July 16	August 10	August 10	August 24
August 13	September 14	September 14	September 28
September 17	October 12	October 12	October 26
October 15	November 9	November 9	November 23
November 12	December 14	December 14	----
December 17	January 11, 2011	January 11, 2011	January 25, 2011

The applicant will receive written notification of their scheduled meeting.

If your application is deemed incomplete by the Town Zoning Officer, it will not be placed on an agenda until the requested information has been submitted to the Town Development Office.

All new applications submitted on / before the submittal deadline date requesting preliminary or final approval will first be heard at the Planning Board's 2nd meeting of the following month.

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CPN

SIGN SITE PLAN CHECK LIST

Applicant: _____

Subject Project Address: _____

Tax Map#: _____ Zoning District: _____

Project Description Narrative: _____

Sign Site Plan Checklist Chapter 105, Section 912	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
A. All applications for a Sign Site Development Permit shall be made in writing upon the forms prescribed and provided by the Planning and Zoning Department, and shall contain at least the following information:			
1) Name and address of the applicant and, where the applicant is not the owner, the name and address of the owner of the land upon which the sign is to be erected.			
2) Location of building, structure, or land to which or upon which the sign is to be erected.			
3) The zoning district in which the sign is to be placed.			
4) Description of the purpose to be served by the sign and a description of the existing and proposed uses of the parcel of real estate upon which the sign is to be located.			
5) A tape location or instrument survey indicating the location and setbacks of any existing or proposed ground sign and the location and setbacks of all other signs and/or buildings on the property.			
6) A location plan drawn to scale not exceeding 1" = 20 feet showing the position of the sign on any buildings or structures, including a depiction of the building front view or elevation.			
7) A detailed drawing or blue print to a scale not exceeding 1" = 1 foot showing the construction details of the sign, the lettering and/or pictorial matter and color of each, and the position of lighting or other extraneous devices.			
8) Identification of all other signs existing on said parcel of land and whether each other sign is conforming or legally non-conforming.			

Sign Site Plan Checklist Chapter 105, Section 912	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
9) Written consent of the owner of the building, structure or land to which or on which the sign is to be erected, in the event the applicant is not the owner thereof.			
10) The applicant's signature attesting to the accuracy of the application.			
B. If the sign is a ground mounted sign then provide a detailed landscaping plan around the sign base to include species, amount of each species, a planting schedule, and a total dollar amount to be bonded for the Town. (Chapter 105 Section 804)			
C. If the sign is to be illuminated provide a cut sheet showing lighting details and the illumination patter on the site. (Chapter 105 Section 805)			
D. Street identification number on building or sign pole to be provided. (Chapter 105 Section 914)			

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)

SECTION V – SITE INFORMATION:

A detailed plan of the site must be submitted to obtain permits (a site plan approved by the Planning Board is acceptable). The site plan must be drawn showing the entire property, all existing structures, all proposed structures, and all setbacks from all the property lines.

Estimated Project Cost: \$ _____

General Contractor: _____

Address: _____

Telephone: _____

SECTION VI -- CONTRACTOR INSURANCE INFORMATION:

Certificate on File:

Liability	Yes / No	Expiration Date:
Worker's Compensation	Yes / No	Expiration Date:

The undersigned represents and agrees as a condition to the issuance of these permits that the development will be accomplished in accordance with the Town Zoning Law, the New York State Uniform Fire Prevention and Building Code, the Town Soil Erosion and Sedimentation Control Law, and the plans and specifications annexed hereto.

Signature of Owner _____ Date _____

Permit Number _____

Signature of Applicant _____ Date _____

Permit Cost _____

Signature of Contractor _____ Date _____

Total Permit Fee _____ (Non-Refundable)

Code Enforcement Officer

Date of Issuance

Per Section 105-1102, issued permits shall expire twelve (12) months from the date of issuance. The CEO may grant an extension for time of completion and include any conditions or requirements deemed necessary. If a project is not initiated within six (6) months of the issuance of the permit, the permit shall be considered null and void.

FOR OFFICE USE ONLY

Application meets all the current zoning law requirements. Yes No

Planning Board and/or Zoning Board of Appeals requirements have been met. Yes No
(See decision sheet)

Zoning Officer

Date

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? *If yes, coordinate the review process and use the FULL EAF.*
 Yes No

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)