

*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  
CONCEPTUAL  
SITE PLAN REVIEW**

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 the State of New York and the Town of Canandaigua. The Planning & Zoning Department cannot guarantee any board approvals for completed applications.

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CPN

## Conceptual Site Plan Checklist

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

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

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

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

Concept Site Plan Checklist Chapter 105, Section 702	Shown on Plan by Applicant	Initial PRC Review	PRC Follow Up Review
A. Upon receipt of said Code Enforcement Officer's report, the applicant may prepare a Concept Site Plan, for review by the Planning Board which contains the following information:			
1) Title of drawing.			
2) An area map showing the parcel under consideration for site plan review, and all properties, subdivisions, streets, and easements within five hundred (500) feet of the boundaries thereof.			
3) Internal street pattern, if any, of the proposed development.			
4) Location of all existing structures and vegetation on the site and the future use of the same.			
5) Existing zoning classification(s) of the property and all properties within 500 feet, and any restrictions on land use of the site.			
6) Existing natural features on the site and the future use of the same.			
7) Contour intervals at ten (10) feet, including twenty (20) feet of adjacent property unless the Planning Board specifies otherwise.			
8) Names of owner and owners of adjacent properties.			

**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

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**PLANNING BOARD APPLICATION**

CPN \_\_\_\_\_

- FOR:  **Conceptual Site Plan Approval**                       **Special Use Permit (New)**  
 **Preliminary Site Plan Approval**                       **Special Use Permit (Renewal)**  
 **Final Site Plan Approval**                                       **Sign Site Plan**

Permission for on-site inspection for those reviewing application:  Yes  No

1. Name and address of the property owner: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number of property owner: \_\_\_\_\_

Fax # \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

2. Name and Address Applicant *if not the property owner*: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number of Applicant: \_\_\_\_\_

Fax # \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

3. Subject Property Address: \_\_\_\_\_

Nearest Road Intersection: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

4. Is the Subject Property within 500' of a State or County Road or Town Boundary? (If Yes, the Town may refer your application to the Ontario County Planning Board.)

*please circle one:*                      YES                      NO

5. Is the Subject Property within 500' of an Agricultural District? (If Yes, an Agricultural Data Statement must be completed and submitted with this application.)

*please circle one:*                      YES                      NO

(Continued on Back)

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.***

\_\_\_\_\_  
(Signature of Property Owner)

\_\_\_\_\_  
(Date)