

# *Town of Canandaigua*

5440 Routes 5 & 20 West

Canandaigua, NY 14424

Phone: (585) 394-1120 / Fax: (585) 394-9476

## **NOTICE TO ALL PLANNING BOARD APPLICANTS FOR FINAL SUBDIVISION APPROVAL PHASED PROJECTS**

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 Development Office 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 Routes 5 & 20 West  
 Canandaigua, NY 14424  
 (585) 394-1120 / Fax: (585) 394-9476

## 2021 Board Calendar

Meeting dates are subject to change Revised 1/5/2021

APPLICATION DEADLINE  12:00 pm	PRC MEETING To review applications 9:00AM	ZONING BOARD OF APPEALS Public Hearings 6:00 PM	PLANNING BOARD Public Meetings and Hearings  6:00 PM		ENVIRONMENTAL CONSERVATION BOARD Public Meetings 4:30 pm
<b>WEDNESDAY</b>	<u>MEETING DATE</u>	<u>MEETING DATE</u>	<u>MEETING DATES</u>		<u>MEETING DATES</u>
December 9, 2020	December 14, 2020	January 19, 2021	January 12, 2021	January 26, 2021	January 7, 2021
January 6	January 11	February 16	February 9	February 23	February 4
February 10	February 16*	March 16	March 9	March 23	March 4
March 10	March 15	April 20	April 13	April 27	April 1
April 7	April 12	May 18	May 11	May 25	May 6
May 12	May 17	June 15	June 8	June 22	June 3
June 9	June 14	July 20	July 13	July 27	July 1
July 7	July 12	August 17	August 10	August 24	August 5
August 11	August 16	September 21	September 14	September 28	September 2
September 8	September 13	October 19	October 12	October 26	October 7
October 6	October 12**	November 16	November 9	November 23	November 4
November 10	November 15	December 21	December 14	-----	December 2
December 8	December 13	January 18, 2022	January 11, 2022	January 25, 2022	January 6, 2022

\*February 16 is a Tuesday \*\* October 12 is a Tuesday

**\* All Applications are due by 12:00pm on deadline day\***

The applicant will receive written notification of their scheduled meeting. If your application is deemed incomplete, it will not be placed on an agenda until the requested information has been submitted to the Town Development Office. All new Planning Board applications submitted on/before the application deadline will be first heard at 2<sup>nd</sup> meeting of the following month. Continued applications will be reviewed at the 1<sup>st</sup> meeting of the following month.

# *Town of Canandaigua*

5440 Routes 5 & 20 West

Canandaigua, NY 14424

Phone: (585) 394-1120 / Fax: (585) 394-9476

## **Required Documents for Application Submittal Final Subdivision – Phase Projects**

When applying for *Final Subdivision approval*, you shall submit:

- A survey plat in compliance with the Final Subdivision Checklist – Phase Projects (attached to application packet) ***and*** the resolution granting preliminary subdivision approval.
- A Planning Board Application (attached to application packet)

*You must submit the original application forms, one copy of the survey plat and plans.  
Additional copies will be requested at a later date.*

### Fees:

1. Effective 2/24/2012 the Planning Board application fee is \$250 plus \$50 per lot and shall be paid at the time the application is submitted to the Town Development Office. This fee is non-refundable.
2. The applicant 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 subdivision plat, the required surety has been accepted by the Town Board, and prior to commencing any development on the subject property.

# Town of Canandaigua

5440 Routes 5 & 20 West  
Canandaigua, NY 14424  
Phone: (585) 394-1120 / Fax: (585) 394-9476

## PLANNING BOARD APPLICATION FINAL SUBDIVISION APPROVAL

CPN#: \_\_\_\_\_

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: \_\_\_\_\_

*\*\*If you provide your e-mail address, this will be the primary way we contact you \*\**

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

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

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

*\*\*If you provide your e-mail address, this will be the primary way we contact you \*\**

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)

5. Description of subject parcel to be subdivided: Size: \_\_\_\_\_ acres Road Frontage: \_\_\_\_\_ ft
6. Number of proposed parcels (including subject parcel to be subdivided): \_\_\_\_\_
7. 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		

8. What public improvements are available?  Public Sewer  Public Water  Public Roads

9. Describe the current use of the property:

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

11. 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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### IDENTIFICATION OF POTENTIAL CONFLICTS OF INTEREST

(Required by NYS General Municipal Law § 809)

- If the Applicant is an Individual:** Is the applicant or any of the immediate family members of the applicant (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) related to any officer or employee of the Town of Canandaigua? YES NO
- If the Applicant is a Corporate Entity:** Are any of the officers, employees, partners, or directors, or any of their immediate family members (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) of the company on whose behalf this application is being made related to any officer or employee of the Town of Canandaigua? YES NO
- If the Applicant is a corporate entity:** Are any of the stockholders or partnership members (holding 5% or more of the outstanding shares), or any of their immediate family members (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) of the company on whose behalf this application is being made related to any officer or employee of the Town of Canandaigua? YES NO
- If the Applicant has made any agreements contingent upon the outcome of this application:** If the applicant has made any agreements, express or implied, whereby said applicant may receive any payment or other benefit, whether or not for services rendered, dependent or

contingent upon the favorable approval of this application, petition, or request, are any of the parties to said agreement officers or employees of the Town of Canandaigua? YES

NO

If the answer to any of the above questions is YES, please state the name and address of the related officer(s) or employee(s) as well as the nature and extent of such relationship:

\_\_\_\_\_.

---

***Property Owner is responsible for any consultant fees  
(Town Engineer, Town Attorney, etc.) incurred during the application process.***

---

Please note that the **Property Owner** is responsible for all consultant fees during the review of this application including legal, engineering, or other outside consultants. Applications submitted to the Town of Canandaigua Planning Board will normally receive chargeback fees of at least five hours to ten hours for planning services including intake, project review, resolution preparation, SEQR, and findings of fact. PLEASE NOTE that the number of hours will be SIGNIFICANTLY INCREASED due to incomplete applications, plans lacking detail, or repeated continuations. Subdivision applications and larger commercial or industrial projects traditionally require more hours of engineering, legal, and other consultant review and preparation and will incur higher costs. Applications for new construction may be referred to the Town Engineer for engineering review which may include at least an additional eight to twelve hours of review time. The **Property Owner** will also be responsible for legal fees for applications submitted to the Town of Canandaigua Planning Board, Zoning Board of Appeals, or the Town of Canandaigua Development Office. Fees for engineering and legal expenses traditionally range between one hundred and one hundred fifty dollars per hour. A copy of the Town’s annual fee schedule is available upon request from the Development Office or the Town Clerk’s Office. The **Property Owner’s** signature below indicates that the **Property Owner** understands that the **Property Owner** will be responsible for all outside consultant fees incurred as a result of the submitted application, and consents to these charges. Additionally projects approved by the Town of Canandaigua Planning Board may be required to pay a parks and recreation fee as established by the Town Board (currently \$ 1,000 per unit) if required as part of the conditions of approval.

\_\_\_\_\_  
(property owner)

\_\_\_\_\_  
(property owner)

*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.*

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

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

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