

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 SPECIAL USE PERMIT

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 Development Office cannot guarantee any board approvals for completed applications.

The special use PERMIT will not be issued by the Development Office until the Planning Board's decision sheet(s) granting the special use has been filed with the Town Clerk.

If there is new development associated with this special use permit request, the property owner shall submit an application requesting site plan approval. (Section 220-64-C-3)

Required Documents for Application Submittal Special Use Permit

- If applying for a ***new special use permit***, you shall submit:
 - Permit application(s) for all proposed construction / site development
 - A sketch plan in compliance with the Sketch Plan Requirements (Chapter 220 Section 220-66) (Attached to this application packet)
 - A Planning Board Application (attached to application packet)
 - A Special Use Permit Application (attached to application packet)
 - A Short Environmental Assessment Form (SEQR) (attached to application packet)
 - A Soil Erosion and Sediment Control 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 Statement of Operations

- If applying to ***renew an existing special use permit***, you shall submit:
 - All information / applications required for the original granting of the special Use permit
 - A copy of the site plan signed by the Planning Board Chairperson
 - Photographs of the existing site (not elevation drawings)
 - Demonstration that the specially permitted use continues to be in compliance with conditions of the previous special use permit approval and Chapter 220

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 \$100 application fee is required upon submission of the application. This fee is non-refundable. A separate, additional fee will be rendered for the building permit.
2. The special use permit fee for the **building permit** is \$50. This permit (and any other required permits which are subject to additional costs) shall be obtained from the Town Code Enforcement Officer prior to commencing the proposed use on the subject property.
3. The property owner is responsible for the reimbursement of any consultant fees incurred during the application review process.

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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
WEDNESDAY	<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 2nd meeting of the following month. Continued applications will be reviewed at the 1st meeting of the following month.

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Established 1789

SPECIAL USE PERMIT APPLICATION

CPN #: _____

1. Name and Address of Property Owner: _____

Telephone Number of Property Owner: _____

2. Name and Address of Applicant *if not property owner*: _____

Telephone Number of Applicant: _____

3. Subject Property Address: _____

Subject Property Tax Map Number: _____ Zoning District: _____

Applying for a "NEW" Special Use Permit:

Proposed Use: _____

Section of Town Zoning Law Pertaining to Proposed Special Use: Chapter 220, Section _____

You must attach to this application (1) a detailed site plan in compliance with the Residential / Commercial Checklist; (2) a written statement detailing your compliance with the Town's zoning law; and (3) a statement of operations – a detailed description of your proposed business.

Applying to "RENEW" an existing Special Use Permit:

Type of Existing Special Use Permit: _____

Date of Original Planning Board Approval: _____

Section of Town Zoning Law Pertaining to Existing Special Use: Chapter 220, Section _____

Are there any proposed changes to the existing Special Use Permit? Yes No

If yes, please explain: _____

You must attach to this application (1) a copy of the most recent site plan showing the Planning Board chairperson's signature at the time the existing special use permit was granted/last renewed; (2) a written statement regarding your compliance with all past Planning Board conditions of approval; and (3) photographs of the subject property showing your compliance with all past Planning Board conditions of approval.

IDENTIFICATION OF POTENTIAL CONFLICTS OF INTEREST

(Required by NYS General Municipal Law § 809)

1. ***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
2. ***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
3. ***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
4. ***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 print)

(property owner signature)

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, and the plans and specifications annexed hereto.

***PERMIT APPLICATION CANNOT BE ACCEPTED WITHOUT THE
PROPERTY OWNER'S SIGNATURE.***

Owner's Signature: _____

Date: _____

FOR OFFICE USE ONLY

Application requires further review by Planning Board

and/or Zoning Board of Appeals.

Yes

No

Zoning Officer

Date

Flood Zone _____

Floodplain Development Permit Required?

Yes

No

Permit Issued	Permit Number	Fee
Special Use Permit		\$50. ⁰⁰
Total Permit Fee		\$50. ⁰⁰ <i>(non-refundable)</i>

Code Enforcement Officer

Date

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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.	_____	_____	_____

FOR TOWN USE ONLY:

Circle Type of Application:

Special Use Permit

Site Plan Approval

Subdivision

Use Variance

Circle Review Authority:

Zoning Board of Appeals

Planning Board

Town Board

Notice Provision: The date when written notice of the application described in Part I has been provided to the owners of land identified in the Agricultural Data Statement.

Date referral to the Ontario County Planning Department was made: _____

Name of Official Completing Form

Date

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban	<input type="checkbox"/> Rural (non-agriculture)	<input type="checkbox"/> Industrial	<input type="checkbox"/> Commercial
<input type="checkbox"/> Forest	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Aquatic	<input type="checkbox"/> Residential (suburban)
<input type="checkbox"/> Parkland	<input type="checkbox"/> Other(Specify):		

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest Agricultural/grasslands Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		