TOWN OF GENESEO SITE PLAN REVIEW PROCEDURES

Code Enforcement Office phone number: (585) 991-5008;
Town Fax: (585) 991-5001; Code Office Fax: (585) 991-5002;
Planning Board Secretary email: nikosfarm@yahoo.com
Town of Geneseo website: http://www.geneseony.org

Site Plan Application fee: $25 Please make check out to: Geneseo Town Clerk

Paperwork required:

Site plan review application packet

- Site plan review application
- Agricultural data statement, if required. An ag data statement is required if the proposed activity would occur on property within an agricultural district containing a farm operation or on property with boundaries within 500' of a farm operation located within an agricultural district. (If an ag data statement is required, applicant should consult with the Town Assessor [(585) 991-5006] as to whom should be listed on the form.
- SEQRA form

Site plan review drawings:

- Five full size copies (four to Code Office, one to Town Engineer) (unless specified otherwise)
- Seven smaller copies 11" X 17" (preferred) for the Planning Board members and secretary.
- All paperwork should be submitted to the Code Enforcement Office by the submittal deadline (two weeks prior to meeting date) for the meeting you want to attend.
- (A Planning Board meeting schedule with submittal deadlines is available at the Code Office or on the website at www.geneseony.org)
- Three copies of a color elevation rendering, if applicable
- One additional color rendering of buildings/signs for Architectural Review Board, if requested by Planning Board.

Submission to the Town Engineer:

- Submission of documents to the Town Engineer is the responsibility of the applicant.

A complete application packet with drawings and supporting calculations should be submitted to the Town Engineer at time of submission to the Code Enforcement Office. Any subsequent submittals need to also be submitted to the Town Engineer. Review by the engineer will begin when directed by the Town.

Jim Oberst, MRB Group Engineering
145 Culver Rd.
Rochester, New York 14620 Phone # (585) 381-9250, fax (585) 381-1008
Email: Jim.Oberst@mrbgroup.com

Code of the Town of Geneseo (available on our website) at www.geneseony.org Site plan procedures are outlined in Chapter 106-35.

ARTICLE VI Development Fee Structure for Engineers and Attorneys
§106-52 reimbursement of fees and expenses.

A. The applicant, for approval of any items set forth hereinabove at Subsections A through F of the definition of "applicant" in §106-51, shall reimburse the town for all reasonable and necessary engineering and legal expenses incurred by the town in connection with the review and consideration of the application for such approval.

Note: All commercial and apartment buildings need to have a Knox Box rapid entry system.

At completion of site plan work the Town Engineer will check for compliance.

New York State Office of Parks, Recreation and Historic Preservation
Historic Preservation Field Services Bureau
Peebles Island Resource Center, PO Box 189, Waterford, NY 12188-0189 (Mail)
Delaware Avenue, Cohoes 12047 (Delivery)
(518) 237-8643

PROJECT REVIEW COVER FORM

Rev. 5-05

Please complete this form and attach it to the top of any and all information submitted to this office for review. Accurate and complete forms will assist this office in the timely processing and response to your request.

This information relates to a previously submitted project.

☐ If you have checked this box and noted the previous Project Review (PR) number assigned by this office you do not need to continue unless any of the required information below has changed.

PROJECT NUMBER ____PR_____

COUNTY _____

---

2. This is a new project. ☐ If you have checked this box you will need to complete ALL of the following information.

Project Name _____

Location _____
You MUST include street number, street name and/or County, State or Interstate route number if applicable

City/Town/Village _____
List the correct municipality in which your project is being undertaken. If in a hamlet you must also provide the name of the town.

County _____
If your undertaking* covers multiple communities/counties please attach a list defining all municipalities/counties included.

TYPE OF REVIEW REQUIRED/REQUESTED (Please answer both questions)

A. Does this action involve a permit approval or funding, now or ultimately from any other governmental agency?

☐ No ☐ Yes

If Yes, list agency name(s) and permit(s)/approval(s)

Agency involved	Type of permit/approval	State	Federal
		☐	☐
		☐	☐
		☐	☐

B. Have you consulted the NYSHPO web site at **http://nysparks.state.ny.us to determine the preliminary presence or absence of previously identified cultural resources within or adjacent to the project area? If yes: ☐ Yes ☐ No

Was the project site wholly or partially included within an identified archeologically sensitive area? ☐ Yes ☐ No

Does the project site involve or is it substantially contiguous to a property listed or recommended for listing in the NY State or National Registers of Historic Places? ☐ Yes ☐ No

CONTACT PERSON FOR PROJECT

Name _____ **Title** _____

Firm/Agency _____

Address _____ **City** _____ **STATE** _____ **Zip** _____

Phone (____)_____ **Fax** (____)_____ **E-Mail** _____

http://nysparks.state.ny.us then select **HISTORIC PRESERVATION then select **On Line Resources**

The Historic Preservation Review Process in New York State

In order to insure that historic preservation is carefully considered in publicly-funded or permitted undertakings*, there are laws at each level of government that require projects to be reviewed for their potential impact/effect on historic properties. At the federal level, Section 106 of the National Historic Preservation Act of 1966 (NHPA) directs the review of federally funded, licensed or permitted projects. At the state level, Section 14.09 of the New York State Parks, Recreation and Historic Preservation Law of 1980 performs a comparable function. Local environmental review for municipalities is carried out under the State Environmental Quality Review Act (SEQRA) of 1978.
regulations on line at:
http://nysparks.state.ny.us then select **HISTORIC PRESERVATION** then select **Environmental Review**

Project review is conducted in two stages. First, the Field Services Bureau assesses affected properties to determine whether or not they are listed or eligible for listing in the New York State or National Registers of Historic Places. If so, it is deemed "historic" and worthy of protection and the second stage of review is undertaken. The project is reviewed to evaluate its impact on the properties significant materials and character. Where adverse effects are identified, alternatives are explored to avoid, or reduce project impacts; where this is unsuccessful, mitigation measures are developed and formal agreement documents are prepared stipulating these measures.

ALL PROJECTS SUBMITTED FOR REVIEW SHOULD INCLUDE THE FOLLOWING MATERIAL(S).

☐ **Project Description**

Attach a full description of the nature and extent of the work to be undertaken as part of this project. Relevant portions of the project applications or environmental statements may be submitted.

☐ **Maps Locating Project**

Include a map locating the project in the community. The map must clearly show street and road names surrounding the project area as well as the location of all portions of the project. Appropriate maps include tax maps, Sanborn Insurance maps, and/or USGS quadrangle maps.

☐ **Photographs**

Photographs may be black and white prints, color prints, or color laser/photo copies; standard (black and white) photocopies are NOT acceptable.

-*If the project involves rehabilitation*, include photographs of the building(s) involved. Label each exterior view to a site map and label all interior views.

-*If the project involves newconstruction*, include photographs of the surrounding area looking out from the project site. Include photographs of any buildings (more than 50 years old) that are located on the project property or on adjoining property.

NOTE: Projects submissions will not be accepted via facsimile or e-mail.

**Undertaking* is defined as an agency's purchase, lease or sale of a property, assistance through grants, loans or guarantees, issuing of licenses, permits or approvals, and work performed pursuant to delegation or mandate.

TOWN OF GENESEO **Application Fee** $25

APPLICATION FOR REVIEW AND APPROVAL OF SITE PLAN

Applicant
Name _____ Owner, if different
Name _____

Address _____ Address _____

Phone # _____ Phone # _____

Email _____

I, the undersigned applicant/owner hereby request approval by the Town of Geneseo Planning Board for the following site plan(s).

_____ **Date:** _____

Plan prepared by the following licensed engineer and/or land surveyor:

Name: _____ Phone # _____

Address _____

Name of site plan _____

Proposed use of site _____

_____

WILL YOU BE APPLYING FOR A TAX EXEMPTION(other than a RPTL485-b, business exemption)?

Location of proposed site plan (distance and direction to nearest road intersection) _____

_____

Tax Map # _____ Total site area (square ft./acres) _____

Zoning district _____ Current use of land _____

Current condition of the site(buildings, brush, etc.) _____

Character of the surrounding lands (agricultural, wetlands, commercial, suburban, etc.) _____

_____

Is the property in a flood hazard district area? _____

Describe any easements and/or other restrictions on the property _____

_____

Names of adjoining property owners or owners and directly across highway/with tax map # _____

_____

ARE THERE ANY STATE AND FEDERAL PERMITS REQUIRED?
LIST TYPE AND APPROPRIATE DEPARTMENT:

_____

_____

ADDITIONAL FORMS REQUIRED:

SEQRA FORM-check with Code Enforcement Office to see which form is needed.
SEQRA forms- a completed EAF (front only) –short form or the long form,

AG DATA STATEMENT
If the proposed activity will be on property within an agricultural district containing a farm operation or on property with boundaries within 500' of a farm operation located within an agricultural district, then and ag data statement must be completed.
Check with Town Assessor 991-5006 for property owners to be listed on the form.

REVIEW ITEMS (these may be further reviewed by the Planning Board)
A complete site plan checklist and the zoning code are available from the code enforcement office

1. Building location: _____

2. Building uses, both primary and secondary uses, ground floor area height, and number of stories of each building: _____

_____

3. Building(s) architecture/colors/ textures/ design- compatibility with character of Geneseo

4. Parking (number of spaces and location) _____

5. Lighting (lighting plan may be required) _____

6. Traffic/ Road(s) location _____

7. Is public water available? _____ Is public sewer available? _____

8. Landscaping (landscaping plan may be required) _____

This application was reviewed by the code enforcement officer:

_____ Date _____

Final Approval granted on: _____

Date Signature of Planning Board Chair

TOWN OF GENESEO
AGRICULTURAL DATA STATEMENT

Applicant:
Name: _____
Address: _____
_____

Owner (if different)
_____
_____
_____

List the farmland owners of the lands that are in an agricultural district that are located within 500' of the boundary of the property of the proposed project.

Name: _____
Address: _____
_____

Name: _____
Address: _____
_____

Name: _____
Address: _____
_____

Name: _____
Address: _____
_____

PLEASE INCLUDE A MAP SHOWING THE SITE OF THE PROJECT RELATIVE TO THE FARM OPERATIONS IN THE AGRICULTURAL DATA STATEMENT

Description of the proposed project and its location:

Location of site: _____

Tax Map # _____

Total site area in square feet or acres: _____

Ownership intentions/ proposed use of site: _____

Anticipated construction time : _____

Brief description of farm operation (s) that might be affected: _____
_____
_____

_____
Signature of applicant/owner

617.20
Appendix B
Short Environmental Assessment Form

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? 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.			**NO** ☐	**YES** ☐
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			**NO** ☐	**YES** ☐
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, adjoining and near the proposed action. ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____ ☐ Parkland				

	NO	YES	N/A
5. Is the proposed action,			
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	☐	☐
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	☐	☐
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	☐	☐
b. Are public transportation service(s) available at or near the site of the proposed action?	☐	☐
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	☐	☐
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: _____	☐	☐
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	☐	☐
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	☐	☐
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	☐	☐
b. Is the proposed action located in an archeological sensitive area?	☐	☐
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: _____	☐	☐
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ 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?	☐	☐
16. Is the project site located in the 100 year flood plain?	☐	☐
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? ☐ NO ☐ YES	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES _____		

	NO	YES
18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	☐	☐
19. 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: _____ _____ _____	☐	☐
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: _____ _____ _____	☐	☐

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: _____ Date: _____

Signature: _____

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☐	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☐	☐
3. Will the proposed action impair the character or quality of the existing community?	☐	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☐	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☐	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☐	☐
7. Will the proposed action impact existing: a. public / private water supplies?	☐	☐
b. public / private wastewater treatment utilities?	☐	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☐	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☐	☐

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☐	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☐	☐

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

☐ 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.

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)

PRINT