TOWN OF GENESEO SUBDIVISION 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

Fee: <u>$25 Please make check payable to Geneseo Town Clerk</u>

PAPERWORK REQUIRED:

1. **Subdivision application form-completed**
2. **Environmental assessment form** (EAF)- applicant fills out the <u>front</u>.
3. If required, **Ag Data Statement** (see bottom of subdivision application to see if ag data is needed). If an ag data statement is required, applicant should consult with Town Assessor as to who should be listed on the form. Assessors phone # 991-5006.
4. **Subdivision map and mylar-** Four stamped copies plus the mylar are required.
   Subdivision map must include:
   a) Survey map with tax map #
   b) Location map
   c) Line for the date/signature for the Chairman of the Planning Board to sign
   d) The wording, " This (These) is/are not official building lot (s) until septic approval (if applicable) is granted by the Livingston County Health Department."
   e) If sewer hookup is available the wording is " this (these) is (are) not official building lots until sewer hookup approval has been granted by the Town/ Village.'
   f) Location of the test wells (if required by the Planning Board)
   g) If adjacent to a working farm the wording, " This(These) lot(s) is (are) adjacent to an active farm and normal farm odors and noise are to be expected.
   h) New driveways and culverts are to be approved by the appropriate Superintendent of Highways (for Village, Town, and county roads) and the NYSDOT (for state roads.)
   i) All Lakeside parcels shall conform with the Town of Geneseo Dock and Moorings Law (Local Law 1-1990).

PROCEDURE:

1. Completed forms (1, 2, & 3 above) and a sketch map (for concept approval only) or preliminary subdivision map (for concept and preliminary approval) must be returned to the Code Enforcement Office **A MINIMUM OF 10 WORKING DAYS PRIOR TO THE NEXT SCHEDULED TOWN/VILLAGE PLANNING BOARD MEETING** to be considered for the agenda for that meeting.

2. Attend Planning Board meeting at scheduled agenda time. In order for concept and preliminary approval to be granted at this meeting you will need to have submitted preliminary subdivision maps. In order for concept only approval to be granted you need to have submitted a sketch map.

3. After concept and preliminary approvals have been granted a public hearing will be scheduled. The completed subdivision maps [mylar and four (4) copies with the official surveyor's stamp] are needed for the public hearing.

4. Attend public hearing. After the public hearing, if final approval has been granted, the Chairman will sign and date the maps. (if the board requires a written comment period, the maps will be signed after that time has passed)

5. Signed subdivision maps can be obtained from the Town Clerk after payment of the subdivision fee. Signed subdivision maps can be obtained from the Code Enforcement Office. There is no subdivision fee for subdivisions within the Village.

6. The signed maps need to be filed at the County Clerk's office within 60 days after the maps are signed. There will be a filing fee at the county.

7. One copy of the map with the County time/state stamp will need to be returned to the Code Enforcement Office to be filed for subdivisions within the Town. Another copy is to be given to the Town Clerk.

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 _____

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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 new construction*, 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 FOR SUBDIVISION
Fee: $25

Name of proposed subdivision_____

Number of lots in subdivision:_____

Applicant: _____ Owner, if different: _____

Name _____ Name _____

Address _____ Address _____

Phone Number _____ Phone Number _____

Email _____

I, the undersigned owner, hereby request approval by the Town of Geneseo
Planning Board for the _____ subdivision:

Signature: _____

Survey prepared by the following licensed land surveyor:

Name: _____

Address: _____

_____

Phone: _____

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

_____

Tax Map # _____
Zoning District _____

Will the proposed activity be on property within an agricultural district containing a working farm operation or on property with boundaries within 500' of a farm operation located within an agricultural district? **If yes, an ag data statement form needs to be completed.**

Total area of property to be subdivided: _____ Acres into _____ lots.
List individual lot numbers and acreage per lot:
Lot # 1. _____ Lot # _____
Lot # 2. _____
Lot # _____
Lot # _____

List water availability on the property. (existing wells, public water) _____

_____

A completed SEQRA Environmental Assessment Form (EAF) is required as part to the Subdivision approval process. (applicant completes front of form only).

List other state/federal permits required _____

_____

_____

Will there be any new roads on the property? _____ If yes, a completed roadway application is required.

Current use of site (agricultural, commercial, undeveloped, etc.) _____

_____

Current condition of the surrounding lands (agricultural, suburban, wetlands, etc.) _____

_____

_____

Additional completed forms/information that may be required:

1.Are there any deed restrictions, right-of-ways, or easements on the property? If so, list below and include on maps: _____

_____

_____

2.Is the property located in a floodplain district? _____

Reviewed by Code Enforcement Officer: _____ Date: _____

Final approval granted by Planning Board on: _____

_____

Chairman of the Planning Board Date

COMPLETED APPLICATIONS, MAPS, AND OTHER REQUIRED PAPERWORK MUST BE RECEIVED A MINIMUM OF 10 WORKING DAYS PRIOR TO THE NEXT SCHEDULED PLANNING BOARD MEETING TO BE CONSIDERED FOR THAT MEETING'S AGENDA.

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

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

	NO	YES
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)? ☐NO ☐YES If Yes, briefly describe: _____		

	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

A completed SEQRA Environmental Assessment Form (EAF) is required as part to the Subdivision approval process. (applicant completes front of form only).

List other state/federal permits required _____

_____

_____

Will there be any new roads on the property? _____ If yes, a completed roadway application is required.

Current use of site (agricultural, commercial, undeveloped, etc.) _____

_____

Current condition of the surrounding lands (agricultural, suburban, wetlands, etc.) _____

_____

_____

Additional completed forms/information that may be required:

1.Are there any deed restrictions, right-of-ways, or easements on the property? If so, list below and include on maps: _____

_____

_____

2.Is the property located in a floodplain district? _____

Reviewed by Code Enforcement Officer: _____ Date: _____

Final approval granted by Planning Board on: _____

_____

Chairman of the Planning Board Date

COMPLETED APPLICATIONS, MAPS, AND OTHER REQUIRED PAPERWORK MUST BE RECEIVED A MINIMUM OF 10 WORKING DAYS PRIOR TO THE NEXT SCHEDULED PLANNING BOARD MEETING TO BE CONSIDERED FOR THAT MEETING'S AGENDA.

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Sign In

LIVINGSTON
It's in Livingston County, NY

COUNTY GOVERNMENT DEPARTMENTS HOW DO I? EXPLORE LIVINGSTON COUNTY

Livingston County Government Center
6 Court St. | Geneseo, NY 14454
Ph: 585-243-7000 | Email Us

SEQR Resources

NYS Department of Environmental Conservation (DEC) Links

- (Access SEQR Forms and the SEQR Workbook from the menu bar on the left side of the page)
- (Livingston County does not have any DEC designated Critical Environmental Areas)
- SEQR Workbook link to the used for answering Question 8 on the Short EAF (as shown in the Institute of Transportation Engineers Trip Generation Manual)
- SEQR Workbook link to used for providing details for Question 20 on the Short EAF

State Historic Preservation Office (SHPO) Links

FEMA Floodplain Links

- Create FIRMettes (area-specific flood maps) at the

Helpful Hints for Using the EAF Mapper

- When filling out the EAFs, use the EAF Mapper FIRST. Otherwise, all information entered into the form up to that point will be erased.
- Turn off Pop-Up Blocker.
- The EAF Mapper does not know everything.
- The EAF Mapper does not play well with Internet Explorer 8.
- EAF Mapper answers are locked.
- Be careful of duplicate tax map numbers in different towns (zoom out to confirm location).
- EAF Mapper can calculate acreage, but it will not put that calculated acreage in the form.
- EAF Mapper cannot accommodate more than one tax parcel at a time.

Livingston County SEQR Training on New Environmental Assessment Forms and EAF Mapper