

**VILLAGE OF GENESEO
PUBLIC HEARING PROCEDURES
For
VARIANCES, SPECIAL USE PERMITS
SITE PLAN AND SUBDIVISION**

1. **VARIANCES:** ZONING BOARD OF APPEALS HEARINGS ARE HELD BY REQUEST ON THE 1ST TUESDAY OF EACH MONTH unless otherwise scheduled. Variance hearings are heard by the Zoning Board of Appeals.

The **APPLICANT** shall submit, in person, a zoning application to be reviewed by the Code Enforcement Office. If the application fails to meet Village of Geneseo zoning regulations, the application will be disapproved and reasons(s) for disapproval will be listed. The applicant will be notified of the disapproval. If the applicant then requests a variance hearing, the following is needed:

If a variance is being requested, the Petition on the Zoning Board of Appeals portion of the zoning application must be signed and dated. A short description of the specific request should be written in the space above the date and signature line. NOTE: The owner of the property must make the request for a variance, then sign and date the appeal.

2. **SITE PLAN REVIEW, SUBDIVISION REVIEW AND SPECIAL USE PERMITS:** PLANNING BOARD HEARINGS ARE SET BY THE PLANNING BOARD, RELATIVE TO SITE PLAN REVIEW, SUBDIVISION REVIEW AND SPECIAL USE PERMIT REQUESTS. The Planning Board traditionally meets on the 4th Wednesday of each month.

If site plan approval, subdivision approval, or special use permit approval is being requested, further paperwork will need to be completed.

3. The **APPLICANT** for a variance hearing with the Zoning Board of Appeals and the **APPLICANT** for site plan review, subdivision review, or special use permit review by the Planning Board must, at his own expense, mail Notice of such hearing by certified mail, return receipt requested, at least ten (10) days prior to the date of the hearing, to all property owners situated within one hundred (100) feet of the boundaries of the property under discussion. **Aprile S. Mack, Planning Board Secretary or Debra Lund, Zoning Board of Appeals Secretary will provide a copy of the notice of hearing to be mailed and a copy of the property owners within one hundred (100) feet. The \$75.00 publication fee is required prior to the secretary supplying the applicant with the notice of hearing and the list of property owners. If you have any questions, please contact the Village Office at 243-1177.**

The white certified slips and green return cards are to be turned in to the Village Clerk's office prior to the hearing or to the Chairperson of the ZBA or Planning Board at the time of the hearing. Without the white certified slips and green receipt cards, the chairperson can cancel the meeting.

4. **APPLICANT**, or representative, must attend the public hearing.