



**Town of Geneseo
Livingston County, New York**

APPLICATION FOR SITE PLAN REVIEW

Instructions Page

**The Application Fee of \$75.00 is due and payable to
Geneseo of Town Due Upon Submittal.**

1. This application may be fillable or filled in by type or in black or blue ink.
2. All site plan review applications must be submitted and approved by the Geneseo Town Code Officer and the Planning Board. The Planning Board requires **8 copies** of the application for consideration. A digital set must also be emailed to the Planning Board Secretary (clerk@geneseony.gov) at the same time. Projects require more than one appearance before the Planning Board, as plan applications may require a public hearing.
 - Process for Planning Board submittal for review of the site plan application after contacting the Code Enforcement Officer (office: 991-5008). Submittal should include, but is not limited to, the following:
 - 1) Professionally prepared site plans, including:
 - a) parking plans
 - b) lighting plans
 - c) drainage plans
 - d) landscaping plans, sidewalks
 - e) grading and erosion control, and any other pertinent information
 - 2) Exterior Building Plans (these may be preliminary)
 - 3) Ag Data Statement
 - 4) SEQR Environmental Assessment Form (Large projects will require the long form.)
 - Submission of documents and full-size plans must also be sent to the Town Engineer as follows: *James Oberst, MRB, Suite 160, 145 Culver Rd., Rochester, NY, 14620.* (joberst@mrbgrou.com). This must also be submitted by the applicant at the time of official submission to the Town.
 - Review and discussion of the application by the Planning Board includes:
 - 1) Building location and uses allowed per the Zoning Codes. (Also refer to the Code Officer.)
 - 2) Architecture, color, designs, etc. (to be approved by the Architectural Review Board)
 - 3) Compatibility with the surrounding area
 - 4) Town Comprehensive Plan
 - 5) Parking, lighting, landscaping, traffic, etc.
 - Once the Planning Board is satisfied with the application, a determination will be made regarding a public hearing. That is usually scheduled for the subsequent month. The Public Hearing fee is \$125.00, payable to the Town of Geneseo prior to the hearing. Any additional information will be forwarded by the Planning Board Secretary to the applicant. Referral will also be made to the County Planning Board at that time by the Planning Board Secretary.
3. Please note: The applicant is responsible for any consultant fees, including engineering and/or attorney fees, incurred by the Town during the application review process.



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Note: The Town Code is available on the Town website at geneseony.gov under the Code Enforcement link. If you have any questions about what should be included in your Planning Board submission, please call the Town Code Office at 585-991-5008.

Date:	Property Address:	Tax Map #:	Zone:
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Applicant/Developer Contact Information:

Contact Name		Phone	
Address City, Zip State		Email	

Property Owner Contact Information:

Contact Name		Phone	
Address City, Zip State		Email	

Current Use of Site:

Current Condition of Site (Buildings, Brush, Farm, etc.):

Character of Surrounding Lands (Residential, Commercial, Agricultural, etc.):

Proposed Use of Site:

Total Area of Site (Square Feet/Acres):

Choose One

Is the property in a flood zone?		Yes	No
Are there any deed restrictions, rights-of-way, or easements on the property? If yes, list below.		Yes	No
Are there any State and/or Federal permits required? If yes, list below.		Yes	No

Contact Information for Town Invoices:

Contact Name		Phone	
Address City, St, Zip		Email	

Certification Statement: "I certify that I am duly authorized to make and file this application. All statements contained in this application are true to the best of my knowledge, and the work will be performed in a manner set forth by the plans herewith."

Name of Applicant/Developer		Signature	
Town Invoices to be Sent to (Name):		Address/ Email	