



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

**APPLICATION FOR SITE PLAN REVIEW**

Application Fee of \$50.00 due payable to "Geneseo Town Clerk" upon application submittal.

**Instructions Page**

1. This application may be 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 to be submitted for consideration. A digital set must also be emailed to the Planning Board Secretary ([clerk@geneseony.org](mailto:clerk@geneseony.org)) at the same time. Projects require more than one appearance before the Planning Board and 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@mrbgroupp.com](mailto:joberst@mrbgroupp.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 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 usually is scheduled for the subsequent month. The Public Hearing fee is \$75 payable to the Town Clerk prior to the hearing. Any additional information will be forwarded by the Planning Board Secretary to the applicant. Referral will also be made at that time to the County Planning Board 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 can be found on the Town website at [geneseony.org](http://geneseony.org) 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



## TOWN OF GENESEO AGRICULTURAL DATA STATEMENT

DATE: \_\_\_\_\_

**Instruction:** This form must be completed for any application for a special use permit, site plan approval, use variance or a subdivision approval requiring municipal review that would occur on property within 500 feet of a farm operation.

Applicant	Owner if Other from Applicant
Name: _____	Name: _____
Address: _____	Address: _____

                                                                

2. Description of proposed project:

\_\_\_\_\_

\_\_\_\_\_

3. Location of project:                      Address: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

     
   

6. Municipal Officer list all farm operations within 500 feet of parcel. Attach additional sheets if necessary. If same farmer with one mailing address simply list all tax map #'s in one box.

Name: _____ Tax Map: _____ Mailing Address: _____ <hr/> Is this parcel actively farmed? <input type="checkbox"/> NO <input type="checkbox"/> YES	Name: _____ Tax Map: _____ Mailing Address: _____ <hr/> Is this parcel actively farmed? <input type="checkbox"/> NO <input type="checkbox"/> YES
Name: _____ Tax Map: _____ Mailing Address: _____ <hr/> Is this parcel actively farmed? <input type="checkbox"/> NO <input type="checkbox"/> YES	Name: _____ Tax Map: _____ Mailing Address: _____ <hr/> Is this parcel actively farmed? <input type="checkbox"/> NO <input type="checkbox"/> YES

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner (if other than applicant)

Reviewed by \_\_\_\_\_

Signature of Municipal Official

\_\_\_\_\_  
Date

Please Print Name of Municipal Official \_\_\_\_\_

# 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.

<b>Part 1 – Project and Sponsor Information</b>				
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 <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>	YES <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:				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):				
<input type="checkbox"/> Parkland				



5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<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?	NO		YES
If Yes, identify: _____	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO		YES
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO		YES
If the proposed action will exceed requirements, describe design features and technologies:	<input type="checkbox"/>	<input type="checkbox"/>	
_____			
10. Will the proposed action connect to an existing public/private water supply?	NO		YES
If No, describe method for providing potable water: _____	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO		YES
If No, describe method for providing wastewater treatment: _____	<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?	NO		YES
	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<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?	NO		YES
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input type="checkbox"/>	
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:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> 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?	NO	YES
If Yes,	<input type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe:		
_____		
_____		
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)?	NO	YES
If Yes, explain the purpose and size of the impoundment: _____	<input type="checkbox"/>	<input type="checkbox"/>
_____		
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO	YES
If Yes, describe: _____	<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?	NO	YES
If Yes, describe: _____	<input type="checkbox"/>	<input type="checkbox"/>
_____		
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor/name: _____ Date: _____		
Signature: _____ Title: _____		