



Planning Board
Town of Geneseo
Livingston County, New York

APPLICATION FOR SUBDIVISION REVIEW
(Application Fee of \$50.00 Minimum Due Upon Submittal)

Instructions Page

(Please do not turn in this page with your application.)

1. This application form is fillable or can be filled out in blue or black ink.
2. All subdivision review applications must be reviewed and approved by the Town of Geneseo Planning Board. This includes lot line adjustments which are included under the subdivision Town Code. A public hearing is required for all subdivisions/lot line adjustments along with a \$75.00 public hearing fee.
3. Required paperwork for a subdivision review submittal:
 - 8 sketch plat copies for conceptual review and at the time of consideration for preliminary approval
 - A PDF copy of both the application and survey map must also be emailed to the Planning Board Secretary at clerk@geneseony.org for the official files.
 - A completed SEQR Environmental Assessment Form (short form is included with this Packet). Large projects usually require long form SEQR.
 - Ag Data Statement: If the property is within 500 feet of a working farm or in the agricultural district, an Ag Data Statement is required. The Town Assessor may be contacted for the names to be listed on the form at (585) 991-5006 if that information is not available to the applicant.
4. After the necessary Preliminary Planning Board approvals have been granted, a public hearing will be scheduled when the \$75.00 publication fee is received by the Town Clerk. Final, full size subdivision survey maps (a mylar and five paper copies) with the official surveyor's stamp and signature are needed for the public hearing. A PDF of the final map must also be emailed to the Planning Board Secretary at that time. Final subdivision maps and mylars are to include:
 - Survey with tax numbers and owner names on the parcels. Maps must also have town and road labels.
 - Location Map.
 - Line for the date/signature of the Planning Board Chair and another line for printed name/title.
 - See also attached **Survey Map Requirements** sheet from the Livingston County Clerk's office.
 - If sewer hookup is **not available**, the following wording by the surveyor should be printed on the map: *"This/These is/are not official building lot/s until septic approval has been granted by the Livingston County Health Department."* If sewer **hookup is available**, the following wording should be printed on the map: *"This/These is/are not official building lot/s until sewer hookup approval is granted by the Town of Geneseo."*
 - Location of the test wells (if required by the Planning Board).
 - If adjacent to a working farm, the following surveyor's wording should be printed on the map: *"This/These lot/s is/are adjacent to an active farm and normal farm odors and noise are to be expected."*
 - New driveways and culverts are to be approved by the Superintendent of Highways. For Town or County roads, call 585-243-1544; for State roads, call 585-346-3036.
5. After the public hearing, if Final Planning Board Approval has been granted, maps will be signed and dated by the Planning Board Chair. They may be picked up (usually the following day) at the Town Office front desk. There will be a final zoning fee to be paid. The maps can then be taken to the County Clerk for filing. Maps must be filed within 60 days.

The Town Code and Zoning Laws can be found on the Town website at www.geneseony.org under the Code Enforcement link. Please contact the Code Officer with Town Code questions. (585-991-5008.)



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Town of Geneseo
Livingston County, New York

APPLICATION FOR SUBDIVISION REVIEW
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Date:	Property Address:	Tax Map #:	Zone:
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Applicant Contact Information:

Applicant Contact Name	Phone
Address City, St, Zip	Email

Property Owner Contact Information:

Owner Contact Name	Phone
Address City, St, Zip	Email

Current Use of Site (Agricultural, Residential, Commercial, Mixed-Use. etc.):

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

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Purpose of Subdivision:

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Total Area of Property to be Subdivided (Square Feet/Acres):

Choose One

Lot #1	Lot #2:	Is water available?	Yes	No
Lot #3:	Lot #4:	Is sewer available?	Yes	No
Additional Lots:	Will there be new roads? If yes, contact Highway Department at (585) 243-1544	Located in Conesus Lake Watershed?	Yes	No

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 and include on maps:	Yes	No
Are there any State and/or Federal permits required? If yes, list below.	Yes	No

Contact Information for Land Surveyor:

Contact Name	Phone
Address City, St, Zip	Email

Certification Statement by Applicant: "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."

Signature:	Date:
Code Officer Review/Signature:	Date:

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: _____ Address: _____	Name: _____ Address: _____
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1. Type of Application: ☐ Special Use Permit ☐ Site Plan ☐ Use Variance ☐ Subdivision

2. Description of proposed project:

3. Location of project: Address: _____

Tax Map Number: _____

4. Is the parcel within an Agricultural District ☐ NO ☐ YES If YES, Agricultural District Number _____

5. Is this parcel actively farmed? ☐ NO ☐ YES

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: _____ Is this parcel actively farmed? ☐ NO ☐ YES	Name: _____ Tax Map: _____ Mailing Address: _____ Is this parcel actively farmed? ☐ NO ☐ YES
Name: _____ Tax Map: _____ Mailing Address: _____ Is this parcel actively farmed? ☐ NO ☐ YES	Name: _____ Tax Map: _____ Mailing Address: _____ Is this parcel actively farmed? ☐ NO ☐ 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.

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 government 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, <u>are</u> adjoining [and] <u>or</u> near the proposed action.			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____			
☐ Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO ☐ ☐	YES ☐ ☐	N/A ☐ ☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO ☐	YES ☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO ☐	YES ☐	
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 <u>the</u> site of the proposed action?	NO ☐ ☐ ☐	YES ☐ ☐ ☐	
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: _____ _____	NO ☐	YES ☐	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO ☐	YES ☐	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO ☐	YES ☐	
12. a. Does the <u>project site contain, or is it substantially contiguous to, a building, archeological site, or district that [a structure that] is listed on [either] the National Register of Historic Places or the 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?</u> b. Is the [proposed action] project site, or any portion of it, located in <u>or adjacent to an area designated as [archaeologically] sensitive [area] for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?</u>	NO ☐ ☐	YES ☐ ☐	
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: _____ _____ _____	NO ☐ ☐	YES ☐ ☐	

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?	NO ☐	YES ☐
16. Is the project site located in the 100-year flood plan?	NO ☐	YES ☐
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? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	NO ☐ YES ☐ 	YES ☐
18. Does the proposed action include construction or other activities that <u>would</u> result in the impoundment of water or other liquids (<u>e.g.</u> , retention pond, waste lagoon, dam)? If Yes, explain the purpose and size <u>of the impoundment</u> :	NO ☐	YES ☐
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:	NO ☐	YES ☐
20. Has the site of the proposed action or an adjoining property been <u>the</u> subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO ☐	YES ☐
I [AFFIRM] <u>CERTIFY</u> THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____ Title: _____		



LIVINGSTON COUNTY
OFFICE OF COUNTY CLERK
Livingston County Government Center
6 Court Street, Room 201
Geneseo, New York 14454

Phone (585) 243-7010
Fax (585) 243-7928

Office Hours: 8:00am - 4:00pm Monday - Friday

Andrea K. Bailey
County Clerk

Survey Map Requirements

- 1 Mylar map (original signature & seal required)
- 2 Paper maps (original signature & seal required)
- All maps must be identical
- Licensed Land Surveyor's signature and seal (not an Engineer)
- Completed title block including property owner's name and town/village where parcel is located
- Map must show a North direction indicator
- Appropriate fees - \$10.00

Subdivision Map Requirements

- 1 Mylar map (original signature & seal required)
- 2 Paper maps (original signature & seal required)
- All maps must be identical
- All maps must be a minimum of 8.5x11 inches, and a maximum of 34x44 inches in size
- Licensed Land Surveyor's signature and seal (not an Engineer)
- Town/Village Planning Board signature and date
 - Board members title and name to be printed below
 - If the map does not require Planning Board signatures then the Chairman of the Board must indicate "this subdivision map is exempted from the formal town of (insert town) subdivision regulations and it may be filed in the Livingston County Clerks Office"
- Health Department Approval (signature)
 - if the subdivision is 5 lots of 5 acres or less
- Must be filed timely
 - Town - maps must be filed within 60 days of Board signatures and dates
 - Village - maps must be filed within 90 days of Board signatures and dates
- Tax search providing all levied taxes are paid (School, Village, Town & County)
 - Completed by the Treasurer's Office for a \$5.00 fee
 - In the event that the Treasurer's Office is unable to verify payment, you must provide other proof that taxes are paid
- Completed title block including property owner's name and town/village where parcel is located
- Map must show a North direction indicator
- Appropriate fees - \$10.00