



VILLAGE OF GENESEO

119 MAIN STREET
GENESEO, NY 14454

585-243-1177

<https://geneseony.org/village/>

PLANNING BOARD

SITE PLAN APPLICATION PACKAGE

NOTICE TO ALL APPLICANTS:

Pursuant to Chapter 130 of the Village Code, Zoning and Subdivision of land, the Village of Geneseo Planning Board will approve, approve with conditions or deny site plans. The objective of the Planning Board is to process all applications in a timely and efficient manner, and in accordance with Village Code and New York State Law.

It is the responsibility of the applicant that all forms are filled out completely and accurately prior to the application being processed. All completed applications are subject to the rules and standards set forth by the Village of Geneseo and State statutes. The Village of Geneseo does not guarantee any board approvals for completed applications.

A sketch plan conference shall be held between the Planning Board and the applicant to review the basic site design concept and generally determine the information to be required on the site plan. This requirement may be waived upon request to the Planning Board and by completing the waiver request form. The PB will hold the sketch plan conference on the first meeting following the application deadline. The applicant is not required to attend.

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- County Planning Board Referral Map

All forms must be completed and signed prior to the application being processed

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2025 BOARD CALENDAR

Meetings dates & times are subject to change

APPLICATION DEADLINE ¹ 12:00pm	PLANNING REVIEW COMMITTEE (PRC) ²	LIVINGSTON COUNTY DEADLINE	ZONING BOARD OF APPEALS ³	LIVINGSTON COUNTY Meeting: 7:00pm	PLANNING BOARD ⁴ Meeting: 4:30pm
			January 8 th	January 9 th	January 15 th
January 1 st	January 8 th	January 30 th	February 5 th	February 13 th	February 26 th
February 5 th	February 12 th	February 27 th	March 5 th	March 13 th	March 19 th
March 5 th	March 12 th	March 27 th	April 2 nd	April 10 th	April 16 th
April 2 nd	April 9 th	April 24 th	May 7 th	May 8 th	May 21 st
May 7 th	May 14 th	May 29 th	June 4 th	June 12 th	June 18 th
June 4 th	June 11 th	June 26 th	July 2 nd	July 10 th	July 16 th
July 2 nd	July 9 th	July 23 rd	August 6 th	August 14 th	August 20 th
August 6 th	August 13 th	August 28 th	September 3 rd	September 11 th	September 17 th
September 3 rd	September 10 th	September 25 th	October 1 st	October 9 th	October 15 th
October 1 st	October 8 th	October 30 th	November 5 th	November 13 th	November 19 th
November 5 th	November 12 th	November 27 th	December 3 rd	December 11 th	December 17 th
December 3 rd	December 10 th	December 25 th	January 7 th , 2026	January 8, 2026	January 21, 2026

1. All completed applications are to be submitted to the Village Code Enforcement Department by 12:00pm on the deadline day. The Applicant will be notified of their scheduled meeting. If your application is considered incomplete, the applicant will be notified and will not be placed on an agenda until the requested information has been submitted to the Village Code Enforcement Department.
2. An applicant may attend the PRC meeting if desired. The Sketch Plan conference will be held at the first Planning Board meeting following the deadline date; the applicant can submit a waiver from the Sketch Plan requirement if desired using the Village's Waiver Form.
3. Where an application requires Variance approval from the ZBA and Livingston County Planning Board (LCPB) review, the LCPB has 30 days to review before the ZBA can take action. In such cases, the application shall be placed on the subsequent ZBA agenda following the LCPB meeting.
4. If the application only requires Planning Board review with no referrals to the Zoning Board of Appeals, Livingston County Planning Board, or a Public Hearing, the Code Enforcement Officer may allow the application to be heard at the same month's Planning Board Meeting. If a SEQR coordinated review or public hearing is required, the application may be heard at the same month's Planning Board Meeting to initiate these items.



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SITE PLAN APPLICATION FORM

WHEN TO USE THIS FORM: This form is to be used by an applicant seeking Site Plan approval in accordance with Article XIV of the Zoning Ordinance of the Village of Geneseo. The applicant is responsible for complying with established rules and procedures which are available for inspection from the Code Enforcement Department.

Submit the completed application package with payment to the Code Enforcement Department. Please make checks payable to the Village of Geneseo.

Application Fee: \$ _____ ☐ Check#: _____ Rec'd Date: _____ ☐ Cash

APPLICANT INFORMATION:

Applicant: _____ **Corporation Name:** _____

Street Address: _____ **City** _____ **Zip** _____

Phone: _____ **Fax:** _____ **Email:** _____

PROJECT INFORMATION:

Project Name: _____ **Date:** _____

Project Address: _____

Tax Map ID: _____ **Zoning District:** _____

Is the subject property subject to referral to the Livingston County Planning Board (See attached Map)? ☐ Yes ☐ No

Brief Summary of Proposed Project:

DOCUMENTS TO INCLUDE

- | | |
|---|---|
| ☐ Letter of Consent from Owner | ☐ Disclosure Affidavit Form |
| ☐ Site Plan Application Checklist | ☐ Authorized Representative Form |
| ☐ Waiver Request Form (If Necessary) | ☐ Agricultural Data Statement (if within 500' of an agricultural district) |
| ☐ Consultant Fees Agreement | ☐ SEQR – Environmental Assessment Form (EAF) Part 1 |

☐ Check this box if applicant requests a waiver of requirement for a sketch plan conference. Complete the Waiver Request Form if so.

I have examined this application and declare that it is true, correct, and complete. I understand that my application and all supporting documentation will be examined by the Planning Board as an integral component of deliberations.

Signature of Property Owner

Date

Signature of Applicant

Date



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PLANNING BOARD SITE PLAN CHECKLIST

NOTICE TO ALL APPLICANTS:

Pursuant to Chapter 130, Article XIV of the Code of the Village of Geneseo:

- Site plan review guidelines shall apply to all development projects within the Village of Geneseo except one- and two-family residential dwellings and related accessory uses in the R-1 and R-2 Districts.
- The site plan review procedure shall be administered by the Village Planning Board.
- No site subject to site plan review shall be cleared or altered, nor shall any structure be erected, installed, constructed, demolished, moved, altered or enlarged, without the approval of the Village Planning Board.
- All construction shall be in accordance with the New York State Codes, Rules and Regulations. Site work, utility installation and other improvements shall be governed by standards and procedures in the Design Criteria and Construction Specifications.
- The provisions of the State Environmental Quality Review Act (SEQR) shall apply as appropriate for all applications and improvements authorized by this article. Wherever possible, SEQR review shall be integrated into the normal project review and environmental factors considered in the planning and review of developments.

Prior to the issuance of a zoning permit for any uses requiring Site Plan approval, the Code Enforcement Officer shall refer the application and all application materials as specified herein to the Planning Board for its review and approval in accordance with the provisions set forth in Chapter 130, Article XIV of the Code of the Village of Geneseo. In cases where a proposed project does not comply with Chapter 130, the applicant must apply for and receive a variance from the Village Zoning Board of Appeals prior to the Planning Board granting Site Plan approval. Site Plan Approval and Variance applications may be submitted for review simultaneously.

All information shown on the included checklist is required to be shown on a professionally prepared Site Plan. Where information cannot be provided or is not applicable to the proposed development, a waiver should be requested as set forth in Chapter 130, Section 107.



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Preliminary/Final Site Plan Checklist - § 130-104*

Item	Applicant Confirmation**	Initial Village Review	PRC Review
The Site Plan should be prepared by a Licensed Professional and include the following information:			
A. Legal Data including:			
1) The names of all owners of record of all adjacent property.			
2) The existing school, zoning and special district boundaries, on an insert, on a scale of one inch equals 400 feet or one inch equals 800 feet.			
3) The boundaries of the property to be developed, the building or setback lines and the lines of existing streets, lots, reservations, easements and areas dedicated to public uses. All lengths shall be in feet and decimals of a foot, and all bearings shall be given to the nearest 10 seconds.			
4) A copy of any covenants or deed restrictions that are intended to cover all or any part of the tract.			
B. Existing Building and Facilities:			
1) The location of existing buildings.			
2) The location of existing water mains, culverts and drains on the property, with pipe sizes, grades and direction of flow, wells and other subsurface impediments.			
3) The sanitary sewers and disposal system.			
C. Topographic Data:			
1) The existing contours with intervals of two feet or less, referred to a datum satisfactory to the Board.			
2) The location of existing watercourses, marshes, wooded areas, rock outcrops, single trees with a diameter of eight inches or more, measured three feet above the base of the trunk, and other significant features.			

*Please note that this checklist is intended to serve as an overview of the application requirements. Additional detail and specific requirements can be found in the Village Code provisions listed above.

**Please indicate where information is not applicable with "NA" and provide justification on the Waiver form.



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Preliminary/Final Site Plan Checklist - § 130-104* - CONTINUED

Item	Applicant Confirmation**	Initial Village Review	PRC Review
D. Development Data:			
1) The title of the development, the date, North point, scale and the name and address of the record owner.			
2) The Engineer, architect, land planner or landscape architect preparing the site plan development plan.			
3) The proposed use or uses of the land and buildings and the location of the buildings, including proposed grades.			
4) Building floor plans and exterior elevations drawn to such scale to show clearly the design intent.			
5) Architectural features, including exterior design, facade, windows and doors, roofline, building height and number of useable floors, and exterior materials and colors.			
6) All proposed lots, easements and public and community areas.			
7) All proposed streets with profiles indicating grading and cross sections showing the width of the roadway and the location and size of the utility lines, according to the standards and specifications contained in the street improvement specifications of the Village. All lengths shall be in feet and decimals of a foot, and all bearings shall be given to the nearest 10 seconds.			
8) All means of vehicular access and egress to and from the site onto adjacent streets.			
9) The location and design of any off-street parking areas or loading areas, including the proposed surfacing of the same.			
10) The location of all proposed waterlines, valves and hydrants and of all sewer lines or alternative means of water supply and of sewage disposal and treatment.			

*Please note that this checklist is intended to serve as an overview of the application requirements. Additional detail and specific requirements can be found in the Village Code provisions listed above.

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Preliminary/Final Site Plan Checklist - § 130-104* - CONTINUED

Item	Applicant Confirmation**	Initial Village Review	PRC Review
11) The proposed location, direction, power and time of proposed outdoor lighting.			
12) The proposed location, height, size, quantity, lumens/footcandles and design of all signs.			
13) The proposed screening and landscaping, including a planting plan prepared by a qualified landscape architect, architect or engineer.			
14) The proposed stormwater drainage system including a Stormwater Pollution Prevention Plan meeting NYS DEC requirements if a SPDES permit is required.			
15) The proposed location, height and design of any proposed fence.			
16) An erosion and sediment control plan prepared in accordance with the Design Criteria and Construction Specifications.			
17) A drainage plan prepared in accordance with the Design Criteria and Construction Specifications.			
E. Certification data. Certificates of endorsement of the plan ready for signature by the following:			
1) Planning Board Chairperson.			
2) Village Engineers.			
3) The Village Fire Marshal.			
4) The Village Superintendent of Public Works.			
5) The Village Attorney.			

*Please note that this checklist is intended to serve as an overview of the application requirements. Additional detail and specific requirements can be found in the Village Code provisions listed above.

**Please indicate where information is not applicable with "NA" and provide justification on the Waiver form.



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AGREEMENT TO PAY FEES FOR CONSULTANT SERVICES INCURRED BY THE VILLAGE OF GENESEO

When reviewing an application for, or when conducting inspections in relation to an application, the Village of Geneseo, New York may determine that the assistance of outside consultants is warranted due to the size, scale or complexity of a proposed project, because of a project's potential impacts, or because the Village lacks the necessary expertise to perform the work related to the application. Whenever possible, the Village of Geneseo shall work cooperatively with the applicant to identify what scope of work shall require the employment of consultants and will provide the Applicant with an estimate of the consulting services fee.

Let it be understood and the property owner agrees that:

1. In hiring outside consultants, the Village of Geneseo may engage registered design professionals, financial analysts, planners, lawyers or other appropriate professionals who can assist the Village in analyzing a project to ensure compliance with all relevant laws, bylaws, and regulations. Such assistance may include, but not be limited to, analyzing an application, monitoring or inspecting a project or site for compliance with the Village's decision or regulations, or inspecting a project during construction or implementation.
2. Pursuant to the Village of Geneseo Code Section 130-109, Fees and charges, an applicant shall be billed for all additional costs incurred by the Planning Board or its agents (outside consultants). Final site plan approval shall not be given until all fees assessed prior have been paid in full, and letters of credit shall not be released until all remaining fees have been paid.
3. The failure of a property owner to pay any fee may be grounds for denial of a building permit. Any outstanding fees incurred by the Village of Geneseo shall be charged against the property and shall constitute a lien thereon in favor of the municipality, and the amount of such costs shall be entered on the tax rolls as being due and payable. Such fees may also be recovered in any other lawful manner.
4. Any property owner may take an administrative appeal from the selection of the outside consultant to the Village Board. Such appeal must be made in writing and may be taken only within twenty (20) days after the Village has mailed or hand-delivered notice to the property owner of the selection. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum required qualification. The required time limit for action upon an application by the Village Board shall be extended by the duration of the administrative appeal. In the event that no decision is made by the Village Board within one month following the filing of the appeal, the selection made by the Village of Geneseo shall stand.

I hereby understand and agree to the above requirements, procedures, and associated fees that may result from my application. I understand that my application and all supporting documentation will be examined by the Village of Geneseo as an integral component of deliberations.

Signature of Property Owner

Date

Signature of Applicant

Date



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DISCLOSURE AFFIDAVIT (GML § 809)

The Applicant has read and is familiar with the provisions of the General Municipal Law, Section 809, which states:

1. Every application, petition or request submitted for a variance, amendment, change of zoning approval of plat, exemption of plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality or a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
2. For the purpose of this section of State law, an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:
 - a) Is the applicant, or
 - b) Is an officer, director, partner or employee of the applicant, or
 - c) Legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
 - d) Is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.
3. *(Not Applicable. Relates to the County of Nassau.)*
4. Ownership of less than five per cent of the Stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
5. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

If a Village of Geneseo officer, employee or relative of either as defined in the General Municipal Law, Section 809, has any interest in this application, the full particulars are provided on an attached sheet.

OWNER'S AGREEMENT TO CONTENTS OF APPLICATION

It is hereby understood that the contents of this entire application is hereby subscribed by the property owner, all matters understood and agreed to, and it is hereby affirmed by the owner as true under the penalties for perjury.

Print Name of Property Owner

Signature of Property Owner

Date



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AUTHORIZED REPRESENTATIVE FORM

WHEN TO USE THIS FORM: This Authorized Representative form is enclosed if the owner would like someone to represent him/her/they at the public meeting and hearing. Please complete this form and submit it to the Code Enforcement Department. The owner is responsible to notify his/her/their representative of the time and place of the public meeting and hearing.

OWNER INFORMATION

Property Owner Name: _____

Address: _____

Telephone: _____

Email: _____

REPRESENTATIVE INFORMATION

Representative's Name: _____

Address: _____

Telephone: _____

Email: _____

The Owner hereby permits the Authorized Representative to act on his/her/their behalf regarding an application submitted to the Village of Geneseo, New York. Such Owner authorizes this Village to release any or all information relating to this application to this Authorized Representative.

Signature of Property Owner

Date

STATE OF NEW YORK

SS: _____

COUNTY OF: _____

On this _____ day of _____, 20____, before me personally came _____,

to me known and known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged to me that he/she executed the same.

Notary Public



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AGRICULTURAL DATA STATEMENT

Instructions: 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 located in a NYS Dept. of Ag & Markets certified Agricultural District.

APPLICANT INFORMATION:

Applicant: _____ Corporation Name: _____

Street Address: _____ City _____ Zip _____

Phone: _____ Fax: _____ Email: _____

TYPE OF APPLICATION: ☐ Special Use Permit ☐ Site Plan Review ☐ Subdivision Review ☐ Use Variance ☐ Area Variance

DESCRIPTION OF PROPOSED PROJECT:

PROJECT INFORMATION:

Project Name: _____ Date: _____

Project Address: _____

Tax Map ID: _____ Zoning District: _____

Is this parcel within an Agricultural District? ☐ Yes ☐ No (Check with your local Assessor if you do not know)

If YES, Agricultural District Number _____

Is this parcel actively farmed? ☐ Yes ☐ No

Type of farm operation: _____ Acreage: _____

List all farm operations within 500 feet of your parcel. Attach additional sheets if necessary:

Name/Address (Please list if property is actively farmed):

- a. _____
- b. _____
- c. _____
- d. _____

Signature of Property Owner _____

Date _____

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?			NO	YES
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.			☐	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:			☐	☐
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: 5. 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 services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the 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 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? 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?	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,	NO ☐	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:	☐	☐

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)? If Yes, explain the purpose and size of the impoundment: _____	NO ☐	YES ☐

49. 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 the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO ☐	YES ☐

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		



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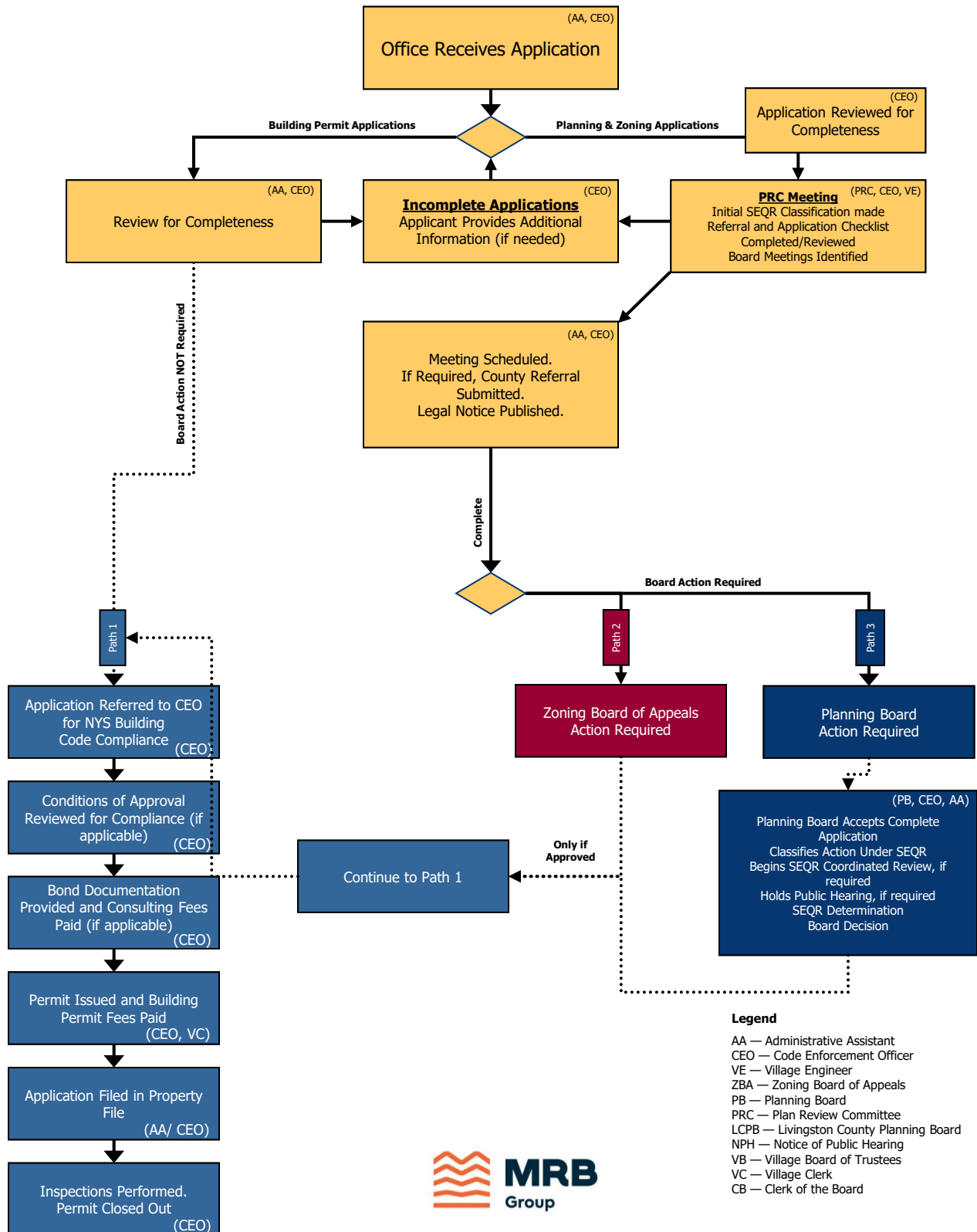
<https://geneseony.org/village/>

APPENDIX

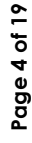
- Planning Application Process Flowchart
- Village of Geneseo Zoning Map
- Agricultural District Map
- County Planning Board Referral Map

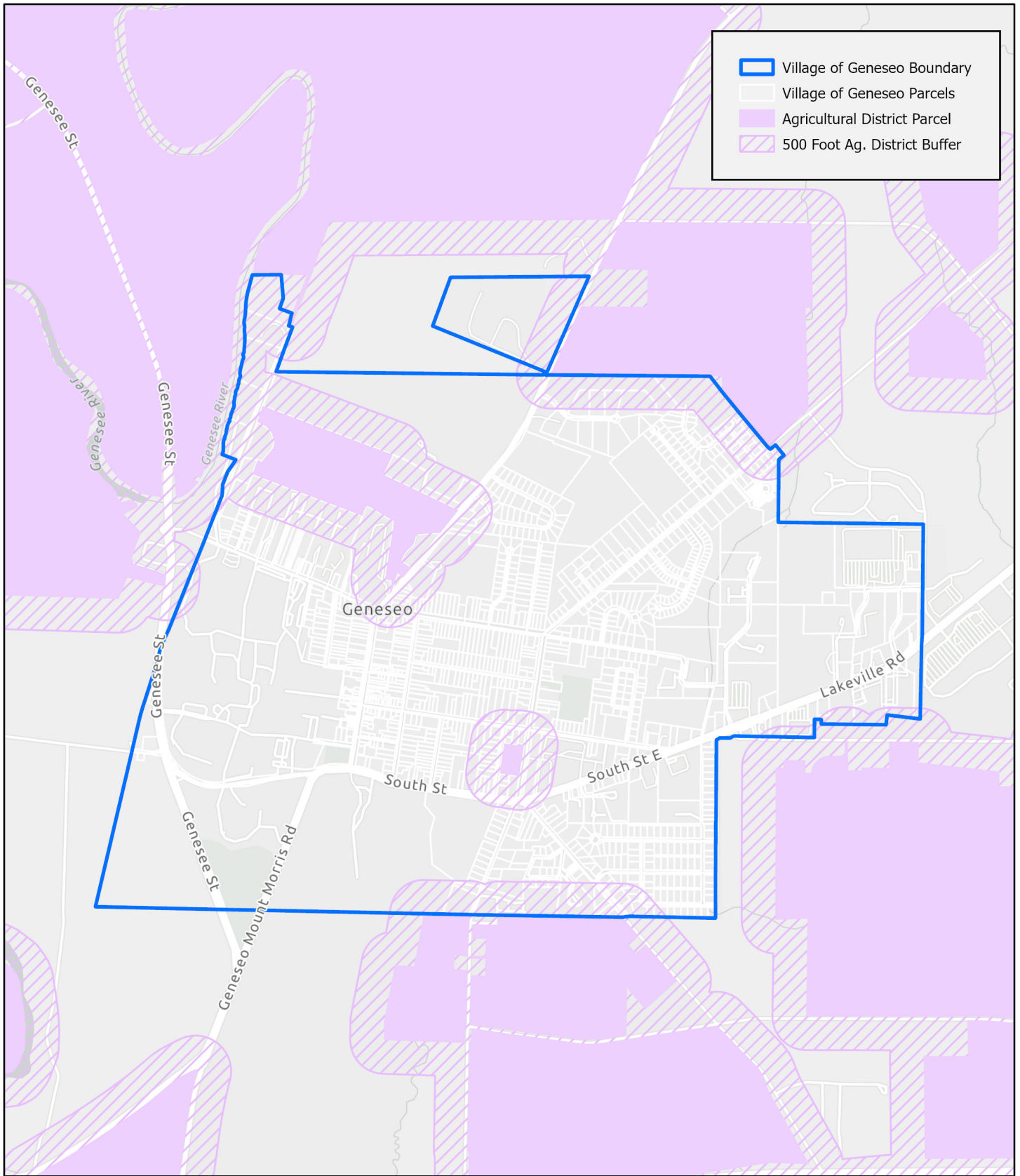
Village Development Action Chart

Application Process

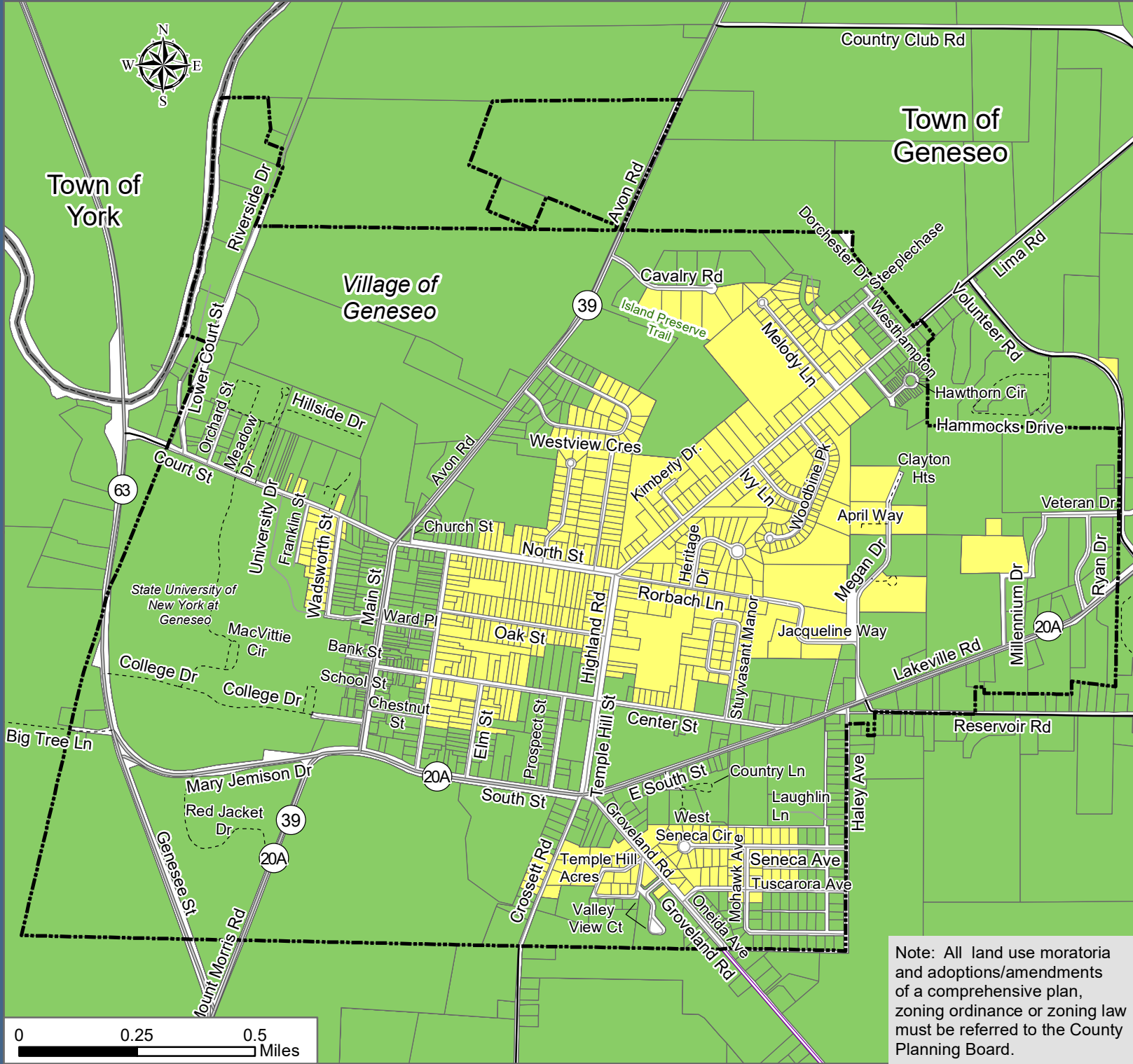


Zoning





	1" = 2,000'	APPLICATION PACKAGE UPDATE VILLAGE OF GENESEO AGRICULTURAL DISTRICTS	SHEET NO.
	3/28/2025		
			PROJECT NO.
			0712.13001



Village of Geneseo

Referrals to County Planning Board

- Parcels Within 500 feet of CPB Referral
- Parcels Not Within 500 feet of CPB Referral Triggers
- Town Boundary
- Village Boundary
- State Highway
- County Highway
- Town Road
- Village Road
- Private Road

Actions Subject to CPB Review:

- Approval of site plans
- Granting of use or area variances
- Issuance of conditional/ special use permits
- Other authorizations that a referring body may issue under the provisions of any zoning ordinance or local law
- Subdivisions

Within 500 feet of:

- A municipal boundary
- The right-of-way of any state or county road
- A state or county park or recreation area
- State or county land on which a public building or institution is located.
- A farm operation within Agricultural District #1, #2 or #3
- Existing or proposed right-of-way of any county stream or drainage channel

Note: All land use moratoria and adoptions/amendments of a comprehensive plan, zoning ordinance or zoning law must be referred to the County Planning Board.

Map created by the Livingston County Planning Department: October 2023
M:\ARCVIEW\PlanningBoard\CPBtriggers2023\geneseo_village_CPBtriggers2023.mxd