



VILLAGE OF GENESEO

119 MAIN STREET
GENESEO, NY 14454

585-243-1177

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

PLANNING BOARD

SIGN PERMIT APPLICATION PACKAGE

NOTICE TO ALL APPLICANTS:

Pursuant to Chapter 130, Article XI of the Village Code, Sign Regulations, a sign permit shall be acquired from the Village Planning Board for each sign unless specifically exempted by this Sign Code. Any sign installed without a permit will incur a fine. 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. Please Note:

Please note that all signs for businesses located in the historic Main Street (MU-1) District must follow the Façade Guidelines for that district. The guidelines can be found on the Geneseo Village Code Enforcement page or by following this link: [2010 Village of Geneseo - Façade Renovation Guidelines](#).

Note: Where variances, site plan, or other approvals are required, these applications should be submitted under the appropriate application package.

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Appendix

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- Village of Geneseo Zoning Map
- Agricultural District Map
- 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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SIGN PERMIT APPLICATION FORM

WHEN TO USE THIS FORM: This form is to be used by an applicant seeking Sign Permit approval in accordance with Article XI 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:** _____

Brief Summary of Proposed Project:

DOCUMENTS TO INCLUDE

- | | |
|--|--|
| ☐ Letter of Consent from Owner | ☐ Disclosure Affidavit Form |
| ☐ Completed Application Checklist | ☐ Authorized Representative Form |
| ☐ Consultant Fees Agreement | ☐ SEQR – Environmental Assessment Form (EAF) Part 1 |

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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SIGN PERMIT APPLICATION CHECKLIST

Sign Permit Application Requirements - § 130-85*

Details of Proposed Sign			Type of Sign	
Size of Sign	Height:	Width:	☐ Freestanding	☐ Wall
			☐ Projecting	☐ Window/Door
Illumination	☐ Internal	☐ External	☐ Awning/Canopy	☐ Temporary

Applicant shall also submit:	Applicant Confirmation	Initial Village Review	PRC Review
Dimensions and drawings indicating the size, shape, construction, materials, color, design, and layout of the sign(s).			
Site plan and elevations indicating the proposed location and size of the sign(s) to scale.			

*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.

NOTICE TO ALL APPLICANTS:

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

- No person shall erect, place, establish, paint, or retain any sign, or cause a sign to be located or retained, within the Village of Geneseo, unless all provisions of the Sign Code have been met. Any sign installed without a permit will incur a fee.
- 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.
- All sign permits will be reviewed by the Code Enforcement Officer to determine compliance with the regulations in the Village Code. If the sign follows all regulations, the Sign Permit Application will be reviewed by the Village of Geneseo Planning Board.

For Code Office Use Only:

Building Frontage		Current Sq. Ft.		Max. Allowed Sq. Ft.		Total Proposed Sq. Ft.	
				Yes	No		
Date	Code Enforcement Officer			Approved		Reason for Denial	
Date	Planning Board Chairperson						



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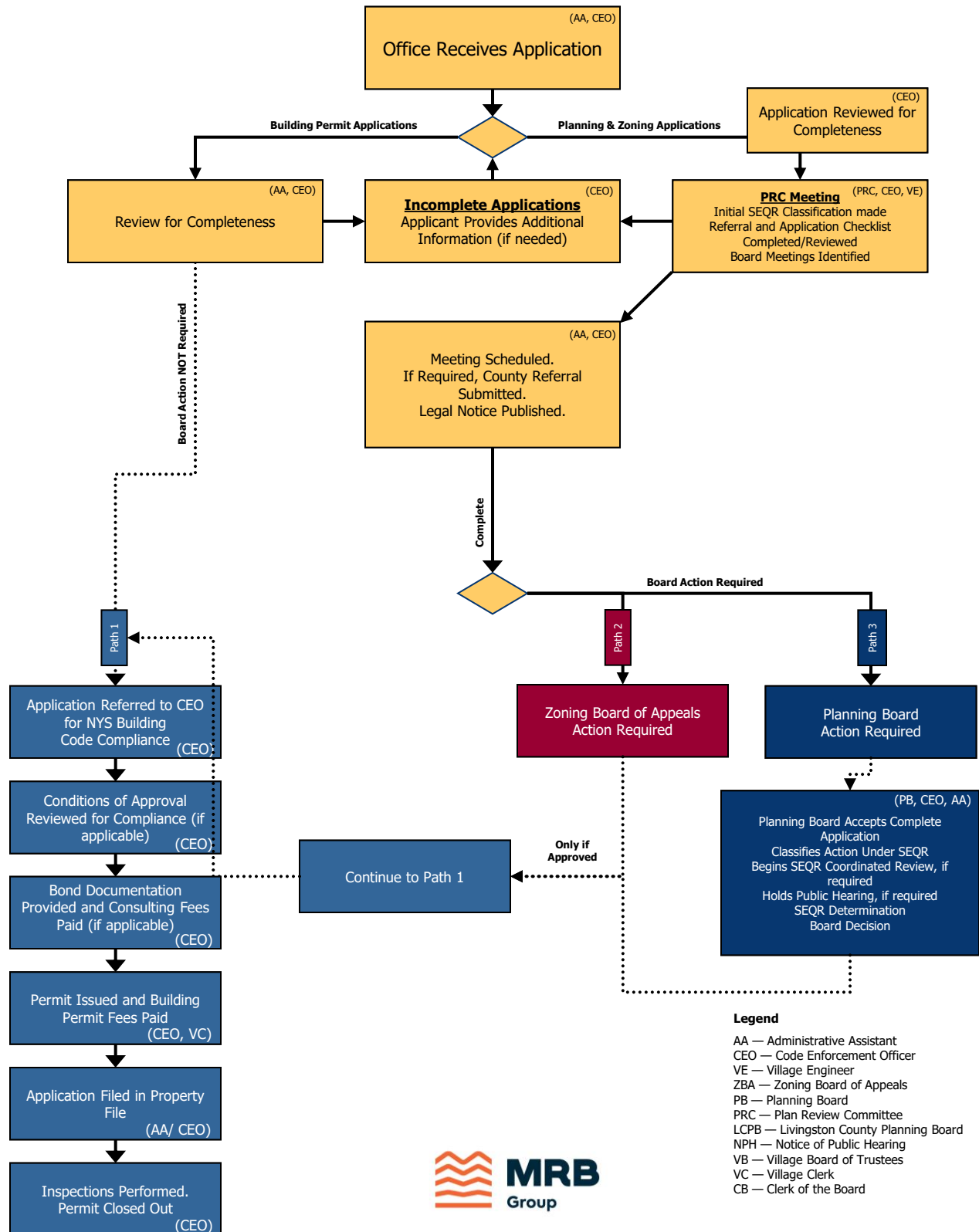
<https://geneseony.org/village/>

APPENDIX

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

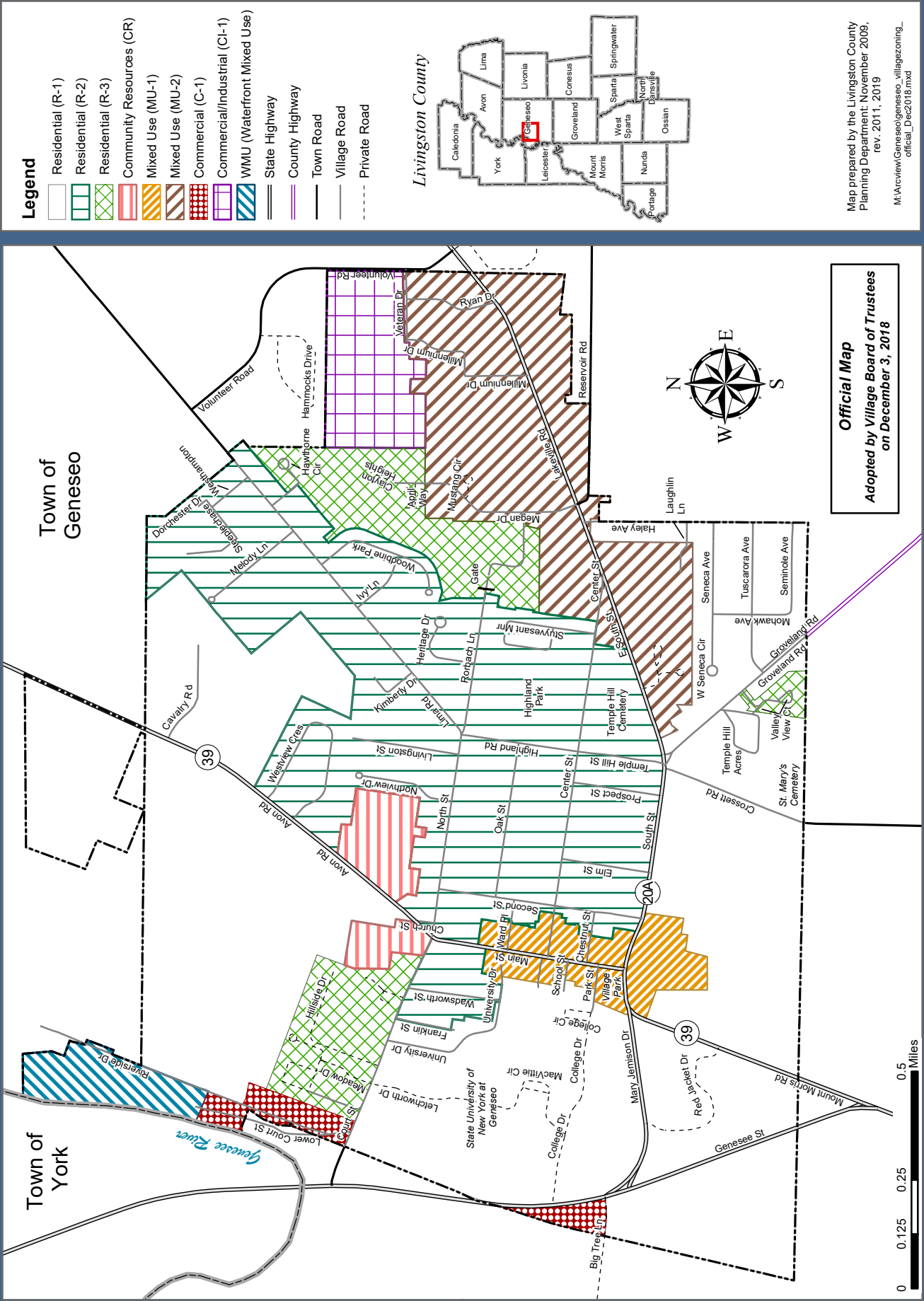
Village Development Action Chart

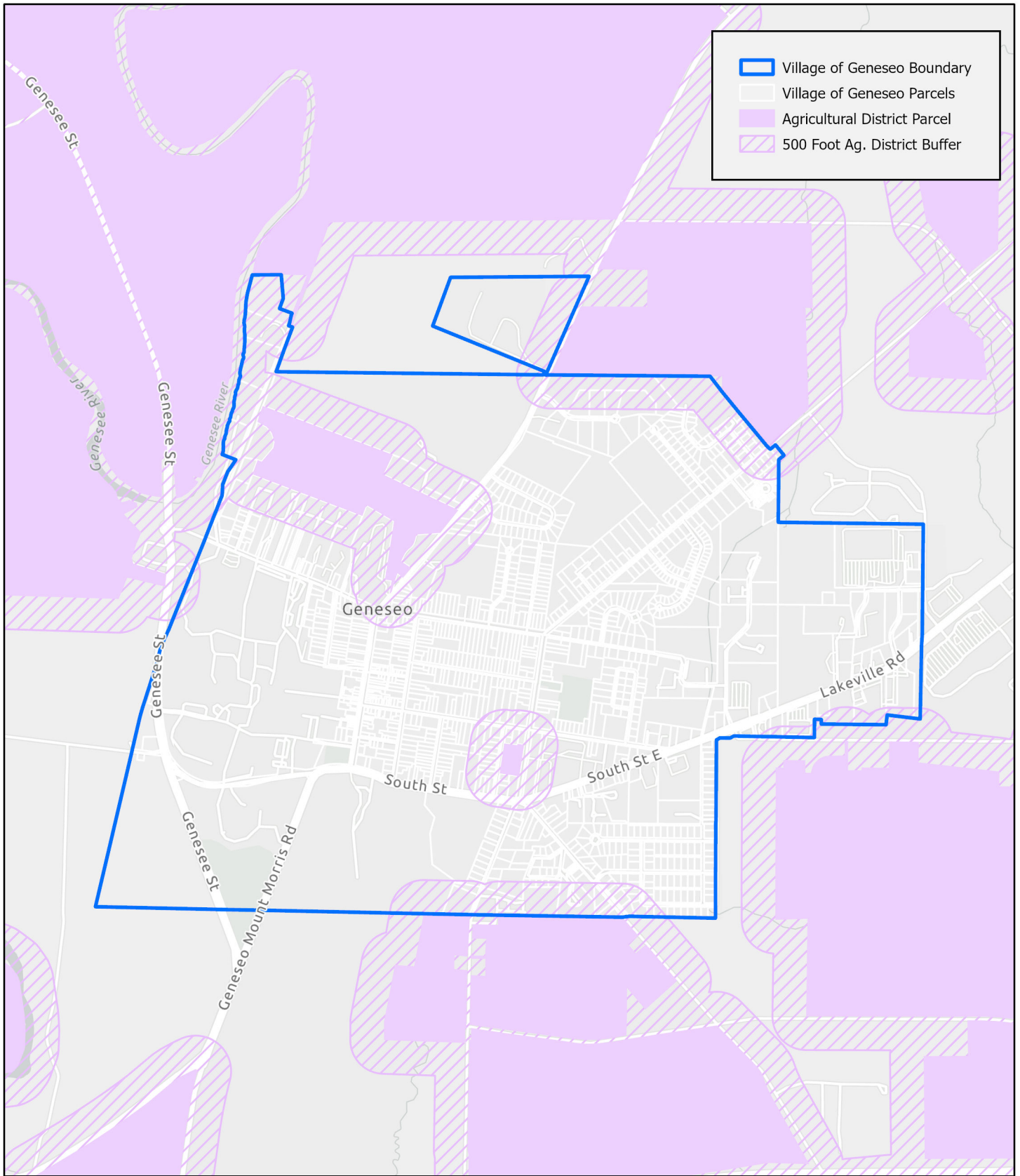
Application Process



Village of Geneseo

Zoning





MRB
Group

1" = 2,000'

3/28/2025



APPLICATION PACKAGE UPDATE

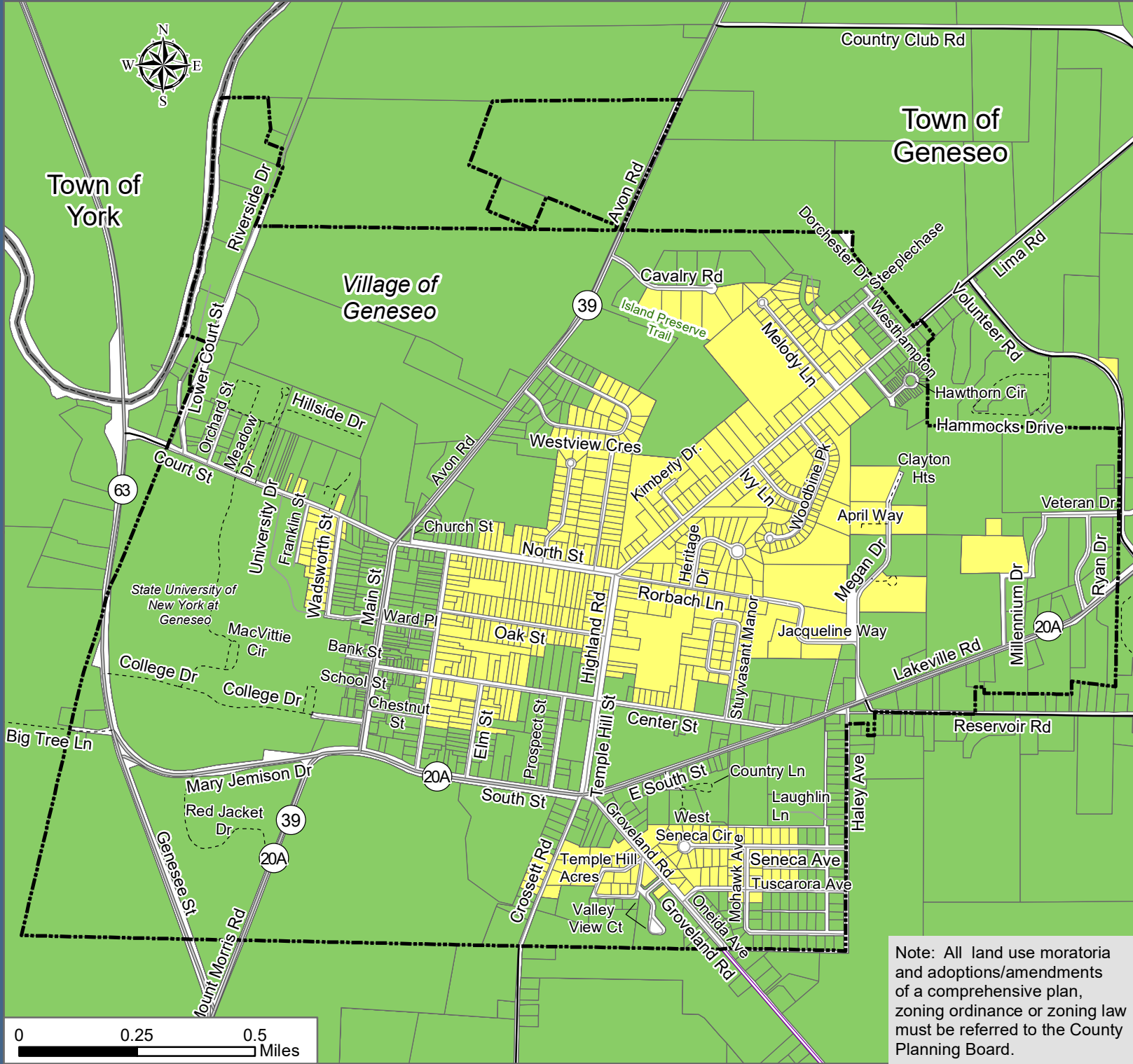
VILLAGE OF GENESEO

AGRICULTURAL DISTRICTS

SHEET NO.

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
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