

PLANNING BOARD PUBLIC HEARING CHECKLIST

For official wording, go to the Town website for the Town of Geneseo (<https://geneseony.org/town/code>)
Planning Board Hearing Procedures

- ☐ The Town of Geneseo Planning Board will review the application.
- ☐ Once the Board is satisfied with the application, a determination will be made if the application requires a public hearing, usually scheduled for the subsequent month.
- ☐ If a public hearing is required, the applicant will be contacted by the Planning Board Secretary/Code Clerk (585-991-5009).
- ☐ Pay \$75.00 to the Town Clerk for the Public Hearing.
- ☐ Please note: The Applicant is responsible for any consultant fees, including engineering and/or attorney fees, incurred by the Town during the application process.
- ☐ The Town will set a hearing date and create an official legal notice. The Town will provide you with a copy of the legal notice and a list of property owners within 500 feet of your boundary. (Applicant is responsible for making copies for neighbors.)
- ☐ Mail a copy of the legal notice to the list of your neighbors/property owners. (You may also wish to include your letter about your project and variance.)
*Ask the Post Office for **CERTIFIED MAIL WITH RETURN RECEIPTS** (not cheap).*
- ☐ Attend the Public Hearing with proof of mailings you sent to your neighbors (white receipts and green cards).

IF GREEN CARDS ARE NOT PROVIDED, HEARING WILL BE CANCELLED.