



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.)