



**Town of Geneseo
Livingston County, New York**

APPLICATION FOR SITE PLAN REVIEW

Application Fee of \$50.00 is due payable to “Geneseo Town Clerk” upon application submittal.

Instructions Page

1. This application may be fillable or filled in by type or in black or blue ink.
2. All site plan review applications must be submitted and approved by the Geneseo Town Code Officer and the Planning Board. The Planning Board requires **8 paper copies** of the application to be submitted for consideration. A digital set must also be emailed to the Planning Board Secretary (clerk@geneseony.org) at the same time. Projects require more than one appearance before the Planning Board as plan applications may require a public hearing.
 - Process for Planning Board submittal for review of the site plan application after contacting the Code Enforcement Officer (office: 991-5008). Submittal should include but is not limited to the following:
 - 1) Professionally prepared site plans including:
 - a) parking plans
 - b) lighting plans
 - c) proposed signage
 - d) drainage plans
 - e) landscaping plans, sidewalks
 - f) grading and erosion control and any other pertinent information
 - 2) Exterior Building Plans (all views)
 - 3) Ag Data Statement
 - 4) SEQR Environmental Assessment Form (Large projects will require the long form.)
 - Submission of documents and full-size plans must also be sent to the Town Engineer as follows: *James Oberst, MRB, Suite 160, 145 Culver Rd., Rochester, NY, 14620.* (joberst@mrbgroupp.com). This must also be submitted by the applicant at the time of official submission to the Town.
 - Please note: The applicant is responsible for any consultant fees including engineering and/or attorney fees incurred by the Town during the application review process.
 - Review and discussion of the application by the Planning Board includes:
 - 1) Building location and uses allowed per the Zoning Codes. (Also refer to the Code Officer.)
 - 2) Architecture, color, designs, etc. (to be approved by the Architectural Review Board)
 - 3) Compatibility with surrounding area
 - 4) Town Comprehensive Plan
 - 5) Parking, lighting, landscaping, traffic, etc.
 - Once the Planning Board is satisfied with the application, a determination will be made regarding a public hearing. That usually is scheduled for the subsequent month. The Public Hearing fee is \$75.00 payable to the Town Clerk prior to the hearing. Referral will also be made at that time to the County Planning Board by the Planning Board Secretary.