

ZONING BOARD PUBLIC HEARING CHECKLIST

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

- ☐ Sign the part on the Zoning Application form* just after where the enforcement officer denied your initial request.
- ☐ Circle that you want a variance*. **The owner** must sign this form. (You are the petitioner.)
- ☐ The applicant will be contacted by the ZBA Secretary/Code Clerk (585-991-5009)
- ☐ Pay \$75.00 to the Town Clerk with a copy of your request for a variance form. *
- ☐ Please note: The applicant is responsible for any consultant fees, including engineering and/or attorney fees, incurred by the Town during the application process.
- ☐ Submit or bring the most recent survey map of your property showing property lines and setbacks in preparation for your Public Hearing.
- ☐ Provide a sketch of what you propose to do for the Code Officer as part of your Variance Application.
- ☐ 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).*
- ☐ Put homemade flags or markers on your property to show your boundary corners **and also** where you want to make changes, **AT LEAST 10 DAYS BEFORE THE PUBLIC HEARING DATE.**
- ☐ Expect to have zoning members visit your property to see for themselves what you propose.
- ☐ Attend the Public Hearing with proof of mailings you sent to your neighbors (white receipts and green cards).

IF PROPERTY IS NOT STAKED, THE PUBLIC HEARING WILL BE CANCELLED.

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