



VILLAGE OF GENESEO

119 MAIN STREET
GENESEO, NY 14454

585-243-1177

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

PLANNING BOARD SUBDIVISION APPLICATION PACKAGE

SUBDIVISION

The legal division of any tract of land into two or more lots, plots, sites or other divisions of land for the purpose, whether immediate or future, of transfer of ownership, lease or building development and shall include re-subdivision.

NOTICE TO ALL APPLICANTS:

Pursuant to Article XIII of the Village Code, Subdivision of Land, the Village of Geneseo Planning Board reviews submitted applications for subdivision of land. The objective of the 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 Building & Zoning Department does not guarantee any board approvals for completed applications.

Index of Materials in Package

- Cover
- Meeting Calendar
- Subdivision Application Form
- Subdivision Application Checklist
- Waiver Request Form
- Consultant Fee Form
- Disclosure Affidavit
- Authorized Representative Form
- Agricultural Data Statement
- Short EAF Part 1

Appendix

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

FOR OFFICE USE ONLY:

Pg. 1 Project Name / Address

Pg. 2

Pg. 3

Pg. 4

Application Reviewed Complete

Pg. 6

Pg. 7

CEO

Date

Pg. 8

Pg. 9

Planning Board Approval

NA ☐

Pg. 10

Pg. 11

Chairperson

Date

Zoning Board Approval

NA ☐

Chairperson

Date

Member

Date

Member

Date

Member

Date

All forms must be completed and signed prior to the application being processed.

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2026 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 7 th	January 14 th	February 2 nd	February 4 th	February 12 th	February 18 th
February 4 th	February 11 th	March 2 nd	March 4 th	March 12 th	March 18 th
March 4 th	March 11 th	March 30 th	April 1 st	April 9 th	April 15 th
April 1 st	April 8 th	May 4 th	May 6 th	May 14 th	May 20 th
May 6 th	May 13 th	June 1 st	June 3 rd	June 11 th	June 17 th
June 3 rd	June 10 th	June 29 th	July 1 st	July 9 th	July 15 th
July 1 st	July 8 th	August 3 rd	August 5 th	August 13 th	August 19 th
August 5 th	August 12 th	August 31 st	September 2 nd	September 10 th	September 16 th
September 2 nd	September 9 th	September 28 th	October 7 th	October 8 th	October 21 st
October 7 th	October 14 th	November 2 nd	November 4 th	November 12 th	November 18 th
November 4 th	November 11 th	November 30 th	December 2 nd	December 10 th	December 16 th
December 2 nd	December 9 th	December 28 th	January 6 th , 2027	January 14 th , 2027	January 20 th , 2027

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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SUBDIVISION APPLICATION FORM

WHEN TO USE THIS FORM: This form is to be used by an applicant seeking approval of a Subdivision as defined in Section §130-96 of the Village Code. 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:** _____

Is the subject property within 500' of a State or County Road or Village Boundary? ☐ Yes ☐ No
(If yes, the Village may be required to refer your application to the Livingston County Planning Board.)

Brief Summary of Proposed Project:

REQUIRED DOCUMENTS TO INCLUDE

- | | |
|--|---|
| ☐ Letter of Consent from Owner | ☐ SEQR – Environmental Assessment Form (EAF) Part 1 |
| ☐ Disclosure Affidavit Form | ☐ Authorized Representative Form |
| ☐ Completed Application Checklist | ☐ Agricultural Data Statement (if within 500' of an agricultural district) |
| ☐ Sketch Plan Conference | ☐ Subdivision Plat (must be prepared by a licensed land surveyor) |
| ☐ Consultant Fees Agreement | |

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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SUBDIVISION APPLICATION CHECKLIST

Subdivision Application: Final Subdivision Plat - § 130-99*

Item	Applicant Confirmation	Initial Village Review	PRC Review
1. A preliminary plat prepared by a licensed engineer / surveyor which includes:			
• Title Block including name and address of the subdivision, and licensed professional responsible for preparation of the plans			
• Date, North point, map scale, name and address of the record owner and subdivider.			
• Field survey of boundary lines, including bearings and distances, made and certified by a licensed land surveyor.			
• Name of owner(s) and Tax Account numbers of subject property(ies) and all adjoining properties.			
• All existing restrictions on land use including easements, covenants or zoning lines/district, along with all proposed easements			
• Zoning setbacks and requirements			
• Legend / map key, and general notes			
• Existing / new monuments, pins, & markers			
• Existing wetland boundaries, streams, and other waterbodies, with jurisdictional information noted			
• FEMA Special Flood Hazard Zone boundaries			
• Existing structures, site improvements and prominent features within 200 feet of the subdivision.			
• Deep hole test data and percolation test data (if not serviced by public sewer)			
• Existing and proposed grading (min. two-foot contour intervals)(if any)			
• Proposed roads, driveways, sidewalks, trails, parks, and structures (if any)			
• Drainage, and erosion and sediment control plan(s)			

**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.*

***Please indicate where information is not applicable with "NA" and provide justification on the Waiver form.*



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SUBDIVISION APPLICATION CHECKLIST (CONTINUED)

Subdivision Application: Final Subdivision Plat - § 130-99*

Item	Applicant Confirmation	Initial Village Review	PRC Review
Proposed water lines, valves, hydrants, sanitary sewer, storm sewer, private water and sanitary, and other significant utilities.			
Watermain, sanitary sewer, and storm sewer profiles			
Detail for all on-site sanitation and water supply facilities, as applicable, with a note stating that design will meet the minimum specifications of the State Department of Health.			
For proposed water supply wells, a note stating, "The Village of Geneseo is not responsible for the quantity or quality of the water."			
Road profiles (for dedicated road, if any)			
Landscaping and lighting plan(s)			
Details of all proposed improvements			
A signature block for all required approvals, certifications and endorsements, including the Planning Board Chairperson, Village Engineer, as well as other approvals required by local, county or state law or as required by the Planning Board.			
2. Certification that there are no tax liens on the tract to be subdivided.			
3. A copy of any proposed covenants or deed restrictions that cover all or portions of the tract.			
4. SEQR - Environmental Assessment Form Part 1			
5. Agricultural Data Statement			
6. Engineer's report provided detailed calculations of water, sanitary, drainage, and other pertinent information.			
7. Stormwater Pollution Prevention Plan			

*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.

**Please indicate where information is not applicable with "NA" and provide justification on the Waiver form.



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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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AGRICULTURAL DATA STATEMENT

Instructions: This form must be completed for any application for a Special Use Permit, Site Plan approval, Use Variance or a Subdivision approval requiring municipal review that would occur on property within 500 feet of a farm operation located in a NYS Dept. of Ag & Markets certified Agricultural District.

APPLICANT INFORMATION:

Applicant: _____ Corporation Name: _____

Street Address: _____ City _____ Zip _____

Phone: _____ Fax: _____ Email: _____

TYPE OF APPLICATION: ☐ Special Use Permit ☐ Site Plan Review ☐ Subdivision Review ☐ Use Variance ☐ Area Variance

DESCRIPTION OF PROPOSED PROJECT:

PROJECT INFORMATION:

Project Name: _____ Date: _____

Project Address: _____

Tax Map ID: _____ Zoning District: _____

Is this parcel within an Agricultural District? ☐ Yes ☐ No (Check with your local Assessor if you do not know)

If YES, Agricultural District Number _____

Is this parcel actively farmed? ☐ Yes ☐ No

Type of farm operation: _____ Acreage: _____

List all farm operations within 500 feet of your parcel. Attach additional sheets if necessary:

Name/Address (Please list if property is actively farmed):

- a. _____
- b. _____
- c. _____
- d. _____

Signature of Property Owner _____

Date _____

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:			Telephone:	
			E-Mail:	
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			☐	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:			☐	☐
3. a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, are adjoining or near the proposed action:				
5. Urban	Rural (non-agriculture)	Industrial	Commercial	Residential (suburban)
☐ Forest	Agriculture	Aquatic	Other(Specify):	
☐ Parkland				

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	☐	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	☐	☐	
b. Are public transportation services available at or near the site of the proposed action?	☐	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	☐	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	☐	☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	☐	☐	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☐	☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	☐	☐	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☐	☐	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest Agricultural/grasslands Early mid-successional ☐ Wetland ☐ Urban Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO ☐	YES ☐
16. Is the project site located in the 100-year flood plan?	NO ☐	YES ☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO ☐	YES ☐
a. Will storm water discharges flow to adjacent properties?	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	☐	☐

18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____	NO ☐	YES ☐

49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO ☐	YES ☐

20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO ☐	YES ☐

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		



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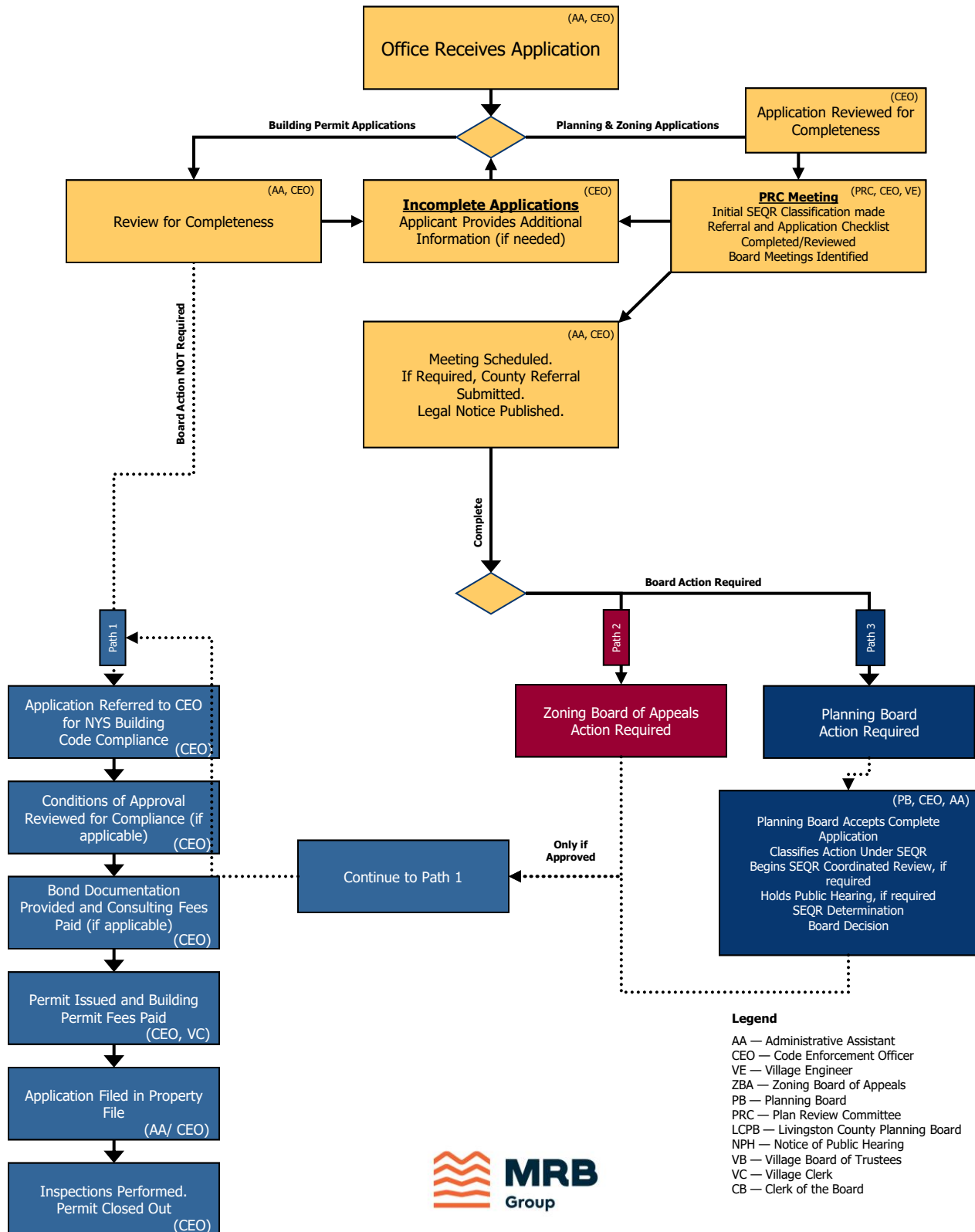
<https://geneseony.org/village/>

APPENDIX

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

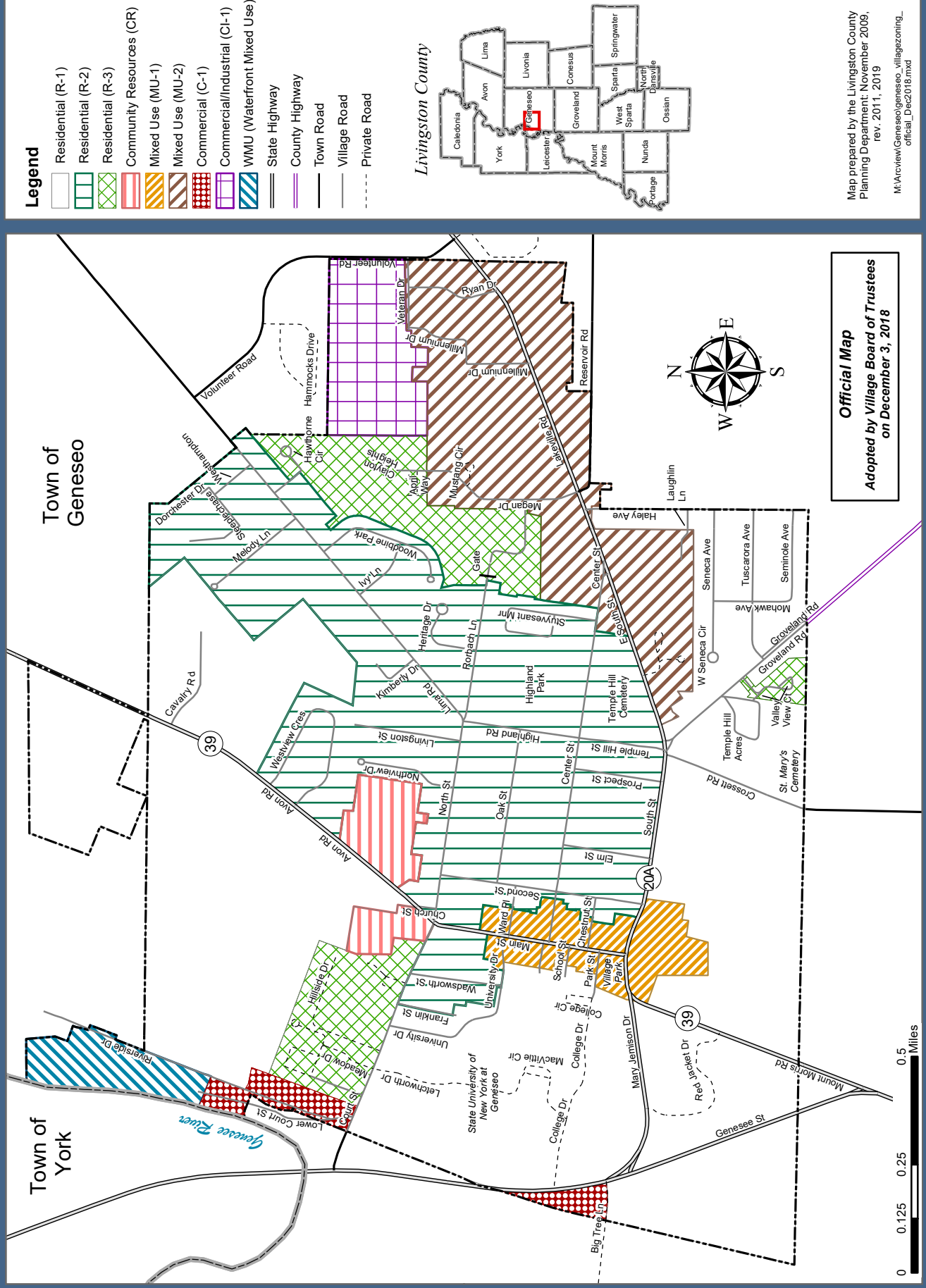
Village Development Action Chart

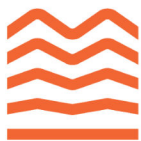
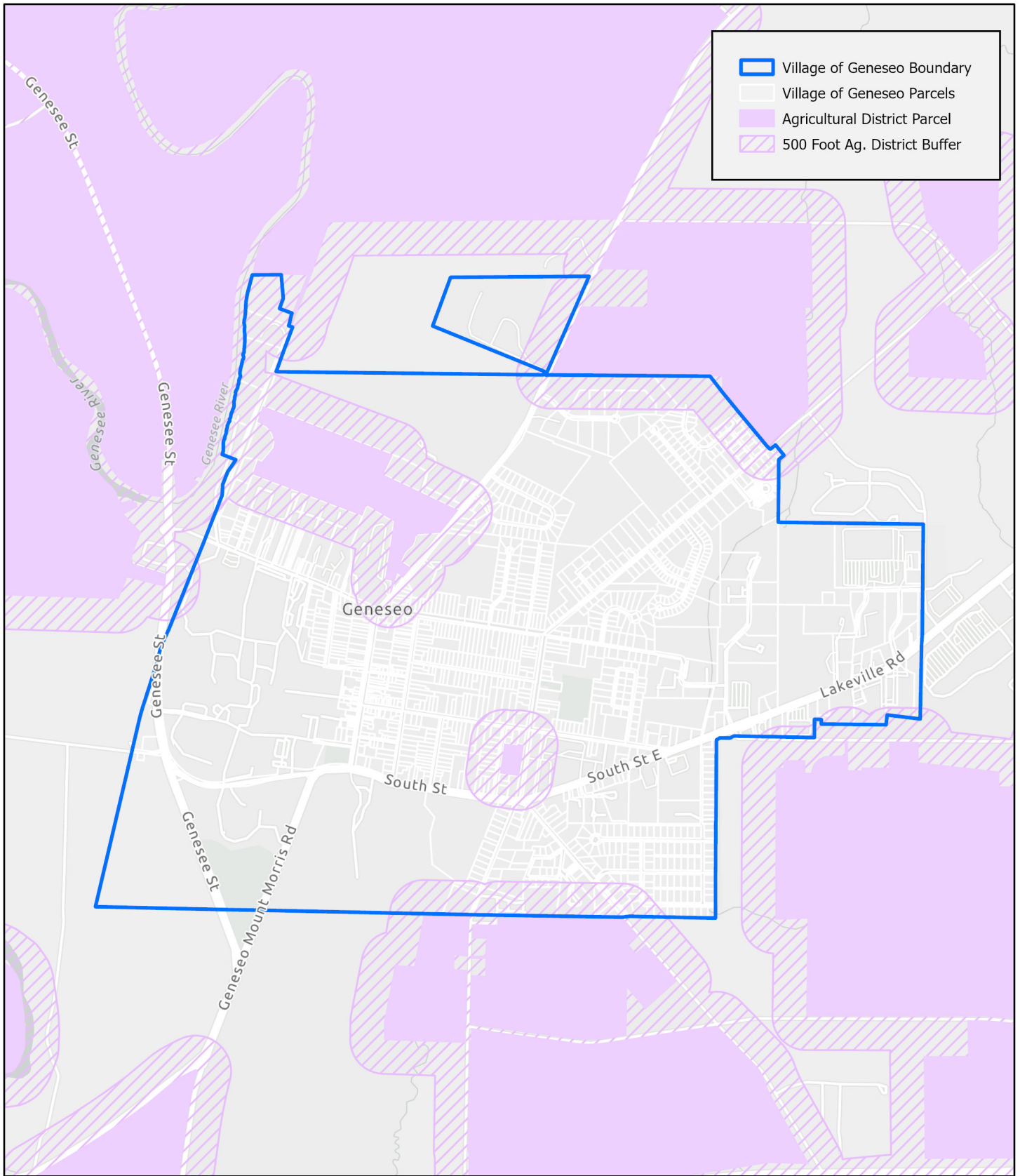
Application Process



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

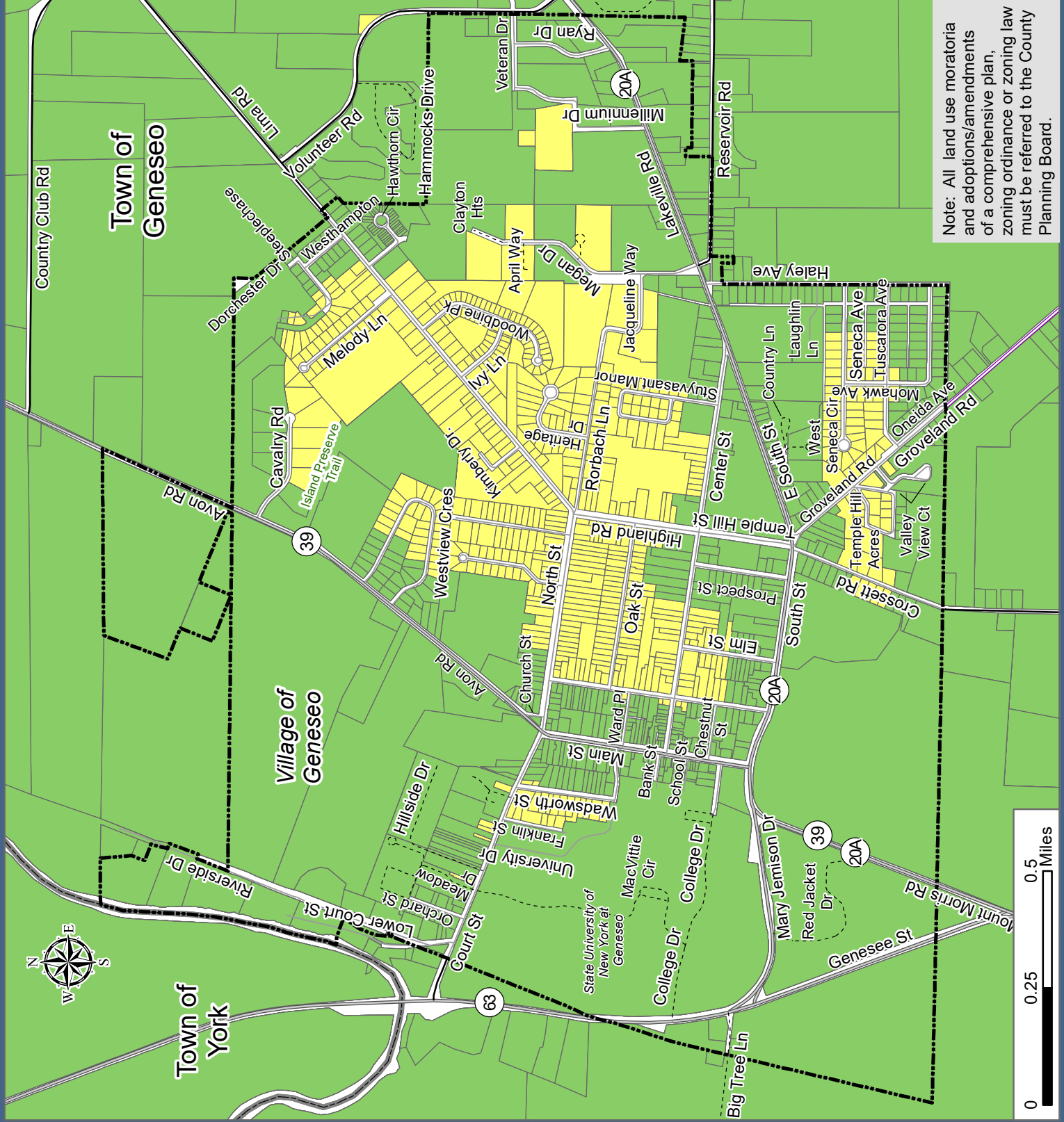
CPB Review:

- 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

Map created by the Livingston County Planning Department: October 2023
M:\ARCVIEW\PlanningBoard\CPB\Briggs2023\geneseo_village_CPB\Briggs2023.mxd



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.