

**APPLICATION TO THE PLANNING BOARD
TOWN OF GENEVA**

Date: _____ Fee: _____

This Application is for _____ pursuant to
**the Code of the Town of Geneva, Chapter 136, Article I, Subsection 136-3, Authority to
approve, Planning Board Approval.**

This Application is for:(check the items that apply)

Preliminary Site Plan: _____ Final Site Plan: _____
Subdivision: Number of Lots: _____ Commercial Property: _____
Residential Property: _____ Agricultural Property: _____
New Construction: _____ Existing Construction: _____

Name of Project: _____
Property Address: _____
Property Tax Map #: _____
Current Property Use: _____
Proposed Use: _____
Zoning District: _____

Property Owner (s): _____
Owner's Address: _____
Owner's Cell #: _____ Owner's Email: _____

Applicant's Name: _____
Applicant's Address: _____
Applicant's Cell #: _____ Applicant's Email: _____
Applicant is: Owner: _____ Lessee/Tenant: _____ Agent: _____ Other: _____

**Application Information: (The following information is required with all applications
unless otherwise reviewed with the Code Enforcement Officer and determined not
applicable.)**

****THIS APPLICATION MUST BE SUBMITTED WITH 10 COPIES FOR DISTRIBUTION****

Preliminary Application:

- 1) An Economic Analysis of the project indicating, when applicable, but not limited to, the following: costs, rentals, taxes, market area and utilities. A Full Disclosure Statement concerning the project.

- 2) An **Area Map** showing the following;
 - a) The applicant's entire holding of the property.
 - b) The portion of the applicant's property under consideration.
 - c) All properties zoning districts, easements and adjacent property Owners within 100 feet of the applicant's property.

d) It shall show the Topographic survey of that portion of the applicant's property under consideration. This shall include ground contours for the parcel and adjacent parcels within 200 feet of the project. These contours shall be at intervals not more than five feet of elevation. All pertinent topographic and plan metric features within the site and the adjoining properties, including water courses and their one-hundred-year flood limits, water bodies, swamps, wooded areas and individual large trees. Features to be retained in the project should be so indicated.

3) A Preliminary Site Plan to include the following information:

- a) Title of the preliminary layout, including the name and address of the developer.
- b) A North Point, scale, date and general location map. The North Point shall be in the upper right-hand corner of each sheet, and the direction of North point shall be either to the top or to the right-hand corner of each sheet.
- c) Boundaries of the project, plotted to scale.
- d) All stages/phases of the total project shall be shown. The location of all structures, their height, number of units by type.
- e) A detailed location map showing the boundaries of the project in relation to adjoining streets, water and sewer lines and other public or private utilities.
- f) A system for a storm water drainage plan, using the design levels for proper storm water engineering.
- g) Existing streets immediately adjoining and within the project and the distance to the nearest major street intersection.
- h) A statement as to the proposed source of water supply and method of sewage disposal, to include a conceptual layout of each system, the lines, dimensions and purpose of all utility easements, including properly placed fire hydrants, and preliminary design of bridges and culverts.
- i) A separate drainage report, which will clearly indicate the basin of design and the intended method of all stormwater disposal and flood hazard prevention, how all runoff will be handled during grading and development operations and erosion and sedimentation prevention measures.
- j) The approximate lines and gradients of proposed streets and sidewalks and names of proposed streets.
- k) A preliminary grading plan of the site showing locations and approximate size of cuts and fills and a cross section for any final grading steeper than 3:1 or where the cut or fill will be deeper than five feet.
- l) The approximate lines of proposed lots, the acreage or square footage contained in each lot and the individual lot numbering. If a proposed lot contains one or more existing buildings, the proposed yard dimensions for such buildings shall be indicated.
- m) The approximate locations and dimensions of areas proposed for neighborhood parks or playgrounds or other permanent open space.

- n) The locations of any municipal boundary lines, existing special service district lines and zoning district lines within the project.
 - o) The location of all parking and truck-loading areas, with access and egress drives thereto.
 - p) An indication of the type and location of any potentially hazardous materials of any nature.
 - q) The location and quality of water bodies directly affected by and adjacent to the project and finish or design water levels.
 - r) Will there be any request, or is there now a need, to obtain a variance or special permit and if so, why; Does the proposal require any state or federal permit, and, if so, what type of permit; does the proposal require an environmental impact statement, (SEQR)
 - s) An indication of the location of the buffers required either during or after construction is completed and the reason for the buffer and the location of other proposed vegetation and the location of all other site improvements, weather public or private.
 - t) The location, size and type of proposal lighting and any anticipated signs.
- 4) In addition, the following documentation shall accompany the preliminary site plan:
- a) Evidence of how the developer's particular proposal or mix of land uses meets the Town of Geneva Comprehensive Plan.
 - b) If the development is to be staged, a general indication of how the staging is to proceed.
- 5) Whether or not the development is to be staged, the preliminary plan shall show the intended total project. Any project that requires more than 24 months to complete shall be staged.
- 6) The Planning Board may require such additional information that appears necessary for a complete assessment of the project.

Owner's Statement

I am the owner of the above property, and I have read and approved this application. If the applicant is other than myself, I authorize the them to proceed as agent for the property.

Signature: _____ Date: _____

Applicant's Statement

I hereby certify that the information submitted is, to the best of my knowledge, true and correct.

Signature: _____ Date: _____

NOTE: If any additional information is required by the Board, during the meeting, it is the responsibility of the applicant to provide such information prior to the deadline of the subsequent meeting or it will not be heard until such time as the information is provided.

FOR OFFICE USE ONLY

Public Hearing Sign (s) were posted _____ Yes _____ No _____ Date

Notice of Public Hearing was Published _____ Yes _____ No _____ Date

Neighborhood Notifications mailed _____ Yes _____ No _____ Date

Referral to Ontario County Planning _____ Yes _____ No _____ Date

Hearing Dates: _____

Date of the Planning Board action: _____

Approved: _____ Approved w/conditions: _____ Denied: _____

Date of Filing of Decision: _____

Additional Information:
