



Planning Board
Town of Geneseo
Livingston County, New York

APPLICATION FOR SPECIAL USE PERMIT

Instructions Page

(Please do not turn in this page with your application.)

The application form may be done in blue or black ink.

1. All Special Use Permit applications must be reviewed and approved by the Town of Geneseo Planning Board.
2. The Town of Geneseo Code requires that the Permit application must also be accompanied by a Site Plan review. Each application requires a \$50.00 fee due at that time.
3. The process for review and/or approval of an application for a Special Use Permit entails:
 - a. Review of the application by the Town of Geneseo Planning Board.
 - b. If the Board is satisfied with both Special Use and Site Plan applications, a public hearing will be scheduled.
 - c. The applicant will be contacted by the Planning Board Secretary with further information about the public hearing. There is a \$75.00 Public Hearing fee due at that time. This covers the publication fee for both Special Use and Site Plan.
 - d. The public hearing will be held and any comments regarding the project will be heard.
4. Upon final approval of the application, the Permit is then issued and the final Permit fee of \$50 due at that time. (All fees are payable to the Geneseo Town Clerk.)
5. The Town Code can be found on the Town website at www.geneseony.org under the Code Enforcement link.

If you have any questions about what should be included with your permit, please call the Town Office at 585-991-5000.

Thank you.



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For Office Use Only:

Date:	Property Address:	Tax Map #:	Zone:
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Developer/Applicant Contact Information:

Contact Name		Phone	
Address City, St, Zip		Email	

Property Owner Contact Information:

Contact Name		Phone	
Address City, St, Zip		Email	

Description of Proposed Use (include any alterations to the building, lighting and/or parking, etc. if applicable):

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Certification Statement: "I certify that I am duly authorized to make and file this application; all statements contained in this application are true to the best of my knowledge and the work will be performed in a manner set forth by the plans herewith."

Name of Developer/Applicant		Signature	
Property Owner		Signature	

For Code Office Use Only:

Signature of Code Enforcement Officer	Date
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