



LIVINGSTON COUNTY PLANNING BOARD

Livingston County Government Center
6 Court Street, Room 305
Geneseo, New York 14454-1043
www.livingstoncounty.us

Telephone: (585) 243-7550 (585) 335-1734
Fax: (585) 243-7566
Email: aellis@co.livingston.ny.us

Referral Number _____

office use only

Date Received _____

ZONING REFERRAL FORM

Please complete all information on both pages

Date Form Completed: _____

REFERRING MUNICIPALITY: _____ Town _____ Village of _____

Referring Official: _____ Title: _____

Address: _____

Phone Number: _____

Municipal board with jurisdiction over application: _____

Referring Board (check appropriate boxes): ☐ Legislative Board ☐ ZBA ☐ Planning Board

APPLICANT(S): _____ Phone: _____

Applicant mailing address: _____

Location of Property: _____

Tax Map # _____ Current Zoning District _____

PROPOSED ACTION (check all that apply)

☐ Area Variance

☐ Subdivision Review

☐ Moratorium

☐ Use Variance

☐ Rezoning

☐ Comprehensive Plan
Adoption/Amendment

☐ Special/Conditional Use Permit

☐ Zoning Text Amendment

☐ Other _____

☐ Site Plan Review

☐ Zoning Map Amendment

Description of the proposed action (attach detailed narrative): _____

Will the proposed connect to water and/or sewer facilities?

☐ Yes, Water

☐ Yes, Sewer

Located in the Conesus Lake Watershed? ☐ Yes ☐ No

☐ Yes, Both

☐ No

Form Effective Date: January 1, 2017

Is this action in compliance with the following?

Existing municipal plans (Comprehensive Plan, Strategic Plan, Ag & Farmland Protection Plan, etc.)	☐ yes	☐ no	☐ n/a
Local or State Subdivision regulations	☐ yes	☐ no	☐ n/a
Uniform Fire Prevention & Building Code	☐ yes	☐ no	☐ n/a
NYS Freshwater Wetlands Act	☐ yes	☐ no	☐ n/a
Local Flood Damage Prevention Law	☐ yes	☐ no	☐ n/a
Other federal, state, county, local laws	☐ yes	☐ no	☐ n/a

If non-compliance is identified, please describe. _____

Hearings/Meetings Schedule

Town Board/Board of Trustees		
Zoning Board of Appeals		
Planning Board		
Other:		

Action taken on this application (reviewed, approved, discussed, etc.) _____

"FULL STATEMENT" CHECKLIST

As defined in NYS General Municipal Law §239-m(1)(c)

Please make sure you have enclosed the following required information with your referral, as appropriate.
Failure to submit a "full statement" may result in a delay in County Planning Board review.

For All Actions:

- ☐ County Planning Board Zoning Referral form
- ☐ All application materials required by local law/ordinance to be considered a "complete application" at the local level (digital preferred)
- ☐ Agricultural Data Statement (for Site Plan Review, Special/Conditional Use Permit, Use Variances, or Subdivision Review)
- ☐ Part 1 Environmental Assessment Form (EAF) or Environmental Impact Statement (EIS) for State Environmental Quality Review (SEQR). If Type II Action, provide a statement to that effect.
- ☐ Municipal board meeting minutes on the proposed action (digital preferred)

For Proposing or Amending Zoning Ordinances or Local Laws: The above requirements AND

- ☐ Report /minutes from Town Board, Village Board of Trustees or Planning Board (digital preferred)
- ☐ Zoning map

Deadline: All completed referrals must be received by close of business on Monday, TEN business days prior to the County Planning Board meeting. County Planning Board meetings are held the second Thursday of each month.

**Town of Leicester
Zoning and Planning Board
P.O. Box 197
Leicester, NY 14481
(585) 382-3231**

APPLICATION FOR SUBDIVISION

Applicant: _____

Owner (if different): _____

Address: _____

Address: _____

Phone Number: _____

Phone Number: _____

Email: _____

Email: _____

We, the undersigned applicant and owner, hereby request approval by the Leicester of Leicester Zoning and Planning Board for the below-mentioned Subdivision:

Applicant's Signature or Authorized Representative

Owner's Signature or Authorized Representative

Survey prepared by the following licensed land surveyor:

Name: _____

Name of Proposed Subdivision: _____

Address: _____

Location of Subdivision: _____

Phone: _____

Number of lots in subdivision: _____

Tax Map #: _____

Zoning District: _____

Total area being subdivided: _____

Will the proposed activity be on property within an agricultural containing a working farm operation or on property with boundaries within 500 ft. of a farm operation located within an agricultural district?
If yes, an ag data statement form needs to be completed,

List individual lot numbers and area per lot:

Lot # 1 _____

Lot # _____

Lot # 2 _____

Lot # _____

Lot # _____

Lot # _____

Lot # _____

Lot # _____

A completed SEORA Environmental Assessment Form (EAF) is required as part of the Subdivision approval process. (Applicant completes front of the SEORA form only).

Are any state/federal permits required? If yes, please list below. _____

Will there be any new roads on the property? If yes, will they be dedicated to the Town? _____

Current use of site (agricultural, commercial, undeveloped, etc.) _____

Current condition of the surrounding lands (agricultural, suburban, wetlands, etc.) _____

Are there any deed restrictions, right-of-ways, or easements on the property? _____

If yes, list below and include on maps: _____

Is the property located in a floodplain district? _____

Please list any additional information: _____

**TOWN OF LEICESTER
AGRICULTURAL DATA STATEMENT**

Applicant:

Name: _____

Address: _____

Owner (if different)

List the farmland owners of the lands that are in an agricultural district that are located within 500' of the boundary of the property of the proposed project.

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

**PLEASE INCLUDE A MAP SHOWING THE SITE OF THE PROJECT RELATIVE TO THE FARM
OPERATIONS IN THE AGRICULTURAL DATA STATEMENT**

Description of the proposed project and its location:

Location of site: _____

Tax Map # _____

Total site area in square feet or acres: _____

Ownership intentions/ proposed use of site: _____

Anticipated construction time : _____

Brief description of farm operation (s) that might be affected: _____

Signature of applicant/owner

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? 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.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">NO</td> <td style="padding: 2px;">YES</td> </tr> <tr> <td style="text-align: center; padding: 5px;">☐</td> <td style="text-align: center; padding: 5px;">☐</td> </tr> </table>	NO	YES	☐	☐
NO	YES						
☐	☐						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">NO</td> <td style="padding: 2px;">YES</td> </tr> <tr> <td style="text-align: center; padding: 5px;">☐</td> <td style="text-align: center; padding: 5px;">☐</td> </tr> </table>	NO	YES	☐	☐
NO	YES						
☐	☐						
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, adjoining and near the proposed action. ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____ ☐ Parkland							

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO ☐	YES ☐	N/A ☐
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? If Yes, identify: _____		NO ☐	YES ☐
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO ☐	YES ☐
b. Are public transportation service(s) available at or near the site of the proposed action?		☐	☐
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?		☐	☐
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____		NO ☐	YES ☐
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____		NO ☐	YES ☐
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____		NO ☐	YES ☐
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?		NO ☐	YES ☐
b. Is the proposed action located in an archeological sensitive area?		☐	☐
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 plain?		NO ☐	YES ☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES _____		NO ☐	YES ☐

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO ☐	YES ☐
19. 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 AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		