

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

CITY OF GENEVA, NEW YORK

The purpose of the site plan and architectural review process is to secure compliance with the City's Zoning Ordinance and to promote the orderly and harmonious development of the City of Geneva, New York. This review process is executed by the City's **Planning Board (PB)**, which is comprised of nine (9) individuals appointed by City Council.

The City's Zoning Ordinance mandates that the City's Code Enforcement Office shall not issue a building permit for any of the following until site plan and architectural approval has been obtained by the City's Planning Board (PB):

- All building permit applications for the construction of new residential and nonresidential structure(s).
- All building permit applications for the construction of an addition or the exterior alteration/reconstruction of any existing nonresidential structure(s).
- All building permit applications for subdivisions and/or planned unit developments (PUD).
- All building permit applications for any occupancy expanding its existing use.
- Any petitions for special use permits when architectural review advice on such a petition is requested by the City's Zoning Board of Appeals (ZBA).
- Any building permit applications or proposals, which in the opinion of the City's enforcement officer, violates the spirit and intent of the City's Zoning Ordinance, Section 350-45(A).

PB meetings are held on the third (3rd) Monday of each month, with some adjustment for holidays, at 7:30 PM at the Public Safety Building, which is located at #255 Exchange Street within the City of Geneva. Please refer to the attached schedule of application deadlines for the specific date when applications are due.

Contacting the City's Development Services Office:

Prospective applicants are strongly advised to consult with the City's Development Services Department before submitting their application. Staff members will explain the approval process and make the applicants aware of regulations that apply to their projects.

The City's Development Services Department main telephone number is (315) 789-3101. Most applications can be downloaded from the City of Geneva's website at www.visitgenevany.com:

- Current residents
- Departments
- Public works
- Development services
- Most common forms

Application process:

- *Preliminary Staff Discussion:* It is highly recommended that the applicant discuss the prospective project with City staff prior to the preparation of plans. Aspects of the City's zoning ordinance, City's design standards, submittal requirements as well as compliance with the Uniform Fire Prevention and Building Code of New York State will be discussed to help the applicant understand what their registered design professional is required to submit in order for the Planning Board to conduct a site plan and architectural review.
- *Employment of a Registered Design Professional and Licensed Land Surveyor:* The applicant must employ a registered design professional and licensed land surveyor that are licensed in the State of New York to design a complete set of drawings as well as prepare any other documents (i.e., state environmental quality review). Such documents are required to be submitted in order for the Planning Board to review the application in accordance to all applicable regulations. Please review the submission requirements section that details all documents needed by the Planning Board to conduct a site plan and architectural review.
- *Final Staff Discussion / Submission of Application:* The applicant shall submit the complete application, required documents and the application fee to the City's Development Services Office. Staff will review these submitted items to ensure that all necessary items have been received. Please understand that any incomplete applications will be returned to the applicant and will not be submitted to the Planning Board for review.
- *Ontario County Planning Board:* Please understand that the City's Development Services Office must submit all Site Plans & Special Use Permits to the Ontario County Planning Board if action(s) occur on real property lying within a distance of 500 feet from any: boundary of any city, village, or town boundary of any existing or proposed county or state park or other recreation area, right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway, existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines existing or proposed boundary of any county or state owned land on which a public building or institution is situated. Such requirement is mandated by New York State General Municipal Law, Article 12-B, Section 239 and the applicant will be required to satisfy any conditions directed by that Board in order to grant their site plan approval. Lastly, the applicant shall receive notice when the County's Planning Board will convene and it is highly recommended that their registered design professional attend to answer any questions. Please review Ontario County Planning Board's website at <http://www.co.ontario.ny.us/planning/cpb.htm> for additional information pertaining to this submission requirement.
- *City of Geneva's Historic Commission:* Please understand that the City's Development Services Office must deny any applications regarding real property located within a designated historic zone until approval is granted by the City's Historic Commission in accordance to the City of Geneva's Municipal Code, Chapter 350, Section 61 – Procedure for Review of Site Plans. It is the responsibility of the applicant to submit their application to this Commission and obtain their required approval.
- *Scheduled Planning Board Meeting:* The applicant's registered design professional is required to present the application and required documents to the Planning Board at the

scheduled meeting. The presence of the applicant is not required but highly suggested to help answer any questions asked by the Planning Board.

- *Environmental Review* – The Planning Board shall be required to conduct an environmental quality review in accordance to New York Code Rules and Regulations (NYCRR), Chapter VI, Part 617 – State Environmental Quality Review (SEQR). The applicant’s registered design professional is required to present the required environmental assessment form(s) and answer any questions posed by the Planning Board. Please review New York State Department of Environmental Conservation’s website at <http://www.dec.ny.gov/permits/357.html> for any additional information pertaining to this submission requirement.
- *Action by the Planning Board:* The Planning Board will review the application and submitted documents at the scheduled meeting. The Board shall act to approve, approve with conditions or disapprove the proposed project. In case of disapproval, the Board shall clearly inform the applicant the reasons for its action. Lastly, the Board can ask the applicant to have their action adjourned if it is deemed that all required information has not been provided. Such action will allow the applicant to obtain and submit the additional information and the Board shall act upon the application at the next scheduled meeting.
- *Obtaining a Building Permit:* Once the Planning Board acts to approve or approve with conditions the project, the applicant shall obtain a building permit application at the City’s Development Services Office. Please understand that any approval(s) granted by the Planning Board does not constitute conformance of the proposed project with the Uniform Fire Prevention and Building Code of New York State and/or any other applicable regulation pertaining to construction. Please obtain a building permit application to understand what submission requirements will be needed in order to obtain a building permit, which is available at the City’s Development Services Office or online at :
- www.visitgenevany.com
 - a. Current residents
 - b. Departments
 - c. Public works
 - d. Development services
 - e. Most common forms

City standards:

The City's Planning Board is obligated to review the submitted site plan and required documents to ensure conformance with the City's standards. Such standards are documented in the City of Geneva's Municipal Code, Chapter 350, Section 45 – Review of Architectural Conformity. These standards are:

- Architectural style is not restricted. Evaluation of the appearance of a project shall be based on the quality of its design and relationship to its surroundings.
- The height, width, and general proportions of a building should conform generally to other buildings in the district. Ratio of wall surface to openings, and the ratio of width and height of windows and doors, should also be consistent with the district. The scale and massing of a structure shall be a primary consideration.
- Materials shall have good architectural character and shall be selected for harmony of the building with the adjoining buildings. Materials shall be selected for suitability to the type of building and the design in which they are used. Buildings shall have the same materials, or those that are architecturally harmonious, used for all building walls and other exterior building elements wholly or partly visible from public ways. Materials shall be of a durable quality. In any design in which the structural frame is exposed to view, the structural materials shall be compatible within the design and harmonious with their surroundings.
- Building components, such as windows, doors, eaves and parapets, shall have good proportions and relationships to one another.
- Colors shall be harmonious and shall use only compatible accents.
- Mechanical equipment or other utility hardware on the roof, ground or buildings shall be screened from public view with materials harmonious with the building, or they shall be located so as not to be visible from any public ways.
- Exterior lighting shall be considered as part of the architectural concept. Fixtures, standards and all exposed accessories shall be harmonious with the building design.
- Refuse and waste removal areas, service yards, storage yards and exterior work areas shall be screened from view from public ways, using materials harmonious with the building.
- Monotony of design in single- or multiple-building projects shall be avoided. Variation of detail, form and siting shall be used to provide visual interest. In multiple-building projects, variable siting of individual buildings may be used to prevent a monotonous appearance.
- Signs. Every sign shall have good scale and proportion in its design and in its visual relationship to buildings and the surroundings. Every sign shall be designed as an integral architectural element of the building and site to which it principally relates.

- The pattern of placement, proportions and materials of windows and doors shall be considered. Metal or plastic frame windows are generally unacceptable unless they are anodized or painted. Shutters should be sized to match windows.
- The use of natural materials is to be favored. Imitation or synthetic materials, such as aluminum or vinyl siding, imitation brick or stone, or plastic, will generally be deemed inappropriate. Wood or asphalt shingles are appropriate. Roll roofing, built-up tar and gravel, plastic or fiberglass roofing materials are not appropriate, unless utilized on flat roofs that are not visible from public ways.
- Where fences are to be used, they are to be of wood, stone, iron or plant materials. Chain link or similar metal fences, concrete block, plastic, fiberglass or plywood fences will generally be deemed inappropriate.
- Exposed foundation walls should be of stone-faced or exposed aggregate concrete and should be as inconspicuous as possible.
- Utility lines should be underground whenever possible, and entry fixtures should be located away from high-use areas and main entrances or screened in an approved manner. All lighting should be appropriate to the building and its surroundings in terms of style, scale and intensity of illumination.

Approval by other City Entities and/or Regulatory Agencies:

Please understand that any approval(s) granted by the Planning Board for site plan and architectural review does not imply approval of drawings that are required to be reviewed and approved by other City entities and/or regulatory agencies. Questions about building permits and other regulations can be addressed by the City's Development Services Office at (315) 789-3101.

SUBMISSION REQUIREMENTS

CITY OF GENEVA, NEW YORK

The City's development Services Office shall review the applicant's submitted package to ensure that the following documents are provided to the Planning Board for site plan and architectural review:

1. A completed application for site plan and architectural review.
2. An application fee of, which all checks must be made payable to the "City of Geneva, New York:"
 - a. One hundred dollars (\$100.00) for any existing buildings.
 - b. One hundred fifty dollars (\$150.00) for any new construction.
3. Survey maps of the property signed and stamped by a land surveyor licensed in the State of New York.
4. Legal proof of control of the property by ownership.
5. New York State Environmental Assessment Form. The type of environmental assessment form to be submitted will depend on the scope of work and proposed use described in the application. Please refer to the New York State Department of Environmental Conservation's website at www.dec.ny.gov/permits/357.html for further information as well as printing required forms.
6. Architectural and civil drawings that are prepared by competent registered design professional(s) duly licensed in the State of New York, which display the following information:
 - a. Property lines and related street right-of-way and easement lines as determined by survey.
 - b. Location of existing and/or proposed buildings and structures with all required setbacks.
 - c. Layout of existing and/or proposed off-street parking areas, showing the details of aisles, driveways and each parking space.
 - d. Existing topography of the site and adjacent properties as revealed by contours or key elevations.
 - e. Proposed final grades, including detailed information relative to methods to be used during and after construction to retain, stabilize and/or refurbish re-graded areas, e.g., sod, retaining walls, etc.

- f. Existing and proposed storm water drainage facilities, sidewalks, curbs and curb cuts and similar structures.
- g. Existing and/or proposed underground and/or above ground utilities (i.e., sanitary sewer, electrical... etc.) to all structures, whether primary or accessory in nature.
- h. Existing and proposed landscaping and fences, which includes a schedule of planting in table form showing plant size, ground cover spacing, and botanical and common names.
- i. Existing and proposed outdoor lighting structures, sign locations, telephones and electric utility poles. Please understand that a photometric plan may be required for this application.
- j. Names of current property owners as well as those of contract vendees and names of owners and establishments on adjoining properties.
- k. Type, size and locations of all dumpsters, waste compactors and other outdoor mechanical equipment, including screening of them.
- l. Building elevations, drawn at a scale of 1/8 inch equals one foot or 1/4 inch equals one foot, and descriptions of exterior building materials shall be provided as outlined below:
 - i. Front, side and rear elevations.
 - ii. Front and side elevations of signage, with dimensions and proposed lighting.
 - iii. Elevations showing the proposed buildings in relation to adjacent buildings.
 - iv. A summary of proposed exterior building materials.

If the applicant does not satisfy each of the above-mentioned criteria, the application must be denied by the City's Planning Board (PB).

SITE PLAN AND ARCHITECTURAL REVIEW – APPLICATION FORM

CITY OF GENEVA, NEW YORK

Date of Application: _____

Please type or print clearly.

Contact Information:

Property owner(s): _____

Property owner(s) telephone no.: _____

Property owner(s) email: _____

Mailing address of property owner: _____

Design professional's name: _____

NYS license number: _____

Professional's telephone no.: _____

Professional's email: _____

Mailing address of professional: _____

Land surveyor's name: _____

NYS license number: _____

Surveyor's telephone no.: _____

Surveyor's email: _____

Mailing address of surveyor: _____

Real Property Information:

Address of real property: _____

Tax parcel identification number: _____

Zoning district: _____

Current use of real property: _____

Proposed use of real property: _____

Application for (check all that apply):

- | | | |
|-----------------------------------------------------|---------------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Addition | <input type="checkbox"/> New Construction | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Alteration (Exterior only) | <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> ZBA Requirement |
| <input type="checkbox"/> Expanded Occupancy Use | <input type="checkbox"/> Reconstruction (Exterior only) | <input type="checkbox"/> Other: _____ |

Project Information:

Cost (US dollars): _____ Existing property acreage: _____

Existing bldg. style: _____ Proposed property acreage: _____

Proposed bldg. style: _____

Existing floor area (sq ft): _____ Existing Occupant Load: _____

Proposed floor area (sq ft): _____ Proposed Occupant Load: _____

Existing height (ft): _____ Fire Detection (yes/no): _____

Proposed height (ft): _____ Fire Suppression (yes/no): _____

Brief Summary of Project:

Supporting Documentation (check all that apply):

- Completed application form (12 copies)
- Completed Architectural and civil drawings signed and stamped by a registered design professional (12 copies)
- Survey maps of the property signed and stamped by a land surveyor (12 copies)
- Legal proof of ownership (12 copies)
- New York State Environmental Assessment Form (12 copies)
- City of Geneva’s Historic Commission approval (12 copies)
- Application Fee (Please make all checks payable to the “City of Geneva, New York.”)

Role of the Registered Design Professional:

The property owner hereby agrees that the registered design professional will be the owner's representative for this project. The registered design professional shall have authority to act on behalf of the owner to answer any questions posed by the Planning Board in order to ascertain compliance with applicable regulations. However, the registered design professional is not obligated to make any changes to this project without permission by the owner unless legally stated otherwise.

Property Owner’s signature _____ **Date:** _____

Property Owner’s name: _____