

**VILLAGE OF CALEDONIA  
MAJOR SUBDIVISION REVIEW PROCEDURE**

**Tax Parcel Number:** \_\_\_\_\_

Proposed Development Name and Location

Applicant Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Action

1. Sketch plan presented. \_\_\_\_\_
2. Type of SEQR action determined to be:  
 Type I     unlisted     Type II    \_\_\_\_\_
3. Environmental Assessment Form filed. \_\_\_\_\_
4. Environmental significance determined by: \_\_\_\_\_  
 positive declaration     negative declaration     conditional negative declaration  
(Note: Positive declaration will initiate steps not on this checklist)
5. Preliminary Plat Fee Review \$40 \_\_\_\_\_
6. Comments from Village Engineer & Code Enforcement Officer  
& Department of Health (where applicable) \_\_\_\_\_
7. Preliminary Plat accepted as complete. \_\_\_\_\_
8. Application submitted to county planning agency. \_\_\_\_\_
9. County planning agency response received. \_\_\_\_\_
10. Motion to hold public hearing. \_\_\_\_\_

- 11. Notice of hearing published in paper \_\_\_\_\_
- 12. Notice of hearing mailed to applicant \_\_\_\_\_
- 13. Preliminary Action taken on application.  
approval    approval with modifications    disapproval \_\_\_\_\_
- 14. Final Plat Review Fee of \$40 to be paid. \_\_\_\_\_
- 15. Final Plat accepted as complete \_\_\_\_\_
- 16. Final action taken on the application: \_\_\_\_\_  
 Conditional approval    conditional approval with modifications  
 Disapproval     Final approval
- 17. Planning Board Resolution addressing County Planning Agency Review. \_\_\_\_\_
- 18. Conditionally approved plat mailed to Sub-divider. \_\_\_\_\_
- 19. Conditionally approved plat signed when complete. \_\_\_\_\_
- 20. Record filed with Village Clerk. \_\_\_\_\_
- 21. Plat filed in the office of the County Clerk. \_\_\_\_\_
- 22. Report filed with the County Planning Department. \_\_\_\_\_

**FOR PLANNING BOARD USE ONLY**