

Checklist of Required Procedures for Submission of a Minor Subdivision Plat Plan to the  
Caledonia Planning Board for Review and Action

1. Applicant's Name: \_\_\_\_\_
2. Description of location of proposed subdivision: \_\_\_\_\_
3. Indicate the number of new lots to be created: One \_\_\_\_\_ Two \_\_\_\_\_ Three \_\_\_\_\_
4. Scheduled Public Hearing Date: \_\_\_\_\_

Check off the following as they are successfully completed.

5. \_\_\_\_\_ Submission of Original Plat and four (4) copies to the Village Planning Board with a scale of not more than 100 feet, nor less than 50 feet to the inch.
6. \_\_\_\_\_ Payment of Application Fee.
7. \_\_\_\_\_ Front side of Environmental Assessment Form filled out.
8. \_\_\_\_\_ Affidavit from Town or Village Clerk that taxes assessed against land have been paid.
9. \_\_\_\_\_ County Health Department approved perk test made.
10. \_\_\_\_\_ Lot arrangement will preclude any foreseeable construction difficulties for reasons of topography/other natural conditions.
11. \_\_\_\_\_ Sidelines are at right angles to straight street lines.
12. \_\_\_\_\_ Lot size and dimensions meet minimum zoning requirements.
13. \_\_\_\_\_ Corner lot widths exceed minimum zoning requirements to allow meeting setback requirements from each street.
14. \_\_\_\_\_ Future driveway grades between street and setback line will not exceed 10%.
15. \_\_\_\_\_ All waiver conditions have been met to allow two interior lots to use one private driveway for access to a public street.
16. \_\_\_\_\_ Permanent monuments approved by the Town/Village engineer have been set at all lot corners and are shown on the Plan Plat.

The following required data are shown on the Subdivision Plat:

17. \_\_\_\_\_ The location of the Proposed Subdivision in relation to the entire tract, and distance to nearest existing street intersection.
18. \_\_\_\_\_ Name of owner and all adjoining property owners recorded in most recent municipal tax records.

19. \_\_\_\_\_ Tax map sheet, block and lot numbers.
20. \_\_\_\_\_ All existing utilities and streets which are either proposed, mapped, or built.
21. \_\_\_\_\_ Existing restrictions on use of land including easements, covenants, or zoning district lines.
22. \_\_\_\_\_ Actual Field Survey with bearings and distances, made by a licensed land surveyor.
23. \_\_\_\_\_ Name of town or county in which subdivision is proposed.
24. \_\_\_\_\_ Date, North point, map scale, name and address of record owner and subdivider.
25. \_\_\_\_\_ Plat to be filed with County Clerk is of linen or mylar, and size of sheet is 12 x 12 inches or 12 x 24 inches.
26. \_\_\_\_\_ Proposed plat is in harmony with the Comprehensive Plan, including future streets, adequate access to rear lands, future recreational areas, and conservation of prime agricultural lands and natural resources. (This item is for the Planning Board).

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_