

Tax Parcel Number: Section: _____ Block: _____ Lot: _____ <div style="text-align: right;">Log No.: _____</div>

TOWN OF _____ MAJOR SUBDIVISION REVIEW - RECORDS CHECKLIST

Subdivision Name and Location: _____

Applicant:	Owner of land to be subdivided:	Licensed Surveyor:
Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
Phone #: _____	Phone #: _____	Phone #: _____
		License #: _____

Date of Action

Resolution to accept preliminary plat submission. (<i>see technical checklist</i>)	_____
Type of SEQR action determined to be:	_____
<input type="checkbox"/> type I <input type="checkbox"/> unlisted <input type="checkbox"/> other	_____
EAF form filed.	_____
Resolution of environmental significance determined:	_____
<input type="checkbox"/> positive declaration <input type="checkbox"/> negative declaration <input type="checkbox"/> conditional negative declaration	_____
(<i>Note: positive declaration will initiate steps not on this checklist</i>)	_____
Type I action filed with ENB. (<i>if applicable</i>)	_____
Project description mailed pursuant to ag data statement.	_____
Referral to zoning board of appeals for area variance. (<i>if applicable</i>)	_____
Application submitted to county planning agency. (<i>Counties with GML §239-n reviews only</i>)	_____
County planning agency response received. (<i>Counties with GML §239-n reviews only</i>)	_____
Resolution to hold public hearing.	_____
Notice of public hearing given to adjacent municipalities. (<i>if applicable</i>)	_____
Notice of hearing published in paper.	_____
Public hearing held on preliminary plat.	_____
Resolution to close public hearing.	_____
Resolution on preliminary plat to:	_____
<input type="checkbox"/> approve with or without modifications <input type="checkbox"/> disapprove	_____
Plat certified as approved.	_____
Certified plat and approval resolution filed in planning board clerk's office.	_____
Approval resolution mailed to owner.	_____
Decision resolution filed in municipal clerk's office.	_____
Complete final plat accepted by planning board clerk.	_____
Resolution to waive or hold public hearing.	_____
Notice of public hearing given to adjacent municipalities. (<i>if applicable</i>)	_____
Notice of hearing published in paper. (<i>if applicable</i>)	_____
Public hearing held. (<i>if applicable</i>)	_____
Resolution to close public hearing. (<i>if applicable</i>)	_____
Resolution on final plat to:	_____
<input type="checkbox"/> approve <input type="checkbox"/> conditionally approve with or without modifications <input type="checkbox"/> disapprove	_____
Resolution addressing county planning agency review. (<i>Counties with GML §239-n reviews only</i>)	_____
Plat certified as approved.	_____
Certified plat and approval resolution filed in planning board clerk's office.	_____
Decision resolution mailed to owner.	_____
Decision resolution filed in municipal clerk's office.	_____
Conditionally approved plat signed when complete.	_____
Conditionally approved plat filed with planning board clerk or municipal clerk.	_____
Report filed with county planning agency. (<i>Counties with GML §239-n reviews only</i>)	_____
Plat filed in the office of the county clerk.	_____