

Tax Parcel Number: Section: _____	Block: _____	Lot: _____
		Log No.: _____

TOWN OF _____ MINOR 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 plat submission. *(see technical checklist)* _____
- Type of SEQR action determined to be: _____
 - type I unlisted other
- EAF form filed. _____
- Resolution of environmental significance determined: _____
 - positive declaration negative declaration conditional negative declaration
 - (Note: positive declaration will initiate steps not on this checklist)*
- Type I action filed with ENB. *(if applicable)* _____
- Project description mailed pursuant to ag data statement. _____
- Referral to zoning board of appeals for area variance. *(if applicable)* _____
- Application submitted to county planning agency. *(Counties with GML §239-n reviews only)* _____
- County planning agency response received. *(Counties with GML §239-n reviews only)* _____
- Resolution to hold public hearing. _____
- Notice of public hearing given to adjacent municipalities. *(if applicable)* _____
- Notice of hearing published in paper. _____
- Public hearing held on plat. _____
- Resolution to close public hearing. _____
- Resolution on plat to: _____
 - approve conditionally approve with or without modifications disapprove
- Resolution addressing county planning agency review. *(Counties with GML §239-n reviews only)* _____
- 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. *(Counties with GML §239-n reviews only)* _____
- Plat filed in the office of the county clerk. _____