

**TOWN OF CALEDONIA**  
**PLANNING BOARD**

Town Hall \* 3109 Main Street \* Caledonia New York 14423

Tel. (585) 538-4927 \* Fax (585) 538-6348

Town Code on-line at [www.townofcaledonianyny.com](http://www.townofcaledonianyny.com)

**TO:** All Prospective Subdivision and Site Plan Applicants

**FROM:** Planning Board

**SUBJECT:** **Subdivision Package**

Attached you will find the minimum required application forms you must read and complete for your proposed subdivision. In addition to these forms you are required to submit a sketch plat for your Subdivision and all other data for the appropriate state in the subdivision review processes (i.e., sketch, preliminary or final). You will also need a Long or short EAF for SEQR depending on the size of the project. Those forms may be found at the following website: <http://www.dec.ny.gov/permits/357.html>.

All Planning Board applications for either Subdivision or Site Plan need to be submitted to the Town Clerk's Office for the Planning Board Secretary. At the time of submission, the application for the Planning Board must accompany the application fee in order to begin the review process. Please make the check payable to the Town of Caledonia, and indicate the project name on the check. The fees are as follows:

Minor Subdivision & Site Plan Review	\$ 150.00
Major Subdivision subdivision	\$ 200.00 and \$ 100.00 per lot in the subdivision
Final Plat Review of Site Plan and also for Major Subdivision	\$400.00

Your cooperation is greatly appreciated.

TOWN OF CALEDONIA  
APPLICATION FOR SUBDIVISION

Application # \_\_\_\_\_

Preliminary \_\_\_\_\_

Final \_\_\_\_\_

**NOTE: 5 OR MORE LOTS IS CONSIDERED A MAJOR SUBDIVISION**

Name of proposed subdivision \_\_\_\_\_

Number of lots in subdivision \_\_\_\_\_

Applicant: \_\_\_\_\_ Owner (if different): \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

I, the undersigned owner, hereby request approval by the Caledonia Planning Board for the following application for subdivision. If the applicant is not the owner, a statement from the owner giving the applicant permission to file on their behalf.

I acknowledge that it is the Applicant's responsibility to reimburse the Town of Caledonia for certain reasonable out of pocket Town costs associated with the review of this application, including costs of legal notice fees for publication, engineering and legal fees, and mailing fees for notification of surrounding property owners. Publication and mailing fees will be collected at the time the Application to the Planning Board is submitted. Decisions will not become effective until the reimbursement of all applicable fees have been paid.

Signature: \_\_\_\_\_

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Location of site (distance and direction to the nearest road intersection): \_\_\_\_\_

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

Tax Map #: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Will the proposed activity be on property within an agricultural district containing a working farm operation, or on property with boundaries within 500' of a farm operation located within Livingston County Agricultural District? If yes, an Agricultural Data Statement form needs to be completed.

Total area of property to be subdivided: \_\_\_\_\_ Acres into \_\_\_\_\_ lots.

List individual lot numbers and acreage per lot:

Lot # 1 \_\_\_\_\_ Acreage \_\_\_\_\_

Lot #2 \_\_\_\_\_ Acreage \_\_\_\_\_

Lot #3 \_\_\_\_\_ Acreage \_\_\_\_\_

Lot #4 \_\_\_\_\_ Acreage \_\_\_\_\_

Lot #5 \_\_\_\_\_ Acreage \_\_\_\_\_

Lot #6 \_\_\_\_\_ Acreage \_\_\_\_\_

If more than six, please list those lots and acreages on the back of this form.

List water availability on the property (existing wells, public water) \_\_\_\_\_

**A completed SEQR Environmental Assessment Form (EAF) is required as part to the Subdivision approval process** (applicant completes front of form only).

List other state/federal permits required: \_\_\_\_\_

\_\_\_\_\_

Will there be any new roads on the property? \_\_\_\_\_

Current use of site (agricultural, commercial, undeveloped, etc) \_\_\_\_\_

\_\_\_\_\_

Current condition of the surrounding lands (agricultural, suburban, wetlands, etc.) \_\_\_\_\_

\_\_\_\_\_

Additional completed forms/information that may be required:

1. Are there any deed restrictions, right-of-ways, or easements on the property? If so, list below and include on maps.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Is the property located in a floodplain? \_\_\_\_\_

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**Official use only**

Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Code/Zoning Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Preliminary Plat approval, if applicable, granted by Planning Board on: \_\_\_\_\_

Conditions, if applicable: \_\_\_\_\_

\_\_\_\_\_

Final approval granted by Planning Board on: Date: \_\_\_\_\_

Conditions, if applicable: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Chairman of the Planning Board

\_\_\_\_\_  
Date

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**Completed Applications, Maps, and other required paperwork must be received a minimum of 10 working days prior to the next scheduled Planning Board meeting to be considered for that meeting's agenda.**

**Next Planning Board meeting is:** \_\_\_\_\_

**Submittal Date for that meeting is:** \_\_\_\_\_

**Town of Caledonia Planning Department**  
3109 Main Street  
Caledonia, NY 14423  
**AGRICULTURAL DATA STATEMENT**

In accordance with Section 283-a of the New York State Town Law, the Town of Caledonia will use the data in this statement to assist in evaluating the impacts of proposed development projects on farm operations in Agricultural Districts.

1. Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

2. Project Name/Location: \_\_\_\_\_

3. Description of proposed project. \_\_\_\_\_

4. Tax Parcel Number(s): \_\_\_\_\_

5. Number of total acres involved with project: \_\_\_\_\_

6. Number of total acres presently in Tax Parcel: \_\_\_\_\_

7. How much of the site is currently farmed? Acres \_\_\_\_\_

8. Please identify who is farming the site. \_\_\_\_\_

9. Please indicate what your intentions are for use of the remainder of the property, over:

Five years: \_\_\_\_\_

Ten years: \_\_\_\_\_

Twenty years: \_\_\_\_\_

10. Who will maintain the remainder of the property not being used for this development?  
\_\_\_\_\_

11. Please indicate crop(s) or vegetation cover for the site. \_\_\_\_\_  
\_\_\_\_\_

12. Are there any drainage ways or underground tile systems located on the site? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this project alter existing drainage patterns? If yes, please describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Is the parcel included in a farm plan prepared by the Livingston County Soil and Water District of the USDA Soil Conservation Service? \_\_\_\_\_

\_\_\_\_\_

Are federally funded cost sharing practices in place for the parcel? \_\_\_\_\_

\_\_\_\_\_

Name of program(s). \_\_\_\_\_

14. Is the parcel currently granted an agricultural tax exemption?     Yes     No

Signature of Applicant: Date: \_\_\_\_\_

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**FOR TOWN PLANNING BOARD USE ONLY:**

**NOTE: This form and a map of the parcel(s) should be mailed to County Planning as part of the GENERAL MUNICIPAL LAW m and n referral. It should also be mailed to property owners within 500 feet of the property boundary along with the Notice of Public Hearing (Attach list of property owners within 500 feet).**

Planning Board Secretary \_\_\_\_\_

Planning Board Chairman \_\_\_\_\_

Date Referred to Livingston County Planning Board \_\_\_\_\_