

**CITY OF ONEIDA**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT**  
 109 North Main Street  
 Oneida, New York 13421

Project Location:		
Tax Map #:		
Applicant Name:		
Applicant Address (If Different):		
Zone:	Ward:	File #:

**Area Variance (Standard or Signage, as applicable) Submission Checklist / Receipt**

Received	Item
<input type="checkbox"/>	Cover Sheet
<input type="checkbox"/>	Area Variance Application (Standard or Signage, as applicable)
<input type="checkbox"/>	Written determination / denial / referral from Code Enforcement Officer (if applicable)
<input type="checkbox"/>	Assessor Tax Map / Location Map
<input type="checkbox"/>	Application Fee (per current fee schedule)
<input type="checkbox"/>	Site Plan or Site Sketch (showing required dimensional information)
<input type="checkbox"/>	Neighbor notification materials and/or proof of mailing, (if required)
<input type="checkbox"/>	Photos, drawings, or renderings of the subject property and proposed work
<input type="checkbox"/>	Area Variance Criteria Form (required for area variances)
<input type="checkbox"/>	Sign Permit Application and sign details (for sign-related variances)
<input type="checkbox"/>	Other _____

Date Submitted: \_\_\_\_\_

Received By (Print): \_\_\_\_\_

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

This receipt acknowledges that the City of Oneida Department of Planning and Development has received the items indicated above. Receipt of materials does not constitute a determination of completeness, jurisdiction, code compliance, or approval.