

CITY OF ONEIDA
DEPARTMENT OF PLANNING AND DEVELOPMENT

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APPLICATION FOR CONDITIONAL USE PERMIT

Name of Proposed Development:

Location of Site:

Tax Map Number: _____

Current Zoning Classification: _____

FOR OFFICE USE:

Application Number: _____

Date of Public Hearing: _____

Date Received by Planning: _____

Date of Final Action _____

Action Filing Date _____

☐ Approved ☐ Denied

Ward: _____

Applicant:

Name: _____

Address: _____

Phone: _____

Email: _____

Owner(if different)

Name: _____

Address: _____

Phone: _____

Email: _____

Describe the proposed use and all activities associated with the property:

Existing Conditions of Site:

Describe the current condition and current use of the property:

Required Site Information:

Attach a site plan, site sketch, or other site information as determined by the City during pre-application review. Additional information may be required depending on the scope and impact of the proposed use.

Plans Prepared By (If Applicable)

Name: _____

Company: _____

Address: _____

Phone: _____

Email: _____

Operational Information:

Hours of Operation: _____

Anticipated Number of Employees: _____

Anticipated Occupancy / Visitors: _____

Will there be outdoor storage, seating, displays, or operations? ☐ Yes ☐ No

If yes, explain: _____

Site Plan Review Coordination:

Does this project also require Site Plan Review? ☐ Yes ☐ No ☐ To Be Determined by City

If yes, Site Plan Review materials must be submitted concurrently.

Signature of Applicant

Date

Signature of Property Owner(If Different)

Date

Conditional Use Permit Fee: \$150 Please make a check payable to the City of Oneida

Procedure for Requesting Conditional Use Permit

Applicants are required to follow the “Procedure for Requesting Conditional Use Permit” document provided with this application.

Key requirements include:

- Pre-application conference required
- Complete application package
- Required application fee
- SEQR compliance
- Site Plan Review coordination, if required
- County referral, if required
- Public hearing
- Attendance at PCZBA meeting
- Compliance with Chapter 190 and all conditions of approval

Incomplete applications may be deemed incomplete, delayed, tabled, or returned for revision.

Submission of materials does not constitute a determination of completeness.

Applications must include sufficient information for the City and PCZBA to conduct formal review. Conceptual or informational-only submissions may be rejected as incomplete.

Applicant Acknowledgments

The applicant acknowledges and understands:

- ☐ Conditional Use Permit approval does not waive zoning, building code, fire code, Site Plan Review, SEQR, or outside agency approval requirements.
- ☐ The City may require additional information necessary to evaluate the application.
- ☐ Incomplete applications may be deemed incomplete, delayed, tabled, or returned for revision.
- ☐ Conditions of approval imposed by the PCZBA are enforceable.
- ☐ Modifications to the approved use, operations, occupancy, parking, site layout, or other material aspects of the approval may require amended PCZBA review and approval.
- ☐ Applicants and/or authorized representatives are expected to attend scheduled PCZBA meetings and public hearings.
- ☐ All information submitted as part of this application is true and accurate to the best of the applicant’s knowledge.

Applicant Signature: _____ Date: _____

Print Name: _____

Property Owner Signature: _____ Date: _____

Print Name: _____