



CITY OF ONEIDA
Department of Planning &
Development



CONDITIONAL USE PERMIT REQUIREMENTS GUIDE

City of Oneida – Chapter 190
Applicant / Engineer / Architect / Surveyor Submission Guide

Important

This handout must be provided to the applicant and any licensed surveyor, engineer, architect, or consultant preparing materials for submission.

Conditional Use Permit applications may be delayed, deemed incomplete, tabled, approved with conditions, or denied if the submitted materials do not satisfy the requirements of Chapter 190 (Zoning), SEQR, and other applicable provisions of City Code.

This document is a guide. It does not replace the requirements of Chapter 190 or any other applicable laws or regulations.

1. Start Here: Determine Whether a Conditional Use Permit Is Required

Under Chapter 190, certain uses require approval by the Planning Commission / Zoning Board of Appeals (PCZBA) prior to establishment, construction, occupancy, expansion, or operation.

Conditional Use Permits are generally required for:

- uses specifically identified as Conditional Uses within the zoning district
- uses requiring additional review due to operational impacts
- uses involving increased traffic, parking, occupancy, lighting, noise, or infrastructure demands
- uses requiring Site Plan Review in conjunction with Conditional Use approval

Final determination regarding Conditional Use Permit applicability is made by the City.



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2. Submission Package Basics

A complete Conditional Use Permit submission must include, as applicable:

- completed Combined PCZBA Cover Sheet
- completed Conditional Use Permit Application
- required application fee
- assessor/location map
- site plan or site sketch (as determined by the City)
- SEQR documentation
- operational narrative
- zoning compliance information
- supporting plans or studies
- owner authorization (if applicant is not property owner)
- additional materials identified during pre-application review

If Site Plan Review is required, all Site Plan Review materials must be submitted concurrently.

Important:

The City's intake checklist does not replace required submission content. Additional information may be required during review.

3. Operational Narrative Requirements

The applicant shall provide a written narrative describing the proposed operation and use of the property.

The narrative should address, where applicable:

- proposed use and activities
- number of employees
- anticipated occupancy
- customer or visitor traffic
- hours of operation
- deliveries and service activity
- outdoor operations or storage
- anticipated noise, lighting, odor, vibration, or other operational impacts



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- waste handling
 - security measures
 - emergency access considerations
 - compatibility with surrounding properties
 - mitigation measures proposed to reduce impacts

The level of detail required will vary depending on the nature and scale of the proposed use.

4. Site Information Requirements

The submission shall include sufficient site information for the PCZBA to evaluate the request.

Depending on the project, required materials may include:

- property boundaries
- existing structures
- proposed structures
- setbacks
- parking areas
- driveways and circulation
- sidewalks and pedestrian access
- loading areas
- dumpster locations
- utilities and drainage
- lighting
- landscaping and screening
- adjoining properties and uses

The City may require:

- a site sketch
- professionally prepared site plans
- engineered plans
- additional supporting materials

based on the complexity and impacts of the proposal.



5. Parking and Circulation Requirements

The application must demonstrate compliance with Chapter 190 parking requirements.

Submissions may be required to include:

- total required parking
- total parking provided
- ADA-accessible parking spaces
- internal circulation
- pedestrian access
- loading or delivery areas
- traffic flow patterns
- ingress and egress points
- sight distance considerations

The City may require additional parking analysis where warranted by the proposed use.

6. Utilities, Drainage, and Infrastructure

Applications shall identify:

- water supply
- sanitary sewer service
- stormwater management
- utility connections
- drainage patterns
- fire protection access

Additional drainage, utility, grading, or infrastructure information may be required depending on project scale and site conditions.

7. Lighting, Screening, and Outdoor Activity

Where applicable, applications shall identify:

- exterior lighting
- fixture locations and mounting heights



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- screening and buffering
 - fencing
 - outdoor seating or gathering areas
 - outdoor storage
 - refuse collection areas

The City may require shielding, buffering, landscaping, or operational restrictions to minimize impacts on neighboring properties.

8. Compatibility with Surrounding Area

The applicant shall demonstrate that the proposed use:

- is compatible with surrounding land uses
- will not adversely impact neighboring properties
- is consistent with the character of the area
- will not create undue traffic, noise, lighting, or operational impacts
- complies with applicable provisions of Chapter 190

The PCZBA may impose reasonable conditions to mitigate impacts and ensure compatibility.

9. Site Plan Review Coordination

Many Conditional Use Permit applications also require Site Plan Review.

Where Site Plan Review is required:

- both applications must be submitted concurrently
- plans must be coordinated and consistent
- incomplete site plans may delay Conditional Use Permit review

Approval of a Conditional Use Permit does not eliminate Site Plan Review requirements.



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10. SEQR Requirements

Conditional Use Permit applications are subject to review under the New York State Environmental Quality Review Act (SEQR).

Applicants must provide all required environmental assessment forms and supporting documentation.

Additional environmental review materials may be required depending on the project scope and potential impacts.

11. Outside Agency Coordination

Projects may require review or approval from outside agencies including, but not limited to:

- Madison County Planning (GML §239 referral)
- NYSDOT
- NYSDEC
- Madison County Health Department
- Utility providers
- Fire Department

The applicant remains responsible for obtaining all required outside agency approvals.

12. Frequent Conditional Use Permit Omissions

The following items commonly result in delays or incomplete applications:

- incomplete operational narrative
- missing parking calculations
- unclear site layout
- lack of zoning compliance information
- no explanation of operational impacts
- missing site plan coordination
- incomplete SEQR forms
- insufficient lighting or screening information
- missing owner authorization
- incomplete supporting documentation



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13. Common Reasons Applications Are Delayed

Applications are commonly delayed due to:

- incomplete submissions
- missing plans or supporting materials
- lack of operational detail
- unresolved zoning issues
- missing SEQR documentation
- insufficient parking or circulation information
- lack of coordination with Site Plan Review
- unresolved drainage or infrastructure concerns
- outside agency review requirements

14. Conditional Use Permit Compliance

Conditional Use Permits remain subject to:

- compliance with all conditions of approval
- continued compliance with Chapter 190
- continued compliance with all applicable City Code provisions

Modifications to approved uses, site layout, operations, occupancy, parking, or other material aspects of an approval may require amended PCZBA review and approval.

Failure to comply with conditions of approval or applicable regulations may result in enforcement action.

Conditional Use Permits run with the land unless otherwise specified by the PCZBA.

15. Final Note to Applicants

Providing this handout does not guarantee approval.

All Conditional Use Permit applications remain subject to:



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- Chapter 190 review
 - SEQR
 - zoning compliance
 - Site Plan Review requirements
 - county referral requirements
 - outside agency approvals
 - PCZBA conditions and determinations

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