

PROCEDURE FOR REQUESTING A SUBDIVISION OF LAND -- City of Oneida – City Code Chapter 155

Subdivision of land within the City of Oneida is governed by Chapter 155 of the City Code. The following outlines the required process.

Step 1 – Pre-Application Conference (Required)

Before submitting a subdivision application, the applicant must schedule a pre-application conference with the Director of Planning and Development.

This meeting may include representatives from:

- Planning and Development
- City Engineer
- Code Enforcement
- Assessor
- Department of Public Works
- Water and Sewer Department

The purpose of this meeting is to review zoning compliance, infrastructure requirements, drainage considerations, parkland requirements, and determine whether the subdivision will be classified as a Minor or Major Subdivision under Chapter 155.

No subdivision application will be accepted until the pre-application conference has occurred.

Step 2 – Submission of Sketch Plat Application

Following the pre-application conference, the applicant shall submit:

- A completed Subdivision Application form
- Required application fee (per City fee schedule)
- Affidavit of property ownership
- Fifteen (5) copies of the Sketch Plat and 1 Digital
- Required SEQR forms
- Any additional materials identified during the pre-application conference

The Director of Planning will review the submission and classify the subdivision as either Minor or Major within thirty (30) days.

Subdivision Plat Requirements

All subdivision plats (Sketch, Preliminary, and Final) shall comply with the applicable document specifications set forth in Chapter 155, Article VII of the City of Oneida Code, including but not limited to:

- § 155-40 – Sketch Plat Requirements
- § 155-41 – Preliminary Plat Requirements (Major Subdivisions)
- § 155-42 – Construction Plan Requirements (where applicable)
- § 155-43 – Final Subdivision Plat Requirements

A separate “Subdivision Plat Requirements Guide” is provided with this application and must be given to the applicant’s licensed surveyor and/or engineer responsible for preparation of the plat.

It is the responsibility of the applicant and their consultant to ensure that all required:

- notations
- endorsements, including Health Department and lienholder / security-interest endorsements where applicable
- easement and right-of-way documentation
- adjoining property owner information
- lot layout, dimensional, and survey data

are fully shown on the submitted plat in accordance with Chapter 155.

Completeness Determination

Subdivision applications that do not include the required information, documentation, or plat elements specified in Chapter 155 may be:

- deemed incomplete and not scheduled for Planning Commission / Zoning Board of Appeals review
- returned to the applicant for revision
- subject to conditions requiring correction prior to final endorsement and filing

Final subdivision plats will not be signed or endorsed until all required revisions and conditions of approval have been satisfied and the plat is in a recordable form consistent with Chapter 155.

Step 3 – Classification

Minor Subdivision

Requires:

- Sketch Plat approval
- Final Plat approval

Major Subdivision

Requires:

- Sketch Plat approval
- Preliminary Plat approval
- Final Plat approval

Additional submission requirements apply for Major Subdivisions at the Preliminary Plat stage.

Step 4 – Environmental Review (SEQR)

The applicant must submit required environmental assessment forms pursuant to the State Environmental Quality Review Act (SEQR).

The Joint Zoning Board of Appeals / Planning Commission will conduct the required environmental review prior to taking action on the application.

Step 5 – County Referral (If Required by Law)

If the property is located within 500 feet of a state or county road, municipal boundary, or other referral trigger identified under General Municipal Law § 239-m, the application will be referred by the City to the Madison County Planning Department for review.

Step 6 – Public Hearing

A public hearing will be scheduled where required by Chapter 155.

Notice of the public hearing will be published in the official newspaper at least five (5) days prior to the hearing.

Applicants or their representatives are expected to attend the public hearing.

Step 7 – Decision

The Joint Zoning Board of Appeals / Planning Commission will render a written decision in accordance with Chapter 155.

If approved, conditions of approval may apply. All conditions must be satisfied prior to endorsement of the Final Plat.

Step 8 – Final Plat Endorsement and Filing

Upon approval, the applicant is responsible for:

- submitting the Final Plat in recordable form, including required Mylar copy
- satisfying all conditions of approval

- filing the endorsed Final Plat with the Madison County Clerk within sixty-two (62) days of signature

Failure to file the Final Plat within 62 days will void the approval.

Final plats will not be endorsed until all required revisions and conditions of approval have been satisfied and the plat is in a recordable form consistent with Chapter 155.

Appeals

Any person aggrieved by a decision of the Joint Zoning Board of Appeals / Planning Commission may seek judicial review pursuant to Article 78 of the Civil Practice Law and Rules within thirty (30) days of the filing of the decision.