



CITY OF ONEIDA
Department of Planning &
Development



City of Oneida

Planning & Development Department
109 North Main Street
Oneida, NY 13421
(315) 363-7467

Request for Extension

Site Plan Approval, Conditional Use Permit, or Subdivision Approval

Applicability

This extension procedure applies only to approvals granted by the Planning Board / Joint Zoning Board of Appeals & Planning Commission that include a specific time-limited condition for completion or filing.

This document applies to:

- Site Plan approvals
- Conditional Use Permits
- Subdivision approvals
- Any approval where the Board resolution established a completion deadline

This procedure does **not** apply to area variances, use variances, interpretations, appeals, zoning amendments, or other approvals unless a specific expiration condition was imposed in the Board's resolution.

Formal Written Request Required

Any request to extend previously approved Site Plan and/or Conditional Use Permit approvals must be submitted as a **formal written request** for Planning Board consideration.

Informal email correspondence regarding scheduling does not constitute a complete submission for purposes of placing the matter on an agenda.

The request does not need to be submitted in a specific format; however, it must clearly constitute a formal written request for Planning Board action and include the information outlined below.



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Required Information

For the Planning Board to consider an extension request, the submission must:

- Clearly identify the approval(s) for which an extension is requested;
- Specify the requested new completion date;
- Confirm whether any material modifications to the previously approved plans are proposed; and
- Provide a brief statement regarding the current status of the project and the reason for the requested extension.

This information is necessary for the Board to properly consider and act upon the request.

Meeting Schedule & Submission Deadline

The Planning Board meets on the **second Tuesday of each month**.

All required materials must be submitted **at least 19 days prior to the meeting date** in order to be placed on the agenda.

Placement on a specific agenda is contingent upon receipt of a complete written submission in accordance with this deadline.

Important

Zoning approvals are not automatically extended and are not modified by the Building Permit expiration date. Extensions must be formally reviewed and acted upon by the Planning Board.