



**CITY OF ONEIDA**  
Department of Planning &  
Development



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# PROCEDURE FOR REQUESTING SITE PLAN MODIFICATION

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City of Oneida – City Code Chapter 190

Site plan modifications within the City of Oneida are governed by Chapter 190 of the City Code and the authority of the Planning Commission / Zoning Board of Appeals (PCZBA) to review and enforce compliance with approved site plans.

The following outlines the required process.

## **Step 1 – Pre-Application Conference (Required)**

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

This meeting may include:

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

The purpose of this meeting is to:

- review the previously approved site plan
- identify the scope of the proposed modification
- determine whether the modification is classified as:
  - **Minor (Administrative)**
  - **Major (PCZBA Review Required)**
- evaluate zoning compliance
- determine whether a Conditional Use Permit amendment is required
- identify infrastructure, drainage, or utility impacts
- identify required studies or outside agency coordination



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No site plan modification application will be accepted until the pre-application conference has occurred.

## Step 2 – Submission of Site Plan Modification Application

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

- completed Site Plan Modification Application
- required application fee
- affidavit of property ownership
- five (5) copies and one (1) digital copy of the revised site plan
- a written narrative describing the proposed modification
- required SEQR forms (if applicable)
- any additional materials identified during the pre-application conference

### Site Plan Modification Requirements

All modifications must comply with:

- the originally approved site plan
- all conditions of approval
- applicable provisions of **Chapter 190 (Zoning)**

A separate “**Site Plan Requirements Guide**” is provided and must be given to the applicant’s licensed engineer, surveyor, or architect.

### Plans must clearly show:

- previously approved conditions
- all proposed changes
- revision dates
- updated zoning compliance data
- updated calculations (parking, coverage, setbacks, etc.)



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**The City may require a full site plan submission where modifications involve:**

- building expansion or footprint changes
- changes in use or intensity
- parking reconfiguration
- access or circulation changes
- drainage or grading modifications
- utility changes
- impacts to adjacent properties

### **Completeness Determination**

Site plan modification applications that do not include required information may be:

- deemed incomplete and not scheduled for PCZBA review
- returned to the applicant for revision
- subject to conditions requiring correction prior to approval

The City reserves the right to require any additional information necessary to determine compliance with Chapter 190 and previously approved plans.

### **Step 3 – Review Type Determination**

The City will determine whether the modification is classified as:

#### **Minor Modification (Administrative Review)**

- limited in scope
- no significant impact to site layout, drainage, traffic circulation, or zoning compliance
- may be reviewed and approved by staff where authorized

#### **Major Modification (PCZBA Review Required)**

- alters site design, layout, or function
- affects zoning compliance or previously approved conditions
- may impact adjacent properties or infrastructure



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- requires formal review and action by the PCZBA

## **Step 4 – Environmental Review (SEQR)**

Where the proposed modification may result in environmental impacts not previously reviewed, the applicant must submit required SEQR documentation.

The PCZBA will complete environmental review prior to taking action.

## **Step 5 – County Referral (If Required)**

If the modification meets referral thresholds under **General Municipal Law §239-m**, the application will be referred to Madison County Planning.

No final action will be taken until the County response is received or the review period has expired.

## **Step 6 – Public Hearing (When Required)**

A public hearing will be scheduled where required by Chapter 190 or as determined by the PCZBA.

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

Applicants or their representatives are expected to attend.

## **Step 7 – Decision**

The PCZBA will render a decision in accordance with Chapter 190.

The Board may:

- approve
- approve with conditions



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- deny

All conditions of approval must be satisfied prior to implementation of the modification or issuance of permits.

## **Step 8 – Revised Plan Approval and Implementation**

Following approval, the applicant must:

- submit revised plans incorporating all approved changes and conditions
- obtain any required outside agency approvals
- obtain updated building permits where applicable

No work associated with the modification shall proceed until all approvals are in place.

### **Prior Approval Conditions**

All site plan modifications remain subject to:

- conditions of the original approval
- any recorded restrictions or notes on the approved plan

Failure to comply with prior conditions may result in additional review, enforcement action, or denial of the modification.

### **Appeals**

Any person aggrieved by a decision of the PCZBA 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.

**CITY OF ONEIDA**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT**

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 Oneida, New York 13421  
 Tel.: 315-363-7467  
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**COMBINED PLANNING COMMISSION ZONING BOARD OF APPEALS**  
**COVER SHEET**

**Fee Schedule** (please make checks payable to City of Oneida)

- |   |         |
|---|---------|
| <input type="checkbox"/> Site Plan Review– 1,000 sq ft or less    | \$100   |
| <input type="checkbox"/> Site Plan Review– 1,001 to 5,000 sq ft   | \$150   |
| <input type="checkbox"/> Site Plan Review– 5,001 to 10,000 sq ft  | \$350   |
| <input type="checkbox"/> Site Plan Review– 10,001 sq ft or larger | \$1,100 |
| <input type="checkbox"/> Conditional Use Permit                   | \$150   |
| <input type="checkbox"/> Site Plan Modification                   | \$100   |
| <input type="checkbox"/> Area Variance                            | \$100   |
| <input type="checkbox"/> Use Variance                             | \$200   |
| <input type="checkbox"/> Zoning Amendment                         | \$200   |

<b>FOR OFFICE USE:</b>
Application Number: _____
Date of Fee Collection: _____
Date of Public Hearing: _____
Date Received by Planning: _____
Date of Final Action _____
Action Filing Date _____

Location of property \_\_\_\_\_

Zone \_\_\_\_\_ Ward \_\_\_\_\_ Tax Map # \_\_\_\_\_

**Property Owner (If Different):**

**Applicant:**

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Owner                      Date

\_\_\_\_\_  
 Signature of Applicant                      Date

\_\_\_\_\_  
 Print Name of Owner

\_\_\_\_\_  
 Print Applicant Name

Description of Proposal (Attach additional pages if necessary):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Explain why your proposal is in harmony with the character of the area, and will not have a negative impact on other persons or properties in the area (attach additional pages if necessary):  
 \_\_\_\_\_  
 \_\_\_\_\_

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Director  
svonderweidt@oneidacityny.gov



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Oneida, New York 13421  
Tel.: 315-363-7467  
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**APPLICATION FOR SITE PLAN  
MODIFICATION**

**Name of Proposed Development:**

\_\_\_\_\_

**Location of Site:**

\_\_\_\_\_

**Tax Map Number:** \_\_\_\_\_

**Current Zoning Classification:** \_\_\_\_\_

**Ward:** \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Signature of the Applicant      Date

**Plans Prepared By:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner (if different):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

**Date of Site Plan Approval:** \_\_\_\_\_

\_\_\_\_\_

Signature of the Owner      Date

**Modification Requested:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Site Plan Mod Fee: \$100**      Please make a check payable to the City of Oneida

Date Modified 1/16/2024

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**Note:** Only information related to the proposed modification is required

**City, County, State, and Federal Permits Needed** (list type and department/agency):

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**Total Site Area** (Square feet or acres): \_\_\_\_\_

**Anticipated Construction Time:** \_\_\_\_\_

**Will Development be Staged?** \_\_\_\_\_

**Current Condition of Site** (buildings, vacant, etc.):

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**Current Land Use of Site** (agricultural, commercial, undeveloped, etc.): \_\_\_\_\_

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**Estimated Cost of Proposed Improvements:** \$ \_\_\_\_\_

**Anticipated Increase in Residents, Employees, Customers/clients, etc.:** \_\_\_\_\_

**Describe proposed use, including primary and secondary uses, ground floor area, height, and the number of stories per building.** For residential structures, include a number of dwelling units by size (# bdrms), and number of parking spaces. For non-residential structures, include total floor area and total sales area, number of parking spaces. Use a separate sheet if needed.

*Continue to the next page for procedures->*

### Procedure for Requesting a Site Plan Modification

1. Applicants must follow the "Procedure for Requesting Site Plan Modification" document provided with this application.

Key requirements include:

- Pre-application conference (required)
- Complete submission package
- SEQR compliance (as applicable)
- Meeting submission deadlines
- Attendance at PCZBA meeting (as required)

Failure to follow the required procedure may result in the application being deemed incomplete or delayed.

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 109 North Main Street  
 Oneida, New York 13421

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

**Site Plan Modification Application Submission Receipt**

Received	Item
<input type="checkbox"/>	Cover Sheet
<input type="checkbox"/>	Site Plan Modification Application
<input type="checkbox"/>	Codes Office Denial (attach copy of denied permit)
<input type="checkbox"/>	Location Map from Assessor
<input type="checkbox"/>	Application Fee (per fee schedule)
<input type="checkbox"/>	Revised Site Plan Showing Proposed Modifications (changes clearly identified)
<input type="checkbox"/>	Previously Approved Site Plan (or current existing conditions plan)
<input type="checkbox"/>	SEQR Forms (as required)
<input type="checkbox"/>	Photos or Drawings
<input type="checkbox"/>	Up to Date Taxes Proof from Chamberlain
<input type="checkbox"/>	Narrative Description of Proposed Modifications
<input type="checkbox"/>	Other _____
<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. This does not indicate completeness or approval of the application. Submission of the above items does not constitute a determination of completeness. Additional materials may be required based on the scope of the proposed modifications.



# SITE PLAN REQUIREMENTS

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

## **Important:**

This handout must be provided to the applicant's licensed surveyor, engineer, and/or architect.

Site plan applications may be delayed, deemed incomplete, tabled, or approved only with conditions if the submitted plans and supporting materials do not satisfy the requirements of **Chapter 190 (Zoning)** and applicable provisions of the **City Code and SEQR**.

This document is a guide. It does not replace the requirements of Chapter 190.

## 1. Start Here: Determine the Type of Review

Under Chapter 190, development activity may require one of the following:

### A. Site Plan Review Required

(Chapter 190 – Site Plan Review Provisions)

Site plan review is required for:

- new construction
- building additions or expansions
- changes in use or occupancy
- Conditional Use Permit (CUP) applications
- development involving parking, access, circulation, or infrastructure
- commercial, industrial, and multifamily development

### B. Site Plan Modification

(Amendment to Previously Approved Plan)

Required when:

- an approved site plan is being altered

- building footprint, layout, parking, access, or infrastructure is changed
- modifications may affect drainage, traffic flow, utilities, or zoning compliance

The City will determine whether a modification is minor (administrative) or requires full PCZBA review.

### C. No Site Plan Review Required

May apply to:

- interior renovations
- routine maintenance
- minor exterior work not affecting layout, use, or site function

Final determination is made by the Code Enforcement Officer and/or Planning staff.

## 2. Submission Package Basics

A complete site plan submission must include, as applicable:

- completed site plan application
- cover sheet
- required application fee
- assessor/location map
- full site plan set (see Section 3)
- SEQR documentation (Short EAF or as required)
- zoning compliance information
- Conditional Use Permit application (if applicable)
- supporting studies (as applicable):
  - drainage / SWPPP
  - traffic
  - lighting / photometric
  - landscaping
- outside-agency materials identified during review

#### **Important:**

The City's intake checklist does not replace required plan content. All required elements must be shown on the drawings themselves.

### 3. Site Plan Requirements

*(Chapter 190 – Site Plan Review Standards)*

All site plans must be prepared by a licensed professional where required and drawn to scale.

## A. General Plan Information

The site plan must show:

- project name and address
- tax parcel number(s)
- zoning district designation
- property boundaries with bearings and distances
- total site acreage
- north arrow, scale, and date
- revision dates

## B. Ownership and Professional Information

The plan must show:

- name and address of property owner
- applicant (if different)
- name, address, and contact information of preparer
- professional seal and signature where required

## C. Existing Conditions

(Chapter 190 – Existing Site Conditions)

The plan must clearly show:

- all existing structures and uses
- existing streets, driveways, and access points
- existing parking areas
- existing utilities (water, sewer, storm)
- easements and rights-of-way
- adjacent streets and properties
- adjoining property ownership (recommended within 200–500 feet for review context)

## D. Topography and Natural Features

(Chapter 190 – Environmental / Site Constraints)

Must include:

- existing contours (2-ft or 5-ft typical, unless waived)
- wetlands, streams, and watercourses
- floodplain boundaries (if applicable)
- wooded areas and significant vegetation
- steep slopes or other constraints

## E. Proposed Site Layout

(Chapter 190 – Layout and Design)

The plan must show:

- location and dimensions of all proposed structures
- building setbacks (clearly labeled)
- building height (or provided in notes)
- distances between structures
- future expansion areas (if proposed)

## F. Parking and Circulation

(Chapter 190 – Parking Requirements)

Must include:

- total number of parking spaces provided
- required vs. provided parking (must be shown in table form)
- parking layout with dimensions
- ADA-accessible spaces and access routes
- internal circulation patterns
- loading and service areas
- pedestrian access and walkways

## G. Access and Traffic

Must show:

- driveway locations and widths
- ingress/egress points
- connection to public streets
- internal traffic flow
- sight distance considerations (where applicable)

## H. Utilities and Infrastructure

(Chapter 190 – Utilities)

Must include:

- water supply (public or well)
- sanitary sewer (public or septic)
- stormwater management system
- hydrants and fire protection
- utility routing and connections

## I. Grading and Drainage

(Chapter 190 – Drainage / Stormwater)

Must include:

- proposed contours
- grading plan
- drainage flow direction
- stormwater structures
- stormwater management approach

## J. Landscaping and Screening

(Chapter 190 – Landscaping / Buffers)

Must include:

- landscaping plan
- buffers between uses
- screening for parking, dumpsters, utilities
- plant schedule

## K. Lighting

(Chapter 190 – Lighting Standards)

Must include:

- lighting plan
- fixture type and mounting height
- photometric plan (where required)
- cutoff/shielding details

## L. Signage (if applicable)

(Chapter 190 – Sign Regulations)

Must include:

- sign location(s)
- dimensions and height
- type of signage
- compliance with zoning

## M. Required Notes and Calculations

Plans must include:

- zoning compliance table including:
  - lot area
  - frontage
  - setbacks
  - building coverage
  - parking requirements
- use classification
- required vs. provided data
- any required code notes

## N. Endorsements and Signature Blocks

Plans must include space for:

- PCZBA approval
- owner authorization
- professional certification

## 4. Frequent Site Plan Omissions

These are the items most likely to result in delay or incompleteness:

- missing zoning table
- incorrect parking calculations
- no ADA compliance shown
- incomplete utility information
- no drainage explanation
- missing landscaping plan
- no lighting or photometric data
- missing easements or rights-of-way
- unclear setbacks

## 5. Conditional Use Permit Coordination

(Chapter 190 – Conditional Uses)

If a Conditional Use Permit is required:

- the site plan must reflect the proposed use
- impacts associated with the use must be addressed
- both applications must be submitted concurrently

## 6. Zoning Compliance

(Chapter 190 – District Regulations and Schedule A)

Site plan approval does not waive zoning requirements.

Applicants must verify:

- permitted use
- lot area and frontage
- setbacks
- height
- parking requirements
- signage

## 7. Outside Agency Coordination

Projects may require:

- Madison County Planning (GML §239 referral)
- NYSDOT (state highways)
- NYSDEC (wetlands / stormwater)
- Madison County Health Department (septic / wells)

## 8. What the City Recommends Before Submission

Before submitting, confirm:

- all Chapter 190 requirements are shown on the plans
- zoning compliance is clearly demonstrated
- utilities are identified
- drainage is addressed
- plans are complete and legible
- required professional seals are included

## 9. Common Reasons Site Plans Get Delayed

- incomplete submission
- missing zoning data
- unclear layout or circulation
- no stormwater plan
- missing supporting details
- lack of CUP coordination

## 10. Final Note to Applicants

Providing this handout does not guarantee approval.

All site plan applications remain subject to:

- Chapter 190 review
- SEQR
- zoning compliance
- county referral
- outside agency approvals
- PCZBA conditions

## 11. Site Plan Modifications

(Amendments to Previously Approved Site Plans)

Pursuant to **Chapter 190 (Zoning), Site Plan Review provisions**, and the authority of the Planning Commission / Zoning Board of Appeals (PCZBA) to review, approve, approve with conditions, or deny site plans, any modification to an approved site plan shall be subject to review as determined by the City.

Site plan modifications must comply with the applicable provisions of Chapter 190, including site plan review standards, zoning compliance requirements, and any conditions of prior approval.

### A. General Standard

In accordance with **Chapter 190 site plan review authority**, all modified plans must:

- clearly identify the previously approved plan
- include revision dates
- describe the scope of modification
- demonstrate continued compliance with **Chapter 190 zoning and site plan standards**

### B. Required Submission Materials

Consistent with **Chapter 190 application and review requirements**, the applicant shall submit:

- a revised site plan showing all proposed changes
- a written narrative describing the modification
- any supporting plans impacted by the change (e.g., drainage, lighting, landscaping, utilities)

## C. Plan Requirements for Modifications

Under the City's authority to ensure compliance with approved plans and zoning standards (**Chapter 190 – Site Plan Review and Enforcement provisions**), plans must:

- clearly distinguish between existing, approved, and proposed conditions
- include a revision block summarizing all changes
- update all affected calculations, including:
  - parking
  - lot coverage
  - setbacks
  - zoning compliance

## D. When Full Plan Updates May Be Required

Pursuant to **Chapter 190 review authority and the PCZBA's ability to require sufficient information to evaluate a project**, the City may require a full updated site plan when modifications involve:

- building expansion or footprint changes
- change in use or intensity
- parking reconfiguration
- access or circulation changes
- drainage or grading modifications
- utility changes
- potential impacts to adjacent properties

## E. Minor vs. Major Modifications

Consistent with **administrative review authority and Board review authority under Chapter 190**, the City will determine whether a modification is:

### **Minor (Administrative Review):**

- limited in scope
- no impact to site layout, drainage, circulation, or zoning compliance
- may be approved by staff where authorized

### **Major (PCZBA Review Required):**

- affects site design, function, or compliance
- may impact neighboring properties or infrastructure
- requires formal Board review and action

## F. Conditional Use Permit Coordination

Where the original approval included a Conditional Use Permit, modifications must remain consistent with:

- the approved use
- any conditions imposed under **Chapter 190 Conditional Use Permit provisions**

If a modification alters the nature, intensity, or impact of the approved use, an amended Conditional Use Permit may be required.

## G. Prior Approval Conditions

All site plan modifications remain subject to:

- conditions of the original approval
- any recorded restrictions or notes on the approved plan

Failure to maintain compliance with prior conditions may require additional review or Board action under **Chapter 190 enforcement and compliance provisions**.

## H. Common Modification Issues

The most frequent causes of delay include:

- submitting partial plans without full context
- failing to clearly identify changes
- outdated zoning or parking calculations
- lack of updated drainage or utility information
- missing narrative explanation



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# SITE PLAN MODIFICATION ADDENDUM

City of Oneida – Chapter 190

This addendum is provided to clarify how the Site Plan Requirements Guide applies to site plan modifications.

## 1. Applicability

The full “Site Plan Requirements Guide” applies to site plan modifications; however, submission materials may be limited to those elements affected by the proposed change, as determined by the City.

## 2. Required Submission Materials

At a minimum, applicants must provide:

- revised site plan showing all proposed changes
- narrative describing the modification
- updated calculations and supporting plans for affected elements

## 3. Identification of Changes

Plans must clearly show:

- previously approved conditions
- proposed modifications
- revision dates
- a revision summary describing all changes



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## 4. When Full Plan Updates May Be Required

The City may require a full site plan submission when modifications involve:

- building expansion or footprint changes
- changes in use or intensity
- parking or circulation changes
- drainage or grading modifications
- utility changes
- impacts to adjacent properties

## 5. Determination of Review Type

The City will determine whether the modification is:

**Minor (Administrative Review)**

or

**Major (PCZBA Review Required)**

## 6. Compliance with Prior Approval

All modifications must remain consistent with:

- previously approved site plan
- conditions of approval
- applicable provisions of Chapter 190

## 7. Authority

This addendum is issued pursuant to the City's authority under Chapter 190 to review site plans and ensure continued compliance with zoning and approved development plans.