

CITY OF ONEIDA
DEPARTMENT OF PLANNING AND DEVELOPMENT



109 North Main Street
Oneida, New York 13421
Tel.: 315-363-7467
Fax: 315-363-2572

**APPLICATION FOR SUBDIVISION
OF LAND (Chapter 155 City of Oneida
Code)**

FEE SCHEDULE:

**Please make the check payable to the City of
Oneida**

- Sketch Plat \$100 per lot
- Preliminary Plat \$100 per lot
- Waiver of Subdivision \$175
- Amendment of Plat \$200

Name of Proposed Development: _____

Location of Site: _____

Tax Map Number: _____

Current Zoning Classification: _____ **Ward:** _____

Applicant: _____

Plans Prepared By: _____
**Licensed Surveyor / Engineer (If
Applicable)**

Name(Print): _____

Name (Print): _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Signature of the Applicant

Date

FOR OFFICE USE:

Application Number: _____

Date of Public Hearing (If Required): _____

Date Received by Planning: _____

Date of Final Action _____

Action Filing Date _____

Approved Denied

PROCEDURE FOR REQUESTING A SUBDIVISION OF LAND

City of Oneida – 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
- Codes 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 (15) copies of the Sketch Plat
- 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.

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.

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.