

CITY OF ONEIDA
DEPARTMENT OF PLANNING AND DEVELOPMENT

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109 North Main Street
 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 |

FOR OFFICE USE:

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):

Address: _____
 City/State/Zip Code: _____
 Phone: _____
 Email: _____

Applicant:

Address: _____
 City/State/Zip Code: _____
 Phone: _____
 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):

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.

CITY OF ONEIDA
DEPARTMENT OF PLANNING AND DEVELOPMENT
 109 North Main Street
 Oneida, New York 13421

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

Subdivision Application Submission Receipt

Received	Item
<input type="checkbox"/>	Cover Sheet
<input type="checkbox"/>	Subdivision Application
<input type="checkbox"/>	Pre-Application Process Meeting
<input type="checkbox"/>	Codes Review if Applicable
<input type="checkbox"/>	Location Map from Assessor
<input type="checkbox"/>	Associated Fee(s)
<input type="checkbox"/>	Sketch Plat (Minor and Major Subdivision)
<input type="checkbox"/>	Preliminary Plat (Major Subdivision ONLY)
<input type="checkbox"/>	5 Physical Copies of Final Plat (Minor and Major Subdivision)
<input type="checkbox"/>	Digital Copy Submitted
<input type="checkbox"/>	Up to Date Taxes Proof from Chamberlain
<input type="checkbox"/>	SEQR Forms
<input type="checkbox"/>	Supporting Plans (If Applicable)
<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.

CITY OF ONEIDA
DEPARTMENT OF PLANNING AND DEVELOPMENT

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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

FOR OFFICE USE:

Application Number: _____

Date of Public Hearing (If Required): _____

Date Received by Planning: _____

Date of Final Action _____

Action Filing Date _____

Approved Denied

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

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SUBDIVISION PLAT REQUIREMENTS

City of Oneida – Chapter 155

Applicant / Surveyor / Engineer Submission Guide

Important:

This handout must be provided to the applicant's licensed surveyor and/or engineer. Subdivision applications may be delayed, deemed incomplete, tabled, or approved only with conditions if the sketch plat, preliminary plat, final plat, or supporting materials do not satisfy Chapter 155 requirements.

1. Start Here: Determine the Subdivision Type

Under Chapter 155, subdivision applications follow one of two procedural paths:

Minor Subdivision

Requires:

- Sketch Plat
- Final Subdivision Plat

Major Subdivision

Requires:

- Sketch Plat
- Preliminary Plat
- Final Subdivision Plat

Applicants and consultants are responsible for submitting the correct stage documents. If you are unsure whether a project is minor or major, that classification will be determined through the City's review process under Chapter 155.

2. Submission Package Basics

A subdivision submission should generally include, as applicable:

- completed subdivision application
- cover sheet

- required application fee
- assessor / location map
- sketch plat
- preliminary plat (major subdivisions only)
- final plat
- SEQR form
- tax proof
- any outside-agency materials identified during review

The City’s intake checklist does not replace the document specifications in Chapter 155. Surveyors and engineers must still review and comply with all required plat-content provisions.

3. Sketch Plat Requirements

Chapter 155 § 155-40

Sketch plats must be drawn to a convenient scale of not more than 50 feet to an inch and must show the following information.

A. Name

Include one of the following, as applicable:

1. Name of subdivision if the property is within an existing subdivision
2. Proposed subdivision name if not within a previously platted subdivision
3. Name of property if no subdivision name has been chosen

B. Ownership

The sketch plat must show:

1. Name, address, and telephone number of the legal owner or agent, and citation of the last instrument conveying title to each parcel involved, including:
 - grantor
 - grantee
 - date
 - land records reference
2. Citation of any existing legal rights-of-way or easements affecting the property
3. Existing covenants on the property, if any
4. Name, address, and telephone number of the professional person(s) responsible for:
 - subdivision design
 - design of public improvements
 - surveys

C. Description

The sketch plat must show:

1. Location of property by:
 - government lot
 - section
 - municipality
 - county
 - graphic scale
 - north arrow
 - date
2. Location of:
 - property lines
 - existing easements
 - burial grounds
 - railroad rights-of-way
 - watercourses
 - existing wooded areas or trees eight inches or more in diameter, measured four feet above ground level
 - location, width, and names of all existing or platted streets or other public ways within or immediately adjacent to the tract
 - names of adjoining property owners from the latest assessment rolls within 500 feet of any perimeter boundary of the subdivision
3. Location, sizes, elevations, and slopes of existing:
 - sewers
 - water mains
 - culverts
 - other underground structures within the tract and immediately adjacent thereto
 - existing permanent buildings
 - utility poles on or immediately adjacent to the site
 - utility rights-of-way
4. Approximate topography, at the same scale as the sketch plat
5. Approximate location and widths of proposed streets
6. Preliminary proposals for:
 - connection with existing water supply and sanitary sewage systems, or
 - alternative means of providing water supply and sanitary waste treatment / disposal, and
 - preliminary provisions for collecting and discharging surface water drainage
7. Approximate location, dimensions, and areas of all proposed or existing lots
8. Approximate location, dimensions, and area of all parcels proposed to be set aside for:
 - park or playground use
 - other public use
 - use of property owners in the proposed subdivision
9. Location of temporary stakes to enable the Joint Zoning Board of Appeals / Planning Commission to find and appraise features of the sketch plat in the field
10. If the sketch plat covers only part of the applicant's contiguous holdings, a sketch of the remaining tract showing:
 - proposed subdivision area
 - probable future street system

- probable future drainage system
11. A vicinity map showing streets and general development of the surrounding area, including:
- school district lines
 - improvement district lines
 - properly designated zoning

Frequent Sketch Plat Omissions

These are the items most likely to get flagged:

- no statement or citation regarding easements / rights-of-way
- incomplete adjoining ownership information within 500 feet
- no topographic information or no note explaining lack of meaningful contours
- no temporary stake information when field identification is needed
- no utility / well / septic approach shown
- no surrounding district / vicinity information

4. Preliminary Plat Requirements

Chapter 155 § 155-41
Major Subdivisions

The preliminary plat must be prepared by a professional engineer or licensed land surveyor at a convenient scale of not more than one inch equals 50 feet, and sheets must be of a size acceptable for filing in the Madison County Clerk's Office, but not larger than 34 x 44 inches.

The preliminary plat must show:

1. Location of property with respect to surrounding property and streets, including:
 - names of all adjoining property owners of record or adjoining developments
 - names of adjoining streets
2. Location and dimensions of all boundary lines in feet and decimals of a foot
3. Location of existing:
 - streets
 - easements
 - water bodies
 - streams
 - swamps
 - railroads
 - buildings
 - parks
 - cemeteries
 - drainage ditches
 - bridges

- other pertinent features as determined by the Joint Zoning Board of Appeals / Planning Commission
4. Location and width of all existing and proposed:
 - streets
 - easements
 - alleys
 - public ways
 - street rights-of-way
 - building setback lines
 5. Location, dimensions, and areas of all proposed or existing lots
 6. Location and dimensions of all property proposed to be set aside for:
 - park
 - playground
 - other public or private reservation, including designation of purpose and conditions of dedication / reservation
 7. Name and address of:
 - owner(s)
 - subdivider, if different
 - land surveyor or civil engineer
 8. Date of map, approximate true north point, scale, and title of subdivision
 9. Sufficient data acceptable to the City Engineer to determine location, bearing, and length of all lines and reproduce them on the ground, including proposed monument locations
 10. Names of the subdivision and all new streets as approved by the Joint Zoning Board of Appeals / Planning Commission
 11. Indication of the proposed use of each lot:
 - single-family
 - two-family
 - multifamily
 - townhouse
 - all nonresidential uses proposed
 12. Blocks consecutively numbered or lettered in alphabetical order
 13. Lots in each block consecutively numbered; outlots lettered in alphabetical order

Preliminary Plat Notations That Must Also Be Shown

All information required on the sketch plat must also appear on the preliminary plat, plus the following notations:

14. The following explanatory notes, if applicable:
 - explanation of drainage easements
 - explanation of site easements
 - explanation of reservations
15. Endorsement blocks:

- owner endorsement
- form for endorsement by Joint Zoning Board of Appeals / Planning Commission Chairman

16. The code expressly states that lack of information under any required item, or improper information supplied by the applicant, shall be cause for disapproval of a preliminary plat.

Preliminary Plat Warning

Even if a project appears simple, if the subdivision is classified as major, the preliminary plat stage is not optional.

5. Construction Plan Requirements

Chapter 155 § 155-42
Where Required Improvements Are Proposed

If the subdivision includes required improvements, construction plans may be required. These may include:

- roadway profiles
- cross sections
- utility plans
- drainage structures
- manholes, catch basins, hydrants
- trench details
- standard details
- site grading plan for the entire subdivision
- narrative construction notes
- as-built drawings for final infrastructure

This section is especially relevant to major subdivisions and any subdivision proposing new roads or utilities.

6. Final Subdivision Plat Requirements

Chapter 155 § 155-43

The final subdivision plat must be presented in India ink on tracing cloth or reproducible Mylar at the same scale and must contain the same information as the preliminary plat, except for any changes or additions required by resolution of the Joint Zoning Board of Appeals / Planning Commission. The preliminary plat may serve as the final plat if it meets the requirements and is revised accordingly. All revision dates must be shown.

The final subdivision plat must also show:

1. Notation of any self-imposed restrictions and locations of any building lines proposed to be established in that manner, if required by the Joint Zoning Board of Appeals / Planning Commission
2. Endorsement of the Madison County Health Department
3. Endorsement on the plat by every person having a security interest in the subdivision property that they are subordinating their liens to all covenants, servitudes, and easements imposed on the property
4. Lots numbered as approved by the City Assessor
5. All monuments erected, corners, and other points established in the field in their proper places, with the material shown by notation or legend. For metal monuments, the legend must indicate:
 - o kind of metal
 - o diameter
 - o length
 - o weight per lineal foot
6. Final plat must be prepared by a New York licensed Land Surveyor or Civil Engineer

Final Plat Warning Items

These are the most common reasons a final plat still gets kicked back:

- plat is still labeled only “preliminary” with no true final version
- required revision dates not shown
- no Madison County Health Department endorsement
- no security-interest / lienholder endorsement where applicable
- no lot numbering approved by Assessor
- monument legend incomplete
- final plat missing items that were supposed to carry forward from the sketch or preliminary stage

7. Well / Septic / Health Department Items

If the subdivision will rely on individual wells or on-site septic systems, consultants should not assume that lot size alone is enough.

Where required by Chapter 155 and applicable review, applicants must be prepared to obtain and submit Madison County Department of Health approvals or endorsements before filing or as otherwise required by the City’s approval conditions.

If the lots are intended for:

- drilled well
- septic
- non-public utilities

the plat and supporting materials should clearly say so.

8. Wetlands / Floodplain / Site Constraints

Where applicable, plats should clearly identify relevant environmental constraints, including:

- wetlands
- watercourses
- streams
- swamps
- flood hazard areas
- wooded areas / significant trees
- other site features affecting development or subdivision design

If wetlands, floodplain, or other constraints affect the site, applicants should expect the City to condition approval so that any future development complies with all applicable agency permits.

9. Minor vs. Major Subdivision – Practical Breakdown

Minor Subdivision

Generally suited to simpler lot splits with limited or no infrastructure extensions.

Expect:

- sketch plat
- final plat
- SEQR
- county referral if applicable
- any required Health Department or other outside-agency signoff
- filing-ready final plat

Still must satisfy:

- Chapter 155 sketch plat requirements
- final plat endorsement requirements
- zoning lot size / frontage / yard compliance
- utility / access / environmental disclosure as applicable

Major Subdivision

Generally where complexity, infrastructure, roads, or broader design issues require more review.

Expect:

- sketch plat
- preliminary plat

- final plat
- possible construction plans
- more detailed engineering review
- stronger focus on roads, drainage, grading, utilities, parkland, and infrastructure

Preliminary plat stage becomes critical.

The preliminary plat is where the detailed note blocks, owner endorsement, chairman endorsement, lot numbering, utility approach, monument data, and lot-use identification must be locked down.

10. Zoning Dimensional Information

Subdivision approval under Chapter 155 does not waive zoning compliance. Proposed lots must comply with the applicable zoning district standards.

Applicants and consultants must check Chapter 190, Attachment 2 / Table B, and any other applicable bulk and dimensional standards for the district in question.

At a minimum, verify:

- minimum lot area
- minimum lot frontage
- required front yard
- required side yard(s)
- required rear yard
- any utility-dependent lot-size standards in residential districts

11. What the City Recommends Surveyors / Engineers Do Before Submission

Before a plat is submitted, the preparer should confirm:

- all Chapter 155 required elements for the applicable stage are shown
- all adjoining-owner information required by the code is included
- all easements / rights-of-way affecting the property are cited or shown
- all required notes and endorsement blocks are on the correct plat
- lot size / frontage / zoning notes are correct
- utility assumptions (public water / sewer vs. well / septic) are stated
- wetlands / floodplain / other constraints are disclosed where applicable
- the final plat is in a filing-ready format, not just a marked-up working sheet

12. Common Reasons Plats Get Delayed

- missing easement / right-of-way citations
- incomplete adjoining-owner information
- missing endorsement blocks
- no Health Department endorsement where required

- “preliminary” plat submitted as final without proper revision
- no lot numbering
- incomplete monument information
- zoning compliance not clearly demonstrated
- no utility / well / septic information
- environmental constraints only partly disclosed

13. Final Note to Applicants

Providing this handout to your surveyor or engineer does not guarantee approval. It is intended to help applicants submit a complete and code-compliant plat the first time.

All subdivision applications remain subject to:

- City review under Chapter 155
- SEQR
- zoning compliance under Chapter 190
- county referral where required
- any required outside-agency approvals
- conditions imposed by the Joint Zoning Board of Appeals / Planning Commission