



CITY OF ONEIDA
Department of Planning &
Development



PROCEDURE FOR REQUESTING SITE PLAN MODIFICATION

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
- fifteen (15) 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.