



CITY OF ONEIDA
Department of Planning &
Development



PROCEDURE FOR REQUESTING SITE PLAN REVIEW

City of Oneida – City Code Chapter 190

Site plan review within the City of Oneida is governed by Chapter 190 of the City Code. The following outlines the required process.

Step 1 – Pre-Application Conference (Required)

Before submitting a site plan 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 zoning compliance
- determine whether a **Conditional Use Permit is required**
- identify infrastructure and drainage requirements
- identify required studies or outside agency coordination
- determine whether the request is:
 - Site Plan Review
 - Site Plan Modification

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



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Step 2 – Submission of Site Plan Application

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

- completed Site Plan Application
- required application fee
- affidavit of property ownership
- fifteen (15) copies and one (1) digital copy of the site plan
- required SEQR forms
- any additional materials identified during pre-application

Site Plan Requirements

All site plans shall comply with applicable provisions of **Chapter 190 (Zoning)**, including site plan review standards, zoning requirements, and applicable design criteria.

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

It is the responsibility of the applicant and their consultant to ensure that all required:

- zoning compliance data
- parking calculations
- drainage and utility information
- site layout and dimensional data
- lighting, landscaping, and screening details

are fully shown on the submitted plans in accordance with Chapter 190.

Completeness Determination

Site plan 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 final approval



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The City reserves the right to require additional information necessary to determine compliance with Chapter 190.

Step 3 – Environmental Review (SEQR)

The applicant must submit required environmental assessment forms pursuant to SEQR.

The PCZBA will complete environmental review prior to taking action.

Step 4 – County Referral (If Required)

If the project 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 5 – Public Hearing (When Required)

A public hearing will be scheduled where required by Chapter 190.

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

Applicants or their representatives are expected to attend.

Step 6 – Decision

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

The Board may:

- approve
- approve with conditions
- deny



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All conditions of approval must be satisfied prior to issuance of permits.

Step 7 – Post-Approval Requirements

Following approval, the applicant must:

- submit final revised plans incorporating all conditions
- obtain all required outside agency approvals
- secure building permits from Code Enforcement

Appeals

Any person aggrieved may seek judicial review pu