

CITY OF ONEIDA
DEPARTMENT OF PLANNING AND DEVELOPMENT



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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