

**CITY OF ONEIDA**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT**



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

# 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