



# CONCEPT PLAN REQUIREMENTS

City of Oneida – Zoning Amendment Guidance  
Applicant / Surveyor / Engineer Submission Guide

## Important:

This handout must be provided to the applicant's licensed surveyor, engineer, and/or architect.

Concept plans are required to evaluate zoning amendment requests, including consistency with the Comprehensive Plan, potential impacts, and SEQR requirements.

This document is a guide. It does not replace or supersede the requirements of City Code or applicable law.

## 1. Purpose of a Concept Plan

A concept plan is intended to illustrate the **overall development approach** for a property proposed for rezoning.

The concept plan allows the City to evaluate:

- land use and development intensity
- general layout and design
- compatibility with surrounding properties
- access, circulation, and infrastructure
- environmental considerations

Concept plans are not required to be fully engineered or construction-ready.

## 2. Submission Package Basics

A concept plan submission must include:

- concept plan drawing (see Section 3)

- project narrative (see Section 4)
- zoning amendment application
- SEQR documentation (Short or Full EAF as required)
- any additional materials identified during pre-application

### 3. Concept Plan Drawing Requirements

Concept plans must be legible and drawn to scale. Plans may be prepared by a design professional where appropriate.

The plan must include, at minimum:

#### A. General Information

- project name and location
- tax parcel number(s)
- north arrow and scale
- date and revision dates

#### B. Property Information

- property boundaries
- total site acreage
- adjacent streets and access points
- surrounding land uses (general)

#### C. Proposed Development Layout

- approximate locations of:
  - buildings or building areas
  - lot layout (if applicable)
  - residential unit types (single-family, duplex, multifamily, etc.)
- general density (number of units, lots, or structures)

#### D. Access and Circulation

- proposed road layout
- points of ingress and egress
- internal circulation pattern (general)

#### E. Open Space and Buffers

- general location of open space areas

- recreation areas (if proposed)
- buffers between different uses or adjacent properties

## F. Stormwater and Environmental Features (Concept Level)

- general location of stormwater management areas
- known environmental features (if applicable), such as:
  - wetlands
  - streams
  - floodplains

## 4. Project Narrative Requirements

A written narrative must accompany the concept plan and include:

- description of the proposed development
- proposed uses
- total number of units or lots
- anticipated phasing (if applicable)
- general description of utilities (water, sewer, stormwater)
- discussion of how the project relates to surrounding land uses

## 5. Level of Detail

Concept plans are intended to be **conceptual in nature**.

The following are not required at this stage unless specifically requested:

- detailed grading plans
- full stormwater design
- photometric lighting plans
- final landscaping plans
- detailed utility design
- stamped construction drawings

## 6. Relationship to Site Plan Review

Approval of a zoning amendment does not constitute approval of a site plan.

If the zoning amendment is approved, the project may be required to undergo:

- Site Plan Review (Chapter 190)
- Subdivision Approval (Chapter 155), if applicable

- Conditional Use Permit review, if applicable

Full compliance with Site Plan Requirements will be required at that stage.

## 7. Common Concept Plan Issues

The most common issues that result in delays include:

- missing or unclear layout
- no indication of density or unit counts
- lack of access or circulation information
- no relationship shown to surrounding properties
- insufficient information for SEQR review

## 8. Final Note to Applicants

Providing this handout does not guarantee approval.

All zoning amendment requests remain subject to:

- review by the Planning Commission / Zoning Board of Appeals
- SEQR
- Common Council approval
- County referral (if applicable)