

CITY OF ONEIDA
DEPARTMENT OF PLANNING AND DEVELOPMENT



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

**APPLICATION FOR A SUBDIVISION
ADJUSTMENT**

FEE SCHEDULE:

Please make the check payable to the City of Oneida

- | | |
|--|---------------|
| <input type="checkbox"/> Sketch Plat | \$100 per lot |
| <input type="checkbox"/> Preliminary Plat | \$100 per lot |
| <input type="checkbox"/> Waiver of Subdivision | \$175 |
| <input type="checkbox"/> Amendment of Plat | \$200 |

FOR OFFICE USE:

Application Number: _____

Date of Public Hearing: _____

Date Received by Planning: _____

Date of Final Action _____

Action Filing Date _____

Approved Denied

Name of Proposed Development: _____

Location of Site: _____

Tax Map Number: _____

Current Zoning Classification: _____ **Ward:** _____

Applicant:

Name(Print): _____

Address: _____

Phone: _____

Email: _____

Plans Prepared By:

Name (Print): _____

Address: _____

Phone: _____

Email: _____

Signature of the Applicant Date

Property Owner (if different):

Name (Print): _____

Address: _____

Phone: _____

Email: _____

Property Owner Signature Date

Proposed Use(s) of Site:

Procedure for Requesting a Subdivision of Land

1. A Subdivision application may be obtained from the Planning Department. When the application is completed and returned, it will be reviewed by the Madison County Planning Department, if required by law, then referred to the Joint Zoning Board of Appeals/Planning Commission for determination.
2. A copy of the tax map showing the property in question and adjoining owners must be submitted with the application. This will be provided by the Assessor's Office or a Licensed Surveyor.
3. The application must be accompanied by a plat subject to Subdivision Specifications outlined in Chapter 155.
4. The subdivision will be classified as being a **Major** or **Minor** Subdivision as defined in §155-14. Upon Classification, the applicant must comply with the application procedures outlined in Chapter 155 Article III.
5. 1 Mylar Copy and 13 paper copies must be submitted to the Planning Director as well as 1 digital copy.
6. If the applicant is not the subject property owner, the owner must sign the application.
7. The applicant must conduct a SEQR review, where the action is classified as Type I, Type II, or Unlisted. This must be completed before the application will be acted upon by the Joint Zoning Board of Appeals/Planning Commission and the Madison County Planning Department if required by law.
8. The Joint Zoning Board of Appeals/Planning Commission will schedule a Public Hearing within a reasonable time. The Public Hearing Notice must appear in the newspaper at least five (5) days before the hearing.
9. Following the Public Hearing, the Joint Zoning Board of Appeals/Planning Commission reaches a decision and puts its decision in writing. The decision may be reached on the night of the public hearing or at a later date. However, the decision must be reached within thirty (30) days of the public hearing.
10. If a person wants to challenge the decision of the Joint Zoning Board of Appeals/Planning Commission, an application can be made to the State Supreme Court for relief by a proceeding under Article 78 of the civil practice law and rules. This action must be taken within thirty (30) days of the decision.
11. The Joint Zoning Board of Appeals/Planning Commission meets on the second Tuesday of each month. Applications must be submitted 19 calendar days prior to the meeting.

12. Applicants should attend the Joint Zoning Board of Appeals/Planning Commission meeting.
13. Upon approval it is the responsibility of the Applicant to file the final endorsed and approved Subdivision application with the Madison County Clerk within 62 days from the date of signature.