

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 CONDITIONAL USE PERMIT

Name of Proposed Development:

Location of Site:

Tax Map Number: _____

Current Zoning Classification: _____

Applicant:

Name: _____

Address: _____

Phone: _____

Owner (if different):

Name: _____

Address: _____

Phone: _____

Proposed Use(s) of Site:

Plot Plan: attach a copy of the parcel showing the dimensions of the lot, buildings, and required setbacks.

Signature of Applicant

Date

FOR OFFICE USE:

Application Number: _____

Date of Public Hearing: _____

Date Received by Planning: _____

Date of Final Action _____

Action Filing Date _____

☐ Approved ☐ Denied

Ward: _____

Conditional Use Permit Fee: \$150 Please make a check payable to the City of Oneida

Procedure for Requesting an Conditional Use Permit

1. Applications for a Conditional Use Permit may be obtained from the Planning Department. When the application is completed and returned, it will be reviewed by the Joint Zoning Board of Appeals/Planning Commission and, if required by law, the Madison County Planning Department, then referred to the Zoning Board of Appeals for final 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.
3. The application must be accompanied by a site plan showing all structures on the property, distances from the structures to the property lines and from each other, and the location and size of proposed signs.
4. If the applicant is not the owner of the subject property, the property owner must sign the application.
5. 14 paper copies must be submitted to the Planning Director as well as 1 digital copy of each plan.
6. 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.
7. 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.
8. 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.
9. 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.
10. Applicants should attend the Joint Zoning Board of Appeals/Planning Commission meeting.
11. A permit will be issued by the Code Enforcement Officer after an inspection of each building or lot for which a Conditional Use Permit has been approved. The Permit will be issued providing the use of the land or building complies with the Zoning Ordinance of the City of Oneida. 12. The approved Conditional Use Permit shall be sent to the County Clerk by the applicant for filing with the property deed within 30 days of the approval with proof filed with the City of Oneida's Department of Planning and Development.

*Do not submit informational only.