

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

Christopher N. Henry  
Director  
chenry@oneidacityny.gov



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

**APPLICATION FOR SITE PLAN  
MODIFICATION**

**Name of Proposed Development:**

\_\_\_\_\_

**Location of Site:**

\_\_\_\_\_

**Tax Map Number:** \_\_\_\_\_

**Current Zoning Classification:** \_\_\_\_\_

**Ward:** \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Applicant      Date

**Plans Prepared By:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner (if different):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Date of Site Plan Approval:** \_\_\_\_\_

\_\_\_\_\_  
Signature of the Owner      Date

**Modification Requested:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>FOR OFFICE USE:</b> Application Number: _____ Date of Public Hearing: _____ Date Received by Planning: _____ Date of Final Action _____ Action Filing Date _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied
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**Site Plan Mod Fee: \$100      Please make a check payable to the City of Oneida**

**City, County, State, and Federal Permits Needed** (list type and department/agency):

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**Total Site Area** (Square feet or acres): \_\_\_\_\_

**Anticipated Construction Time:** \_\_\_\_\_

**Will Development be Staged?** \_\_\_\_\_

**Current Condition of Site** (buildings, vacant, etc.):

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**Current Land Use of Site** (agricultural, commercial, undeveloped, etc.): \_\_\_\_\_

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**Estimated Cost of Proposed Improvements:** \$ \_\_\_\_\_

**Anticipated Increase in Residents, Employees, Customers/clients, etc.:** \_\_\_\_\_

**Describe proposed use, including primary and secondary uses, ground floor area, height, and the number of stories per building.** For residential structures, include a number of dwelling units by size (# bdrms), and number of parking spaces. For non-residential structures, include total floor area and total sales area, number of parking spaces. Use a separate sheet if needed.

*Continue to the next page for procedures->*

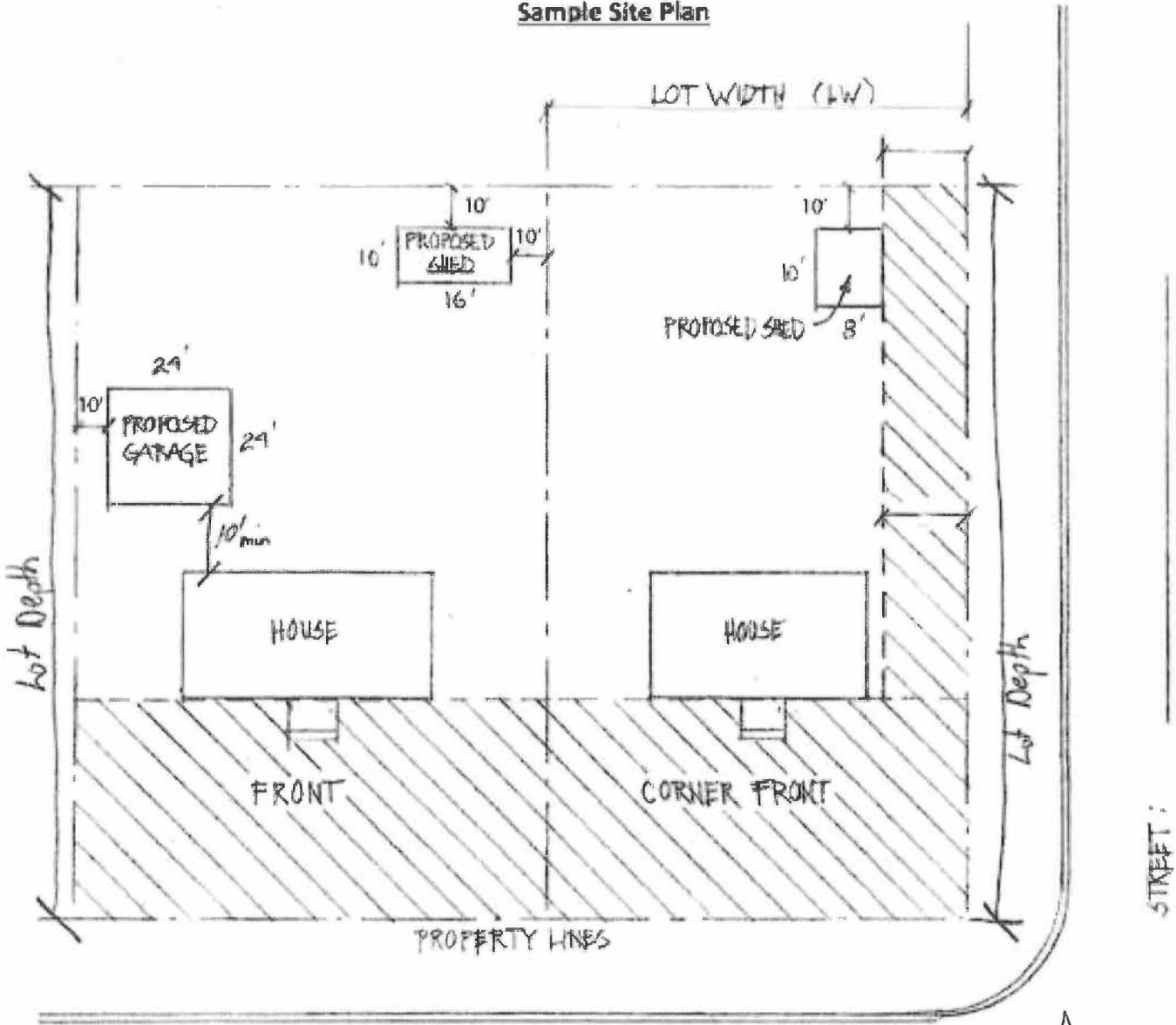
## Procedure for Requesting a Site Plan Modification

1. Applications for a Site Plan Modification 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. All applications **MUST** include the Combined Planning Commission/ ZBA Cover Sheet.
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 plan subject to the Site Plan Specifications outlined in Chapter 143.
4. 14 paper copies must be submitted to the Planning Director as well as 1 digital copy of each plan, which may be sent to [chenry@oneidacityny.gov](mailto:chenry@oneidacityny.gov)
5. If the applicant is not the subject property owner, the property owner must sign the application.
6. 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. Note: This may just require the original SEQR documentation to be submitted, whereupon the Board will make a determination regarding the status of SEQR.
7. Once a decision is reached the Joint Zoning Board of Appeals/Planning Commission will put it in writing.
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.

# CITY OF ONEIDA

Department of Planning and Development  
109 N. Main Street Oneida, NY 13421

## Sample Site Plan



Address: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

For Official Use Only:

Date Received: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

\*Do not submit informational only.

## **2024 PCZBA Schedule**

February – Meeting Date: February 13, 2024

Applications due: January 25, 2024

March – Meeting Date: March 12, 2024

Applications due: February 22, 2024

April – Meeting Date: April 9, 2024

Applications due: March 21, 2024

May – Meeting Date: May 14, 2024

Applications due: April 25, 2024

June – Meeting Date: June 11, 2024

Applications due: May 23, 2024

July – Meeting Date: July 9, 2024

Applications due: June 20, 2024

August – Meeting Date: August 13, 2024

Applications due: July 25, 2024

September – Meeting Date: September 10, 2024

Applications due: August 22, 2024

October – Meeting Date: October 08, 2024

Applications due: September 19, 2024

November – Meeting Date: November 12, 2024

Applications due: October 24, 2024

December – Meeting Date: December 10, 2024

Applications due: November 21, 2024

January 2024– Meeting Date: January 14, 2025

Applications due: December 19, 2024