

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 SITE PLAN
MODIFICATION**

Name of Proposed Development:

Location of Site:

Tax Map Number: _____

Current Zoning Classification: _____

Ward: _____

FOR OFFICE USE:

Application Number: _____

Date of Public Hearing: _____

Date Received by Planning: _____

Date of Final Action: _____

Action Filing Date: _____

☐ Approved ☐ Denied

Applicant:

Name: _____

Address: _____

Phone: _____

Email: _____

Plans Prepared By:

Name: _____

Address: _____

Phone: _____

Email: _____

Signature of the Applicant

Date

Owner (if different):

Name: _____

Address: _____

Phone: _____

Date of Site Plan Approval: _____

Signature of the Owner

Date

Modification Requested:

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):

Total Site Area (Square feet or acres): _____

Anticipated Construction Time: _____

Will Development be Staged? _____

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

Current Land Use of Site (agricultural, commercial, undeveloped, etc.): _____

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.

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Procedure for Requesting a Site Plan Modification

1. Applications for Site Plan Modification 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.
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.
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.

*Do not submit informational only.