

**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 REVIEW**

**Fee Schedule** (please make checks payable to City of Oneida)

- |   |         |
|---|---------|
| <input type="checkbox"/> Site Plan Review– 1,000 sq ft or less    | \$100   |
| <input type="checkbox"/> Site Plan Review– 1,001 to 5,000 sq ft   | \$150   |
| <input type="checkbox"/> Site Plan Review– 5,001 to 10,000 sq ft  | \$350   |
| <input type="checkbox"/> Site Plan Review– 10,001 sq ft or larger | \$1,100 |

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

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

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

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

**Plans Prepared By:**

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

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

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

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

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

\_\_\_\_\_  
Date

**Owner (if different):**

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

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

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

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

\_\_\_\_\_  
Date

**Proposed Use(s) of Site:**

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

**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, number of stories per building.** For residential structures, include number of dwelling units by size (# bdrms), number of parking spaces. For non-residential structures, include total floor area and total sales area, number of parking spaces. Use separate sheet if needed.

*Continue to the next page for procedures->*

### **Procedure for Requesting a Site Plan Review**

1. Applications for Site Plan 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 Specification 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.
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 by 19 calendar days prior to the meeting.
10. Applicants should attend the Joint Zoning Board of Appeals/Planning Commission meeting. Non-attendance could result in the application being tabled.

\*Do not submit informational only.