

CITY OF ONEIDA
DEPARTMENT OF PLANNING AND DEVELOPMENT

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Director
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Oneida, New York 13421
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APPLICATION FOR SITE PLAN REVIEW

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

- Site Plan Review– 1,000 sq ft or less \$100
- Site Plan Review– 1,001 to 5,000 sq ft \$150
- Site Plan Review– 5,001 to 10,000 sq ft \$350
- 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):

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, 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->

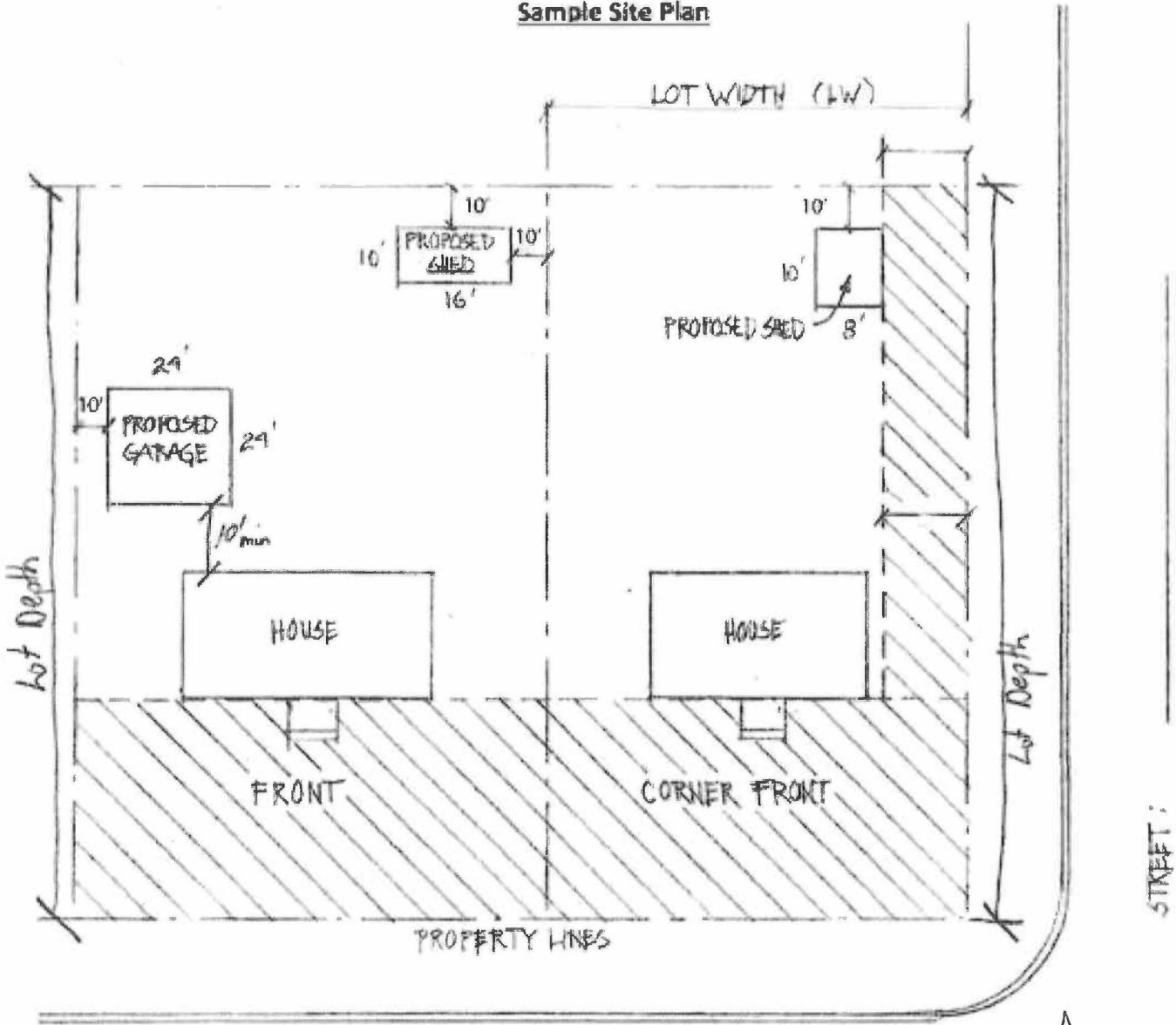
Procedure for Requesting a Site Plan Review

1. Applications for an Area Variance for Signage 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 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, which may be sent to 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.
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.

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