

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
Zoning Amendment**

Location of Proposed Amendment: _____

Tax Map Number: _____

Ward: _____

Current Zoning Classification: _____

Proposed Zoning: _____

FOR OFFICE USE:

Application Number: _____

Date of Public Hearing: _____

Date Received by Planning: _____

Date of Final Action: _____

Action Filing Date: _____

☐ Approved ☐ Denied

Applicant:

Name(Print): _____

Address: _____

Phone: _____

Email: _____

Plans Prepared By:

Name (Print): _____

Address: _____

Phone: _____

Email: _____

Signature of the Applicant

Date

Property Owner (if different):

Name (Print): _____

Address: _____

Phone: _____

Email: _____

Property Owner Signature

Date

Present Zoning: _____ Proposed Zoning: _____

Purpose for which the property is to be rezoned: _____

Zoning Amendment Fee: \$200 Please make check payable to City of Oneida

Date Modified 4/19/23

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Procedure for Requesting a Zoning Amendment

1. Attach a plot plan showing dimensions of lot, buildings, and yard requirements.
2. Attach a survey with a legal description of the area(s) where the Zoning Amendment may take place (if applicable, consult with the Planning Department).
3. Application must be accompanied by a letter of request addressed to the Mayor.
4. The applicant must be the owner of the property for which the request is being made.
5. 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.
6. The Common Council may on its own motion, on a petition, or on the recommendation of the Joint Zoning Board of Appeals/Planning Commission, amend regulations.
7. All proposed amendments originating by petition or by a motion of the Common Council shall be referred to the Joint Zoning Board of Appeals/Planning Commission which shall have 30 days to submit a recommendation. Failure of the Joint Zoning Board of Appeals/Planning Commission to report within the required time shall be deemed to constitute its recommendation for approval of the proposed amendment.
8. Before any amendment, there shall be a public notice and hearing as required by law.
9. After the public hearing and referral to and any report by the Joint Zoning Board of Appeals/Planning Commission and County Planning Board, a majority vote of the members of the Common Council shall be required to amend these regulations, except in the case of a protest petition as provided in § 83 of the General City Law.