

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

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

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

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

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**

## **Procedure for Requesting a Zoning Amendment**

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. Attach a plot plan showing dimensions of lot, buildings, and yard requirements.
3. 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).
4. Application must be accompanied by a letter of request addressed to the Mayor.
5. The applicant must be the owner of the property for which the request is being made.
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. 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.
8. 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.
9. Before any amendment, there shall be a public notice and hearing as required by law.
10. 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.

## **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