CITY OF ONEIDA
DEPARTMENT OF PLANNING AND DEVELOPMENT

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Director
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Project Location_____ Tax Map #_____

Applicant Name_____

Applicant Address (If Different): _____

Zone_____   Ward_____   File #_____

Area Variance Application Checklist of Documents

Applicant	**City**	**N/A**	
☐	☐	☐	Cover Sheet
☐	☐	☐	Area Variance Application (or Variance Signage App.)
☐	☐	☐	Codes Officer Denied Permit
☐	☐	☐	Location Map from Assessor
☐	☐	☐	Associated Fee(S)
☐	☐	☐	Site Map (This may be a sketch with Dimensions)
☐	☐	☐	Neighbor Statements (or proof contact was attempted)
☐	☐	☐	Photos or Drawings
☐	☐	☐	Other_____
☐	☐	☐	Other_____
☐	☐	☐	Other_____
☐	☐	☐	Other_____
☐	☐	☐	Other_____

Notes:

This is only a guide and may not reflect all that is required for your application. Further, Be sure to submit 14 printed copies and 1 Digital Copy to the Director of Planning and Development at 109 N. Main Street, Oneida 13421. Additional required items will be provided by the Director of Planning and Development.