

City of Oneonta, New York

New Business Zoning Review Form

A zoning review is required prior to opening a new business in the city of Oneonta. Please complete this form and return it to the Code Enforcement Office at your earliest convenience. Please note that the following may also be required prior to opening the business: building code review, site plan review, building permit, plumbing permit, special use permit, zoning variance, various inspections, certificate of occupancy, certificate of compliance, and/or additional information.

Date: _____

Business Address: _____

Business Name: _____

Business Owner's Name: _____

Signature: _____

Mailing Address: _____

Street

City

State

Zip Code

Day Phone: _____

Area Code

Extension

Building Owner's Name: _____

Day Phone: _____

Area Code

Extension

1. Describe the proposed business:

2. What are the days & hours of operation of this business?

3. How many employees, including you, will there be?

5. Will any goods be produced on the premises?

Yes No

If yes, what goods.

6. Is there an existing driveway and/or parking area at this premises?

Driveway: Yes No

Parking Area: Yes No

7. Do you intend to create a driveway and/or parking area at this premises?

Driveway: Yes No

Parking Area: Yes No

If yes, a site plan review is required.

8. Do you intend to make changes to an existing driveway and/or parking area at this premises?

Driveway: Yes No

Parking Area: Yes No

If yes, a site plan review is required.

9. Are you going to have a sign advertising your business?

Yes No

If yes, a sign permit is required.

THE FOLLOWING DRAWINGS ARE REQUIRED TO BE SUBMITTED WITH THIS FORM:

Drawings do not have to be done by a professional. They can be hand-drawn, but must be neat and legible. It is preferred that any drawings that are hand-drawn be done on graph paper, but are not required to be. The drawings do not have to be to scale, but all measurements must be noted. The drawings cannot be on paper that is smaller than 8½" x 11" or larger than 11" x 17". Do not put multiple drawings on one (1) page.

Site Plan:

One (1) drawing of the entire lot showing:

(a) the location of all buildings (including sheds, carports, etc), decks, fences, retaining walls, parking spaces, parking areas, driveways, maneuvering lanes, etc. (b) The size of all buildings, parking spaces, etc. (c) The distance from every property line to each building, parking spaces, etc.

Please note when measuring to a street, show the distance to the inside of the City sidewalk. If there is no City sidewalk, then measure to the City right-of-way. If you do not know where the right-of-way is, please contact the Engineering Department at 607-432-6465.

Building Footprint:

One (1) drawing of only the levels of the building where the business will be located showing:

- (a) What floor level it is.
- (b) What each room is used for.
- (c) What the length & width of each room are.
- (d) Where all the exits from each room are.
- (e) Where all the exits from that floor level are.

Building Elevation:

One (1) drawing of the only the sides of the building that involve the business where the business will be located showing:

- (a) What side of the building it is.
- (b) The location of all doors.
- (c) The location of all windows.
- (d) The location of all stairs.
- (e) The location of all decks/porches.
- (f) The location of all signs.

Please note that pictures of the building are acceptable in lieu of drawings.

FOR CODE ENFORCEMENT OFFICE USE ONLY:

Sign Permit Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Tax Map #:	_____
Site Plan Review Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Zoning District:	_____
Zoning Variance Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special Use Permit Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Approved By:	<input type="checkbox"/> CEO <input type="checkbox"/> Board