

City Of Oneonta
New Business / Home Occupation
Zoning Review Form

Code Enforcement Office
258 Main Street
Oneonta, New York 13820-2589
607-433-3435
607-432-0945 (fax)
codeenforcement@oneonta.ny.us (email)
www.oneonta.ny.us/codeenforcement

ONE (1) PROPERTY PER FORM

THERE IS NO FEE FOR THIS FORM

A zoning review is required prior to opening a new business or home occupation in the City of Oneonta. This includes, but is not limited to: (a) Changing the type of business. (b) Changing the business owner. (c) Changing from a residential use to a business use. (d) All types of daycares. Please complete this form and return it to the Code Enforcement Office at your earliest convenience.

Please note that the following may be required prior to opening the business: building code review, building permit, certificate of compliance, fire safety inspection, parking waiver, sign permit, site plan review, special extension of a non-conforming use, special use permit, zoning variance, and/or approval from the New York State Health Department.

Property Address: _____

Business Address: _____

Business Owner's Name: _____

Business Name: _____

Day Phone: _____

Email Address: _____

Mailing Address: _____

Street

City

State

Zip

Signature Date: _____

Signature: _____

Property Owner's Name: _____

Day Phone: _____

To ensure that all required documentation is submitted, please complete the following checklist:

- Answered all questions in part I of this form
- Answered all questions in part II of this form Not Applicable
- Plot plan drawing
- Interior building footprint drawing

PLEASE ANSWER THE FOLLOWING QUESTIONS

Part I: For all applications:

1. Describe the proposed business:

3. How many employees, including yourself will there be? _____

4. What is the area of the space that will be used for the business? _____ Square Feet

5. Will any items be produced on the premises? This does not include limited quantities of samples of specific goods available for sale, whether produced on the premises or elsewhere for customer viewing.

- Yes No

a. Please describe:

6. Will any construction work be done at this property? Yes No

If yes, a building permit application is required.

7. Will any plumbing or HVAC work be done at this property? Yes No

If yes, the work must be done by a person licensed by the City of Oneonta & a plumbing permit application is required.

8. Will any electrical work be done at this property? Yes No

If yes, the work must be done by a person licensed by the City of Oneonta & an inspection of the work by an inspector approved by the Code Enforcement Office is required.

9. Will signs &/or awnings be installed or replaced at this property?

- a. Signs: Yes No b. Awnings: Yes No

If yes, a Sign Permit Application &/or Awning Permit Application is required for each.

10. Is there existing on-site parking at this property?

- a. Driveway: Yes No b. Parking Lot: Yes No
c. Will the existing on-site parking be changed at this property? Yes No N A

If making changes, a Parking Area Zoning Review Form is required.

11. Will on-site parking be created at this property?

- a. Driveway: Yes No b. Parking Lot: Yes No

If yes, a Parking Area Zoning Review Form is required

Part II: For businesses located within a dwelling unit only. Not Applicable

1. How many dwelling units are there at this property? _____

2. Are there any other businesses, including daycares, located at this property? Yes No

a. Please describe:

3. Are there any uses located at this property not listed above? Yes No

a. Please describe:

4. What is the entire area of habitable space within this dwelling unit? _____ Square Feet

5. Are any of the employees *not* members of the household occupying this dwelling unit?

Yes No

a. How many are not members of the household? _____

6. When will the business be open? Not Applicable

a. Days: _____ b. Parking Lot: _____

7. Will any offensive noise, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare or other objectionable effects be produced by the business?

Yes No

a. Please describe:

8. Will the appearance of the structure be altered to cause the premises to differ from residential character? This does not include installing a sign.

Yes No

a. Please describe:

9. Will any activity within the residence be conducted in a manner which would cause the premises to differ from residential character?

Yes No

a. Please describe:

10. Will there be any outdoor activities associated with the business?

Yes No

a. Please describe:

11. Will there be any outdoor display of goods or storage of goods, equipment or material used in the business?

Yes No

a. Please describe:

12. Will there be any sale of goods at retail, except as a minor or subordinate part of a business used or except as a mail-order business?

Yes No

a. Please describe:

13. Non-Residential Zoning Districts: Will traffic be generated by the business in a volume that would create a need for parking greater than that which is consistent with the normal parking usage of the district?

Yes No Not Applicable

a. Please describe:

14. Residential Zoning Districts: Will traffic be generated by the business that is greater than that which is consistent with a 1-family dwelling?

Yes No Not Applicable

a. Please describe:

REQUIRED DRAWINGS

The drawings do not have to be done by a professional at this time but may be requested later. The drawings can be hand-drawn. It is preferred that any drawings that are hand-drawn be done on graph paper, but are not required to be. All drawings must meet the following criteria: (a) All drawings must include the property address, the title of the drawing, the date the drawing was made, and the name of the person who made the drawing. (b) Drawings must be done with a straight edge and to scale. The scale must be written on the drawing. (c) Multiple drawings cannot be on the same page. (d) Drawings cannot be on paper that is smaller than 8½" x 11". (e) Drawings done on paper larger than 8½" x 11" must also be provided in digital format (CD, email, etc). (f) See additional requirements below.

1. **Site Plan Drawing:**

- a. One (1) drawing of the entire property showing:
 - 1) The location and name of every street that borders the property.
 - 2) Buildings (including sheds, carports, decks, stairs, ramps, etc), pools, walkways, etc: The location, area, and distance to each property line.
 - 3) Parking areas (including parking spaces, driveways, and maneuvering lanes), fences, retaining walls, etc: The location, dimensions, and distance to each property line.
 - 4) Signs: The location and distance to each property line.
 - 5) Indicate on the drawing if any ground is covered by an impervious surface. An impervious surface is anything through which water cannot infiltrate. This includes, but is not limited to, asphalt driveways, walkways, and patios.

Please Note:

- 1) When measuring from a building (etc) 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.
- 2) A survey can be submitted in lieu of this drawing only if no changes have been made to the property since the survey was completed and no changes are proposed. A sheet of paper with any required information that is not listed on the survey must also be submitted.

2. **Interior Building Footprint:**

- a. For businesses within a dwelling unit only:
 - 1) One (1) drawing of each floor level of the building, including attics and cellars showing:
 - a) What floor level it is.
 - b) What each room is used for.
 - c) Where all the exits from each room and floor level are.
 - d) What the dimensions of each room are, including ceiling heights if sloped or less than 7'.
 - e) If the attic and/or cellar are finished and/or used for anything other than storage and/or utility purposes, please state that on the drawing.
- b. For all other businesses:
 - 1) One (1) drawing of each floor level of the building being used for the business including attics and cellars showing:
 - a) What floor level it is.
 - b) What each room is used for.
 - c) Where all the exits from each room and floor level are.
 - d) What the dimensions of each room are.

FOR CODE ENFORCEMENT OFFICE USE ONLY

Tax Map #: _____

Zoning District: _____

Does Comply With Zoning Code

Does Not Comply With Zoning Code

Building Permit: Required Not Required

Plumbing Permit: Required Not Required

Electrical Inspection: Required Not Required

Sign / Awning Permit: Required Not Required

Parking Review Form: Required Not Required

Board Review: Planning Commission

Meeting Date: _____

Zoning Board

Common Council

Not Required

New Business Zoning Review Form: Approved Denied Withdrawn By Applicant

SEQR Application: Approved Denied Not Required

Site Plan Review Application: Approved Denied Not Required

Special Use Permit Application: Approved Denied Not Required

Zoning Board of Appeals Application: Approved Denied Not Required

Date

Code Enforcement Officer Signature