

OCPB Referrable Actions Breakdown By Review Type

Action Type	GML 239 Referrable Action	Exempt from Review	Administrative Review	Onondaga County Planning Board Full Review
		<i>No County Action Necessary</i>	<i>Referral to County Planning for Staff Level Review</i>	<i>Referral to County Planning for full OCPB Review</i>
Area Variance	Residential front, side, or rear yard setbacks or lot depth (sole referrable action)	x		
	Building height (sole referrable action)	x		
	Residential accessory structures (sole referrable action)	x		
	Reduction in the number of parking spaces (sole referrable action)	x		
	Variances in combination with a related referral requiring Board review		x	
	Any other area variance		x	
Subdivision	Creation of up to 3 lots (sole referrable action)	x		
	Combination of lots (sole referrable action)	x		
	Lot line adjustments (sole referrable action)	x		
	Creation of 4-5 lots		x	
	Creation of 6 or more lots where each resulting lot is 10 acres or more		x	
	Creation of 6 or more lots where any resulting lot is less than 10 acres			x
	Subdivision actions in combination with a related referral requiring Board review			x
Special Permit or Site Plan	Co-location of telecommunication equipment and accessories on existing structures	x		
	Co-location of telecommunication equipment and accessories within prior established project boundaries		x	
	Façade or interior building modifications, not affecting square footage	x		
	Minor changes to an existing parking area not affecting square footage (restriping, installation of EV chargers, addition of up to 3 spaces)		x	
	Exterior changes limited to fencing		x	
	A change of tenant in an existing building (no other site changes)	x		
	Residential accessory structures	x		
	Commercial accessory structures (up to 1,000 sf)		x	
	On-premises signs (not requiring variance)	x		
	Off-premises signs (not requiring variance)		x	
	Residential accessory uses (including dwelling units and home occs)		x	
	All other special permits and site plans			x
	Site plans or special permit actions in combination with a related referral requiring Board review			x
Zoning Actions	Administration and fees	x		
	Interpretations of language	x		
	Moratoriums, and extensions thereto		x	
	Use variances			x
	Zone change			x
	All other zoning actions			x
Other	Plan amendment / adoption			x
	Map amendment / adoption			x
	Text or Local Law adoption			x

Please note, this table is an unofficial summary, refer to agreements/policies to make official determination.

Revised 12/2024

Notes

Exempt Actions

Per General Municipal Law, Sections 239-m and –n, the Onondaga County Planning Board may enter into an agreement with referring bodies, so that certain proposed actions of local concern are not subject to referral. The Onondaga County Legislature has authorized the County Executive to enter into such agreements with municipalities, originally in 1993 and later updated in 2022. To date, 33 of 35 municipalities have executed the new agreement. Contact OCDOP if you wish to verify your municipality has an agreement in place.

For municipalities with an active “Exemption Agreement” in place, the specific actions listed therein do not require any submission to the Onondaga County Planning Board. Local boards may proceed to act without County Planning Board review. (Please note, County Planning Board exemption does not exempt applicants from county and state agency consultation and permit requirements.)

Administrative Review

Per the Onondaga County Planning Board (OCPB) *Rules of Procedure and Referral Policy*, the OCPB may delegate review and recommendation on certain referral actions to the Director of the Onondaga County Department of Planning (OCDOP). These actions are generally routine in nature with minimal and/or well-understood intercommunity or countywide concerns.

The current list of Administrative Review actions may be found in the County Planning Board section of OCDOP’s website. This change does not require any change in submission procedure by municipalities – continue to submit actions using the OCPB referral form and instructions.

Administrative review recommendations are to be considered locally in the same fashion as would a full OCPB review.

Administrative Review

At any time, the Director of OCDOP may refer an administrative decision to the Board for their consideration. If the Director of OCDOP finds it necessary to recommend disapproval of an administrative review action, it shall be referred to the Board for a final recommendation.

Similarly, a referring municipality may also request a higher-level review than what is prescribed. For example, a local Board may request that a typically exempt action be reviewed as an Administrative Review or be reviewed by the full County Planning Board.

Concurrent Actions

With the exception of certain area variances, any action subject to administrative review that is directly related to, and received concurrently or contemporaneously with, another referral requiring Board review shall also be subject to full Board review.

Questions

Please contact OCDOP staff at (315) 435-2611 or countyplanning@ongov.net with any questions. Please also consult OCDOP’s website at ongov.net/planning for County Planning Board information, forms, instructions, and helpful links.