

Onondaga County Planning Board Review by Action 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		
	Variations 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		
	Facade or interior building modifications, not affecting square footage	X		
	A change of tenant in an existing building (no other site changes)	X		
	Residential accessory structures	X		
	On-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 or Map amendment / adoption			X
	Text or Local Law adoption			X

Note, this table is an unofficial summary. Refer to agreements/policies to make official determination. Municipalities may request Board review for any item.

Please contact SOCPA staff at (315) 435-2611 or countyplanning@ongov.net with any questions.

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. Previously adopted in 1993, and updated in 2022, the Onondaga County Legislature has authorized the County Executive to enter into such agreements with municipalities. To date, 33 of 35 municipalities have executed the new agreement. Contact SOCPA 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 Syracuse-Onondaga County Planning Agency (SOCPA). These actions are generally routine in nature with minimal and/or well-understood intercommunity or countywide concerns.

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

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

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

Informal Review

At any time, a referring municipality may request a higher-level review of individual projects. For example, a local Board may request informal SOCPA review, Administrative Review, or Full County Planning Board review of an exempt action.

Concurrent Actions

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