



Onondaga County Planning Board

J. Ryan McMahon, II
County Executive

Agency Contacts

Follow this guide to coordinating agency contacts and information related to your Onondaga County Planning Board case review.

TRANSPORTATION

Projects with frontage or access on a County or State-owned road should contact road owner(s) to review your development plans, prior to local approval.

[Highway Ownership Map of Onondaga County](#)

Applicants are encouraged to contact road owners as early in the planning process as possible to review plans for safety, road access, drainage, lighting, and any work being conducted within the public right-of-way. You are advised to contact DOTs before you finalize design plans that include houses/buildings, driveways, or septic system locations.

New York State Department of Transportation (NYSDOT) – Region 3

dot.ny.gov/permits

For commercial or large-scale residential projects of 5 or more units, contact the CNY Regional Office

For residential projects involving less than 5 units, contact your respective Area Transportation Maintenance Facility

Region 3 Office

Jeff Deep, Permit Engineer
(315)428-3233
jeffrey.deep@dot.ny.gov

Western Onondaga County

Chris Rafuse
(315)672-8151
christopher.rafuse@dot.ny.gov

Eastern Onondaga County

Kelly Billion
(315)458-1910
kelly.billion@dot.ny.gov

Onondaga County Department of Transportation (OCDOT)

ongov.net/dot/

General Questions

(315)435-3205
ongov.net/dot/contact.html

Access Permits and Right-of-Way Work Permits

highwaypermits@ongov.net
ongov.net/dot/permits

Sight Distance Review

For new access on a County-owned road, a sight distance check is required for each proposed access location, typically one per proposed lot. It is the property owner's responsibility to have their surveyor perform sight distance checks.

If submitted results are satisfactory, OCDOT will issue a letter indicating that future access will be granted. If the results are unsatisfactory, OCDOT will advise that revisions to the subdivision plan are required.

For lots subdivided after 9/2/1986, access can be denied if any new lots do not meet minimum sight distance requirements.

New York State Thruway Authority (NYSTA)

thruway.ny.gov

For projects abutting the NYS Thruway, or projects for which drainage or lighting may affect Thruway Authority owned lands, contact the local NYSTA office for project review and requirements.

NYSTA – Syracuse Office

Trevor Thieme
(315) 438-2384
trevor.thieme@thruway.ny.gov

WASTEWATER

Provisions for wastewater service, whether via local public sewers or a privately-owned individual septic system, are typically part of the development review process. Most municipal public sewers flow to County-owned regional treatment plants, where wastewater is treated and released.

Onondaga County Department of Water Environment Protection (WEP)

ongov.net/wep/connections

WEP oversees a variety of sewer-related reviews, permitting, and inspections, to ensure capacity, safety and efficiency in the wastewater system.

Capacity Assurance Review

WEP's Capacity Assurance Program evaluates requests for sewer service connections to ensure the sewer system can handle the additional flow of wastewater. Capacity Assurance reviews are required for all new lateral connections to existing sewer mains and for the re-use of existing laterals before they can be reviewed and approved by the Onondaga County Health Department and a permit for the work can be issued by WEP Plumbing Control.

An offset plan to address stormwater and groundwater inflow and infiltration may be required as a condition of approval.

Capacity Assurance Review, Sewer Extensions, Drainage Plan Reviews

[onondaga.gov/wep/connections/
capacityassurance@ongov.net](http://onondaga.gov/wep/connections/capacityassurance@ongov.net)

Plumbing Permits, Plan Reviews, Demolitions/Service Disconnects

[onondaga.gov/wep/plumbing-planreviews/
plumbingcontrol@ongov.net](http://onondaga.gov/wep/plumbing-planreviews/plumbingcontrol@ongov.net)

See website to schedule a Plan Review meeting

Industrial Permitting

[onondaga.gov/wep/industrial-permits-2/
plumbingcontrol@ongov.net](http://onondaga.gov/wep/industrial-permits-2/plumbingcontrol@ongov.net)



Onondaga County Health Department – Bureau of Public Health Engineering (OCHD)

onondaga.gov/health-env/

The Onondaga County Health Department – Bureau of Public Health Engineering provides various services related to the development process, including plan review and approval for public sewers, individual sewage disposal systems, realty subdivisions, and coordinates closely with the Plumbing Control Section of the Onondaga County Department of Water Environment Protection.

Bureau of Public Health Engineering

General Inquiries
(315)435-6600
PHEng@ongov.net

Septic Systems and Public Sewers

onondaga.gov/health-env/septic-systems/
PHEng@ongov.net

Subdivisions

onondaga.gov/health-env/subdivision/
PHESubdivision@ongov.net

Backflow Prevention / Water Supply

onondaga.gov/health-env/plan/
PHEBackflow@ongov.net

Subdivision Filing

The Onondaga County Health Department is required to review and stamp all filed subdivision maps. This review is to help ensure the responsible subdivision of land and subsequent construction with respect to sewage disposal and water supply, whether public or private.

Please note that a private sewage disposal system plan must be approved by the Onondaga County Health Department prior to subdivision approval for all newly proposed lots less than 5 acres in size and unable to connect to a public sewer system

Applicants should contact the Bureau as early in the planning stages as possible. The Bureau recommends **licensed land surveyors** email a copy of the proposed plan for review prior to preparing final plans for signature.

DRINKING WATER

Public drinking water service is provided by multiple municipal entities, such as the City of Syracuse, and some villages. Much of the metro area surrounding the City is served by the Onondaga County Water Authority (OCWA).

If your project is within the OCWA service area, applicants are advised to contact OCWA for:

- ✓ new drinking water service,
- ✓ changes in use of a building or parcel already connected to public water service, or
- ✓ anytime a water main, right-of-way or easement runs along or through the property.

Onondaga County Water Authority (OCWA)

ocwa.org

Engineering Department

(315)455-7061
sjdrake@ocwa.org



WETLANDS

Any proposed development in, placement of fill in, or drainage of a state and/or federal wetland or 100-foot state wetland buffer requires permits from the NYS Department of Environmental Conservation and/or the US Army Corps of Engineers.

Mapping Resource:
[NYS DEC Environmental Resource Mapper](#)

Federal Wetlands - US Army Corp of Engineers (USACE)

lrd.usace.army.mil/Bufalo-District
lrd.usace.army.mil/Wetlands-Permits/
(716)879-4410
LRBRegInquiries@usace.army.mil

NYS Wetlands – NYS Department of Environmental Conservation (NYSDEC)

dec.ny.gov/nature/waterbodies/wetlands/freshwater-wetlands-program
(315) 426-7438
dep.r7@dec.ny.gov

New York State Freshwater Wetlands **NEW Jurisdictional Determination Process**

A freshwater wetland Jurisdictional Determination (JD) is a formal assessment conducted by DEC to determine if an area meets the criteria for classification as a regulated freshwater wetland and/or adjacent area under the Freshwater Wetlands Act.

The full Jurisdictional Determination process typically involves up to three steps:

Step 1: Parcel Jurisdictional Determination

To determine whether a property includes regulated wetlands or regulated adjacent areas

Step 2: Wetland Delineation

If wetlands are identified, the wetlands must be mapped by the DEC or verified by the DEC (see alternate Consultant Option JD process)

Step 3: Project Jurisdictional Determination

A determination whether proposed development activity requires a permit

SKANEATELES WATERSHED

Skaneateles Lake is the primary public water supply source for the City of Syracuse and is unfiltered, requiring strict adherence to water quality protections on land in the watershed. For projects within the Skaneateles Lake Watershed, consult the [Skaneateles Lake Watershed Rules and Regulations](#) and contact:

City of Syracuse Department of Water Department

skanlakeinfo.org/

315-448-8372

[rabbott@syr.gov.net](mailto:rabbott@syr.gov)

[Skaneateles Lake Watershed Map Viewer](#)

FLOODPLAINS + FLOODWAYS

Flooding is a natural disaster that can cause widespread damage and disruption to communities. Local floodplain regulations may require avoidance of floodways and floodplains and/or elevation of structures above the base flood elevation line.

FEMA Floodplain

The 100-year floodplain, or Special Flood Hazard Area, has a 1% chance of experiencing a severe flood in any given year. Flood insurance is often required (for federally-backed mortgages) or advised for structures within a floodplain.

FEMA Floodway

The floodway represents the channel of a watercourse and adjacent land areas that must be kept free from development to ensure the flow of floodwaters. It is the most critical portion of the floodplain.

Federal Emergency Management Agency (FEMA)

fema.gov/floodplain-management

[FEMA Flood Map Service Center](#)

AGRICULTURAL DISTRICTS

In New York State, an Agricultural District is a designated area that consists mainly of viable agricultural land, aimed at promoting and protecting farming activities. These districts provide benefits and protections to farmers, helping to preserve agricultural land from development and restrictive local regulations.

NYS Department of Agriculture & Markets

agriculture.ny.gov/land-and-water/agricultural-districts

Onondaga County Planning - Ag Districts Administration

ongov.net/planning/agdist.html

(315)435-2812

agriculture@ongov.net

[Onondaga County Ag Mapper](#)

Various agricultural data layers, including District enrollment

Agricultural Data Statement

Per § 305-a of the New York State Agriculture and Markets Law, an Agricultural Data Statement is required for any application for a special use permit, site plan approval, use variance, or subdivision approval requiring municipal approval, and would occur on or within 500 feet of an active farm operation whose property is enrolled in a NYS Certified Agricultural District.

THREATENED + ENDANGERED SPECIES / NATURAL COMMUNITIES

The [Environmental Resource Mapper](#) may also indicate that a site may contain an animal or plant species, or associated habitat, listed by the state or federal government as threatened or endangered, or listed as a Significant Natural Community.

According to the NYS Department of Environmental Conservation (DEC), if the site is flagged as potentially containing a threatened or endangered species and/or associated habitat, and the project requires review under the State Environmental Quality Review Act (SEQRA), a request for a project screening should be submitted to the New York Natural Heritage Program or to the regional DEC Division of Environmental Permits office. A permit may be required when an activity is likely to cause direct harm to listed animals or is occurring in occupied habitat, and will result in adverse modification of that habitat.

Bats!

The federally endangered Indiana Bat and Northern Long-eared Bat are commonly flagged by the Environmental Resource Mapper for sites within Onondaga County.

Impacts to bat species are often associated with tree clearing. The NYSDEC has implemented tree cutting restrictions during the spring and summer months to protect the Indiana bat. These restrictions typically allow tree clearing only from November 1 to March 31, when bats are inactive and hibernating.

NY Department of Environmental Conservation

dec.ny.gov/nature/animals-fish-plants/biodiversity-species-conservation/endangered-species/regulations

DEC Region 7 – Division of Environmental Permits

(315)426-7438

dep.r7@dec.ny.gov

HISTORIC RESOURCES

The NY State Historic Preservation Office's (SHPO) archaeological site inventory, also found on the EAF Mapper, will indicate if a site, or portion of it, is located in or adjacent to an area designated as:

- sensitive for archaeological sites
- listed on the NYS or National Register of Historic Places
- nominated for listing on the NYS or National Register of Historic Places.

Projects using state or federal funding or utilizing state historic preservation tax credits are subject to review by the SHPO. Municipal State Environmental Quality Review (SEQR) processes will often trigger referral to the SHPO to determine if the project should be submitted to the Office for review.

NY State Historic Preservation Office (SHPO)

parks.ny.gov/preservation/resources/technical-review



PUBLIC TRANSIT

The Central New York Regional Transportation Authority (CENTRO) is the primary public transportation provider for Onondaga County. In addition to traditional bus routes throughout the region, CENTRO also operates Call-A-Bus service, shopper services and paratransit services for qualified seniors, persons with disabilities and rural residents.

CENTRO

centro.org

(315)442.3418

bdaiss@centro.org

CENTRO staff are available to coordinate with applicants and municipalities seeking to access transit services and provide site accommodations for transit users on their properties. On transit corridors, it is often suggested that pedestrian connections to bus stop facilities be considered, for the safety and convenience of employees and customers.

