



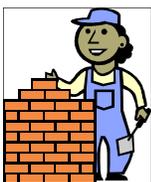
## Welcome to Oneida's Home Building Process

As a prospective home builder, an Environmental Impact Review is required to receive your Zoning permits. This review is an assessment of potential environmental impacts for a proposed development project, such as home construction, home additions, etc, before construction begins.

The following steps will guide you through the environmental clearance process:



1. Go to the Zoning Department (N7332 Water Circle Place) with your plans and submit your information. Zoning staff will guide you through the permit process and assure all the required information is included.
2. Fill out the Environmental Impact Review Request form as completely as possible and submit to the Environmental, Health & Safety Department located at 3759 W. Mason Street, Suite 5. At this time you can meet with an Environmental Specialist who can go over your plan to be sure all the information needed is included.
3. If you haven't already, stop by the Cultural Heritage Department (3703 Hillcrest Dr) to start that clearance process as well. Their clearance is required as part of the Environmental Review so it's important to apply as soon as possible.
4. Depending on the size of your project and how complex it is, your review may take between 30-90 days.
5. Once completed, a copy of the review will be sent to you by mail, and to the Zoning Department. The Zoning Department needs this review to issue the permit.



We want this time of your life to be exciting and fun, so at any time during the process, you are welcome to call or visit to ask any questions or learn the status of your review.

**Please call us for more information:**  
Bill Koonz at (920) 496-5350 or Lisa Miotke at (920) 496-5353