



## DEVELOPMENT PERMIT APPLICATION

*This is NOT a Building Permit, but is a requirement for an application to Newton County for the appropriate required Building Permit. All items must be completed, or marked N/A. See attached Checklist. Completed form to be submitted 10 days before next meeting of Planning Commission.*

### GENERAL INFORMATION

Name of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone # (s) of Applicant: \_\_\_\_\_

Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): \_\_\_\_\_

Owner of above location(s): \_\_\_\_\_

Name of General Contractor (if different from Applicant): \_\_\_\_\_

Type of work:    \_\_\_New building \_\_\_Addition \_\_\_Alteration \_\_\_Renovation \_\_\_Repair \_\_\_Moving  
                  \_\_\_Land Disturbance \_\_\_Demolition \_\_\_Other

Type of dwelling:   \_\_\_Single Family \_\_\_Multi-family \_\_\_ Included Apartment   Number of units: \_\_\_

Briefly describe the proposed work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does the proposed work change the footprint (ground outline), of any existing structures or add structure(s)? \_\_\_ NO \_\_\_ YES  
**If "No" is checked; no further information is required, and the City Clerk can approve this document.**

If "Yes" is checked, list additions to: Heated Sq.ft. \_\_\_ Unheated Sq.ft. \_\_\_ Garage Sq.ft. \_\_\_ New Sq.ft. \_\_\_  
Is the above lot in the Special Flood Hazard Area on FEMA's Flood Insurance Rate Map? \_\_\_Yes \_\_\_ No

### ZONING DISTRICT (the setback requirements and the zoning map are available from the City Clerk)

Zoning District \_\_\_\_\_

Setback requirements:

Front setback \_\_\_\_\_ ft. Side setback \_\_\_\_\_ ft. Rear setback \_\_\_\_\_ ft.

Minimum required lot width at building line \_\_\_\_\_ ft.

### MECHANICAL INFORMATION

A) Sewerage (if plumbing is included in proposed work): \_\_\_ City Sewer \_\_\_ Septic Is this a change? \_\_\_ Yes \_\_\_ No  
If so, describe (use additional pages as required): \_\_\_\_\_

B) Water Supply (if plumbing is included in proposed work): \_\_\_ City Water \_\_\_ Well Is this a change? \_\_\_ Yes \_\_\_ No  
If so, describe: \_\_\_\_\_

C) Number of Baths (if plumbing is included in proposed work): \_\_\_ Full \_\_\_ Half Is this a change? \_\_\_ Yes \_\_\_ No  
If so, describe: \_\_\_\_\_

D) Heating: (if HVAC is included in proposed work): \_\_\_ Electric \_\_\_ Gas \_\_\_ Oil \_\_\_ Propane \_\_\_ Other  
Is this a change? \_\_\_ Yes \_\_\_ No If so, describe: \_\_\_\_\_



# CITY OF OXFORD

## Checklist Applying for a Development Permit

1. Obtain a Development Permit Application from the City Clerk's office.
2. Complete the Application and attach a site plan (either drawn by a professional or sketched on graph paper) with dimensions showing:
  - Shape, size and location of the lot.
  - Shape, size, height, use and location of the buildings to be erected, constructed, altered or moved, as well as any building(s) already existing on this building lot.
  - Indicate how many dwelling units the building(s) are designed to accommodate.
  - Setback lines from adjoining streets and lots.
3. Submit the completed Application to the City Clerk's office.
4. All corners of the lot and any proposed building must be clearly staked out on the ground.
5. The City Clerk will give the application to the Zoning Administrator to review and to schedule a review by the Planning Commission. If the application does not change the footprint of the structure then it can be approved by the Zoning Administrator or the City Clerk. If it does change the footprint, it will be scheduled for review at a meeting of the Planning Commission.
6. The regular meetings of the Planning Commission are on the second Tuesday of each month at 7 PM. The applicant will be notified when the application is scheduled for review. The Planning Commission will not review the application unless the applicant or a representative is present at the meeting. A picture or diagram of what is proposed will help the Planning Commission review the request.
7. If the application is approved, an approved copy will be given to the applicant by the Planning Commission.
8. The Newton County Building Inspection Department is responsible for issuing the Building Permit and collecting any required fees. A copy of the approved Development Permit is required before a Building Permit can be issued. The applicant should contact the Newton County Building Inspection Department to determine if a building permit and inspections are required.

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The foregoing checklist is a brief summary and does not modify or amend the Oxford Zoning Ordinance. See Section 40-841 of the Oxford Zoning Ordinance for a detailed description of the process for applying for a development permit and building permit.