

# OXFORD PLANNING COMMISSION

## AGENDA

**May 10, 2022 – 7:00 PM**

**Meeting Held at Oxford City Hall – 110 W. Clark Street, Oxford, GA**

1. **Opening** – Jonathan Eady, Chair
2. **\*Minutes** – Please consider for approval the March 8, 2022 and April 12, 2022 Planning Commission Minutes.
3. **\*908 Emory Street** – Development Permit Application for Remodel
4. **\*909 Hull Street** – Development Permit Application for House Demolition
5. **\*314 Stone Street** – Development Permit Application for a Shed
6. **Other Business**
7. **Adjournment**

**\* Attachments**

## OXFORD PLANNING COMMISSION

Minutes – March 8, 2022

**DRAFT**

Via Zoom

**MEMBERS:** Jonathan Eady, Chair; Zach May, Vice Chair; Juanita Carson, Secretary; Mary Glen Landt, and Jeremy Baker.

**STAFF:** Bill Andrew, Zoning Administrator

**GUESTS:** Daphine Gresham (representing 908 Emory Street Renovations) and Adam, Stephanie Lowe (representing 906 Asbury Street Renovation), and Lannie Green (representing Verizon for the Coke Street Water Tower Antenna Improvements)

**OPENING:** At 7:01 PM, Mr. Eady called the meeting to order and welcomed the guests.

**MINUTES:** The minutes for the February 8, 2022 Planning Commission Minutes were reviewed.

*Upon the motion to approve by Ms. Landt and seconded by Mr. May, the vote was 5 – 0 to approve the minutes as presented.*

**1026 Emory Street Development Permit Application for Driveway Improvements** – The applicant, Mr. McQuaid, was not present but the application was simply for the resurfacing of a gravel driveway. Mr. Eady asked the Planning Commission if they were amenable to review the application without Mr. McQuaide and they agreed to do so. All members agreed to approve the application.

*Upon the motion by Ms. Landt to approve the Development Permit Application for Driveway Resurfacing and seconded by Ms. Carson, the vote was 5-0 in favor. Mr. Andrew was authorized to sign the DPA on behalf of the Planning Commission.*

**Adam and Stephanie Lowe spoke for the Development Permit Application for an interior renovation and addition at 906 Asbury Street:** Mr. Eady found the application to be complete but was concerned about the number of feet the corner of the existing house was from the property line. Mr. Andrew indicated he had measured the area with a tape and estimated the distance to be 7-feet.

It was agreed that the setback requirement is not met with the current home and so it is an existing non-conforming use, within 5 to 10 feet of the property line. The proposed addition is designed with an inset so it will stay within the existing plane and will not come any further out of compliance. The Commission determined the addition is in compliance with the Code.

*Upon the motion by Ms. Carson to approve the Development Permit Application for interior renovation and the addition and seconded by Ms. Landt, the vote was 5-0 in favor. Mr. Andrew was authorized to sign the DPA on behalf of the Planning Commission.*

**Lannie Green represented Verizon Wireless for their Coke Street Water Tower Antenna Improvements:** The new antennas will be no more visible than the current structures on the

Water Tower and are designed to improve 5G service for Verizon customers. There will be no work on the ground.

*Upon the motion by Ms. Landt to approve the Development Permit Application for antenna upgrades on the Coke Street water tower by Verizon and seconded by Mr. Baker, the vote was 5-0 in favor. Mr. Andrew was authorized to sign the DPA on behalf of the Planning Commission*

**Daphne Gresham, Office Manager, representing Neptune Capital, the owner of the property (908 Emory Street):** Ms. Gresham is making a request on the behalf of the owner, Neptune Capital, to approve a Development Permit Application for an extensive renovation of the single-family home at 908 Emory Street.

Mr. Eady indicated that the map/layout of the property and how it is depicting the home is not clear and readable. Mr. Andrew informed the Commission that an edit of the last meeting's tape was sent to Ms. Gresham and the contractor, Mr. Hoge, so they may know exactly what was needed to improve the application.

Without a proper map, the Commission is impaired in making a decision as to the actual extent of the obvious non-conforming use. The other issue is the cost of the project in relation to the value of the property. Ms. Gresham indicated the total cost of the project is \$45,000.

Mr. Eady indicated there is a need for a scalable drawing showing the structure relative to the property lines. Mr. Eady asked Mr. Andrew if he had been to the property and was able to determine the location of the property line. Mr. Andrew indicated he had been on the property, but he had not been able to definitively determine the property line. However, it appears the northern side of the home may be encroaching on the property line.

Mr. Eady reiterated that the goal of the Commission was to allow property owners to use their property how they want to use it, with the caveat that we all reasonably need an understanding how the use conforms with the Code. In this case, it is not possible to ascertain the location of the house in relation to the property lines.

The Planning Commission requested a more comprehensive scope of the renovation (particularly the electrical information) and a more understandable map with more clarity on the dimensions of the property and the situation of the structure in relation to the property lines. Mr. Andrew will be asking Bureau Veritas what will be needed from the applicant to issue the relevant permits. Mr. Eady asked that the property be staked to illustrate the boundaries of the property.

Ms. Gresham indicated they would work to comply with these requests for more information.

#### **OTHER BUSINESS:**

- a. **Status of Amendments to Chapter 40 of the City's zoning ordinances:** Mr. Eady indicated he had some language on code changes for non-conforming use that he was prepared to hand off to Mr. Andrew to present to the Mayor and Council for adoption. In terms of the Development Permit Application, Mr. Eady is continuing to work on language that would carve out exceptions for the need for a Development Permit Application but would still require a Building Permit.

- b. **Consideration of National Green Building Standards (NGBS) for the Oxford Building Code:** Mr. Eady had printed out the 300-page NGBS code but had not gone through it in detail. He asked if Bureau Veritas might be able to provide us with information on how renovation would be impacted and if we could get a synopsis of the NGBS. It was asked if Bureau Veritas could come to the next Commission meeting or provide a summary to explain the potential impact of NGBS on new construction and renovation.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 8:04 PM.

Submitted by:

Bill Andrew, Zoning Administrator

## OXFORD PLANNING COMMISSION

Minutes – April 12, 2022

**DRAFT**

Via Zoom

**MEMBERS:** Jonathan Eady, Chair; Juanita Carson, Secretary; Mike McQuaide, Mary Glen Landt, and Jeremy Baker.

**STAFF:** Bill Andrew, Zoning Administrator

**GUESTS:** Stephen Bennett (representing 808 Emory Street Development Permit Application for a fence installation).

**OPENING:** At 7:01 PM, Mr. Eady called the meeting to order and welcomed our guest.

**MINUTES:** The minutes for the March 8, 2022 Planning Commission Minutes were reviewed with two edits suggested by Mr. Eady. The edits were agreed to by Mr. Andrew and the Planning Commission.

*The Planning Commission neglected entertain a motion to pass the minutes and so they will be brought forth for a vote at the next meeting.*

**Mr. Stephen Bennett represented the Development Permit Application for Fence Installation at 808 Emory Street** – Mr. Bennett confirmed the entire fence will be behind the home. Further, Mr. Bennett indicated both sides of the backyard will utilize a privacy fence with a six-foot height and the back fence will have a cross buck style at a five-foot height. Mr. Bennett also described the three gates as detailed within the application. All members agreed to approve the application.

*Upon the motion by Ms. Carson to approve the Development Permit Application for a Fence Installation at 808 Emory Street and seconded by Ms. Landt, the vote was 5-0 in favor. Mr. Andrew was authorized to sign the DPA on behalf of the Planning Commission.*

### **OTHER BUSINESS:**

- a. **Consideration of National Green Building Standards (NGBS) for the Oxford Building Code:** Mr. Eady led a discussion on the NGBS synopsis and NGBS Standards. The Planning Commission had several questions for Bureau Veritas which Mr. Andrew will pass along. The next step is to have Mr. Hal Chitwood from Bureau Veritas come to a meeting to discuss what would be required for the implementation of NGBS.
- b. **Status of Amendments to Chapter 40 of the City's zoning ordinances:** Mr. Eady indicated he had some language on code changes for non-conforming use and development permit applications that he would circulate to the Planning Commission for further consideration.

**ADJOURNMENT:** Mr. Eady adjourned the meeting at 7:53 PM.

Submitted by:

Bill Andrew, Zoning Administrator



# DEVELOPMENT PERMIT APPLICATION

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

## GENERAL INFORMATION

Name of Applicant: JOHN KNIGHT Date of Application: 5-3-2022  
Address of Applicant: 1501 AMBER STAMP STUDDARD RD SOCIAL CIRCLE, GA, 30025  
Telephone # (s) of Applicant: 770464 4549  
Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): 908 EMORY STREET OXFORD, GA

Owner of above location(s): SALEHA HOLDINGS, LLC  
Name of General Contractor (if different from Applicant): JERRY LYNN GOLD SMITH

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: ALL INTERIOR WORK ON EXISTING FOOTPRINT  
INTERIOR RENOVATION - INTERIOR ELEC. MECA - REROOF -  
INTERIOR + EXTERIOR PAINT - INTERIOR SHEETROCK - NEW  
FIXTURES + LIGHTS - BATHROOM - TOTAL RENOVATION

Does the proposed work change the footprint (ground outline) of any existing structures?  YES  NO

Does the proposed work add a structure(s)?  YES  NO THE PROPOSED WORK IS OVER THE BLUEPRINT OF THE EXISTING BLOCK WALL AS SHOWN ON PLAN

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  
(Map available from City Clerk)

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

Zoning District R20

Setback Requirements:

Front setback 50 ft. Side setback 15 ft. Rear setback 30 ft.

Minimum required lot width at building line 100 ft.

## MECHANICAL INFORMATION

 (if utility work is included in the proposed work)

- A) Sewerage: Is there a change?  Yes  No  City Sewer  Septic If so, describe:
- B) Water Supply: Is there a change?  Yes  No  City Water  Well If so, describe:
- C) Number of Restrooms (Commercial): Is there a change?  Yes  No  Full  Half If so, describe:
- D) Number of Baths (Residential): Is there a change?  Yes  No 2 Full  Half If so, describe:
- E) Heating: Is there a change?  Yes  No  Electric  Gas  Oil  Propane  Other If so, describe:
- F) Electrical: 25 number of outlets

**STRUCTURAL INFORMATION**

Type of Foundation: Moveable  Pier & Footer  Slab on grade  Basement  Other

Type of Construction:  Frame  Masonry  Structural Insulated Panel  Insulated Concrete Form  
 Panelized  Industrialized  Manufactured

**SITE PLAN DRAWINGS (required for changes to the footprint of existing structures)**

- A) Attach an accurate scale drawing or copy of official plat showing shape, size, dimensions, and location of the lot. Note the Zoning District on all drawings.
- B) Show the applicable minimum setback lines on all drawings, and the dimensions from the existing and proposed structure(s) to the lot lines.
- C) Attach a dimensioned drawing, showing the location of any proposed work that changes, or adds to the footprint of any structure(s) on the site.
- D) The following dimensions below **MUST** be included on the drawings:  
Width of lot at proposed work location \_\_\_ feet      Width of new work \_\_\_ feet  
Depth of lot at proposed work location \_\_\_ feet      Length of new work \_\_\_ feet  
Height of new work \_\_\_ feet (the maximum habitable area is 35' above grade for R districts; 45' in PI districts)

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW IT TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THE TYPE OF WORK WILL BE FOLLOWED. GRANTING OF PLANNING APPROVAL DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL ORDINANCE OR REGULATION REGARDING CONSTRUCTION, OR THE PERFORMANCE OF CONSTRUCTION.

*I AM ONLY THE SURVEYOR AND CANNOT KNOW THAT ALL THE PROVISIONS AND LAWS WILL BE FOLLOWED I AM NOT PART OF THE ACTUAL CONSTRUCTION*

Signature of Applicant \_\_\_\_\_

----- OFFICIAL USE ONLY -----

**DEVELOPMENT PERMIT**

Date Received by Zoning Administrator: 5/4/2022  
Date Reviewed by the Planning Commission: \_\_\_\_\_

The proposed work contemplated by this application meets the appropriate development standards for the Zoning District noted above. **This is not a building permit in Oxford.**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
                Planning Commission

Development approval is hereby issued, and the applicant is authorized to apply for a building permit with the City of Oxford Building Inspector. **This Development Approval expires six months from the date issued.**

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_  
                Zoning Administrator

NOTE: This document must be accompanied by all supporting documentation, also signed by the Planning Commission, for consideration by the City of Oxford Building Inspector for a building permit.  
(Form October, 2018)



# 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.
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 City of Oxford 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 city's Zoning Administrator (770-786-7004) to determine if a building permit and inspections are required. If a building permit is required, the applicant should bring the approved Development Permit to City Hall to exchange for the necessary building permit(s), and to schedule the inspection.

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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.



**SPALDING COUNTY COMMISSIONERS OFFICE  
P.O BOX 1087  
GRIFFIN, GA. 30224**

**2022 SPALDING COUNTY BUSINESS REGISTRATION**

<b><u>NAME OF BUSINESS</u></b>	JLG CLEANING & CONSTRUCTION, LLC	<b><u>DBA</u></b>		<b><u>REGISTRATION NO.</u></b>	22623
<b><u>PHYSICAL ADDRESS</u></b>	1302 GREENBRIAR DRIVE	GRIFFIN	GA 30223	<b><u>DATE FILED</u></b>	12/27/2021
<b><u>TYPE OF BUSINESS</u></b>	CLEANING AND CONSTRUCTION-HOME OFFICE ONLY			<b><u>DATE ISSUED</u></b>	12/28/2021
	JLG CLEANING & CONSTRUCTION, LLC			<b><u>SIC</u></b>	236115
	1302 GREENBRIAR DRIVE			<b><u>ZONING</u></b>	R1
	GRIFFIN	GA	30223	<b><u>ISSUED BY</u></b>	TSHACKELFORD
<b><u>OWNER/AGENT</u></b>	JERRY L GOLDSMITH				
<b><u>BUSINESS PHONE</u></b>	(678) 770-0034				
<b><u>HOME PHONE</u></b>	-				

UNINCORPORATED SPALDING COUNTY, GEORGIA FOR THE PERIOD OF 01/01/2022 TO 12/31/2022

THIS CERTIFICATE IS NOT TRANSFERABLE AND MUST BE POSTED IN A CONSPICUOUS PLACE

**IMPORTANT INFORMATION**

- Detach and display certificate conspicuously at the place of business for which issued.
- This certificate is not transferable. Any change in ownership must be made in person.
- A change in location and/or nature of business will require additional approval by the Community Development Department.

**\*\*\*2023 RENEWALS ARE DUE THIS YEAR ON OCTOBER 1ST, 2022\*\*\*  
PENALTIES ASSESSED AFTER DECEMBER 31ST**

Contact Spalding County Community Development for additional information (770) 467-4208

<b>YEAR</b>	<b>TAX</b>	<b>\$</b>	<b>-</b>
<b>2022</b>	<b>FEE</b>	<b>\$</b>	<b>50.00</b>
<b>DATE PAID</b>	<b>PENALTY</b>	<b>\$</b>	<b>-</b>
<b>12/27/2021</b>	<b>INTEREST</b>	<b>\$</b>	<b>-</b>
<b>PAID BY</b>	<b>SITE INSPECTION</b>	<b>\$</b>	<b>-</b>
<b>JERRY L GOLDSMITH</b>	<b>TOTAL</b>	<b>\$</b>	<b>50.00</b>



**STATE OF GEORGIA**  
**BRAD RAFFENSPERGER, Secretary of State**  
 Georgia State Licensing Board for Residential and General Contractors  
 LICENSE NO. **RBI000898**  
 Jerry Lynn Goldsmith

1302 Greenbriar Drive  
 Griffin GA 30223

**Residential Basic Individual**

EXP DATE - 06/30/2022 Status: Active  
 Issue Date: 04/22/2008

A pocket-sized license card is below. Above is an enlarged copy of your pocket card.

Please make note of the expiration date on your license. It is your responsibility to renew your license before it expires. Please notify the Board if you have a change of address.

Wall certificates suitable for framing are available at cost, see board fee schedule. To order a wall certificate, please order from the web site – [www.sos.state.ga.us/plb](http://www.sos.state.ga.us/plb).

Please refer to Board Rules for any continuing education requirements your profession may require.

Georgia State Board of Professional Licensing  
 237 Coliseum Drive  
 Macon GA 31217  
 Phone: (844) 753-7825  
[www.sos.state.ga.us/plb](http://www.sos.state.ga.us/plb)

Jerry Lynn Goldsmith  
 1302 Greenbriar Drive  
 Griffin GA 30223



**STATE OF GEORGIA**  
**BRAD RAFFENSPERGER, Secretary of State**  
 Georgia State Licensing Board for Residential and General  
 Contractors

License No. **RBI000898**  
 Jerry Lynn Goldsmith

1302 Greenbriar Drive  
 Griffin GA 30223

**Residential Basic Individual**

EXP DATE - 06/30/2022 Status: Active  
 Issue Date: 04/22/2008

# 908 Emory Street

Current Construction is Under a Stop Work Order



City Hall (For Reference)

908  
Emory  
Street -  
Property  
Location

126.22 ft side yard

45.52 ft back yard



908 Emory Street – Approx. .18 acres or 7,954 sf

# Front of the House from Emory Street



# Side and Rear of house from the North





# Rear and Detail of Electrical Work



# Temporary Construction Water Tap





## DEVELOPMENT PERMIT APPLICATION

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### GENERAL INFORMATION

Name of Applicant: Barbara A. Flanigan Date of Application: April 13, 2022

Address of Applicant: 1917 Wedgewood Drive, Stone Mountain, GA 30088

Telephone # (s) of Applicant: (404)234-7667

Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): 909 Hull Street, Oxford, GA 30054

Owner of above location(s): Barbara A. Flanigan

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: The house must be demolished.

Does the proposed work change the footprint (ground outline) of any existing structures?  YES  NO

Does the proposed work add a structure(s)?  YES  NO

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 (Map available from City Clerk)

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

Zoning District Rural Residential

Setback Requirements:

Front setback 50 ft. Side setback 15 ft. Rear setback 30 ft.

Minimum required lot width at building line 150 ft.

**MECHANICAL INFORMATION** (if utility work is included in the proposed work)

A) Sewerage: Is there a change?  Yes  No  City Sewer  Septic If so, describe: \_\_\_\_\_

B) Water Supply: Is there a change?  Yes  No  City Water  Well If so, describe: \_\_\_\_\_

C) Number of Restrooms (Commercial): Is there a change?  Yes  No 0 Full 0 Half If so, describe: \_\_\_\_\_

D) Number of Baths (Residential): Is there a change?  Yes  No 0 Full 0 Half If so, describe: \_\_\_\_\_

E) Heating: Is there a change?  Yes  No  Electric  Gas  Oil  Propane  Other If so, describe: \_\_\_\_\_

F) Electrical:      number of outlets

**STRUCTURAL INFORMATION**

Type of Foundation:  Moveable  Pier & Footer  Slab on grade  Basement  Other

Type of Construction:  Frame  Masonry  Structural Insulated Panel  Insulated Concrete Form  
 Panelized  Industrialized  Manufactured

**SITE PLAN DRAWINGS (required for changes to the footprint of existing structures)**

- A) Attach an accurate scale drawing or copy of official plat showing shape, size, dimensions, and location of the lot. Note the Zoning District on all drawings.
- B) Show the applicable minimum setback lines on all drawings, and the dimensions from the existing and proposed structure(s) to the lot lines.
- C) Attach a dimensioned drawing, showing the location of any proposed work that changes, or adds to the footprint of any structure(s) on the site.
- D) The following dimensions below **MUST** be included on the drawings:  
 Width of lot at proposed work location \_\_\_ feet      Width of new work \_\_\_ feet  
 Depth of lot at proposed work location \_\_\_ feet      Length of new work \_\_\_ feet  
 Height of new work \_\_\_ feet (the maximum habitable area is 35’ above grade for R districts; 45’ in PI districts)

**I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW IT TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THE TYPE OF WORK WILL BE FOLLOWED. GRANTING OF PLANNING APPROVAL DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL ORDINANCE OR REGULATION REGARDING CONSTRUCTION, OR THE PERFORMANCE OF CONSTRUCTION.**

Barbara A. Flanigan

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Signature of Applicant

----- OFFICIAL USE ONLY -----  
**DEVELOPMENT PERMIT**

Date Received by Zoning Administrator: 4/13/22

Date Reviewed by the Planning Commission: \_\_\_\_\_

The proposed work contemplated by this application meets the appropriate development standards for the Zoning District noted above. **This is not a building permit in Oxford.**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Planning Commission

Development approval is hereby issued, and the applicant is authorized to apply for a building permit with the City of Oxford Building Inspector. **This Development Approval expires six months from the date issued.**

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Zoning Administrator

**NOTE: This document must be accompanied by all supporting documentation, also signed by the Planning Commission, for consideration by the City of Oxford Building Inspector for a building permit. (Form October, 2018)**

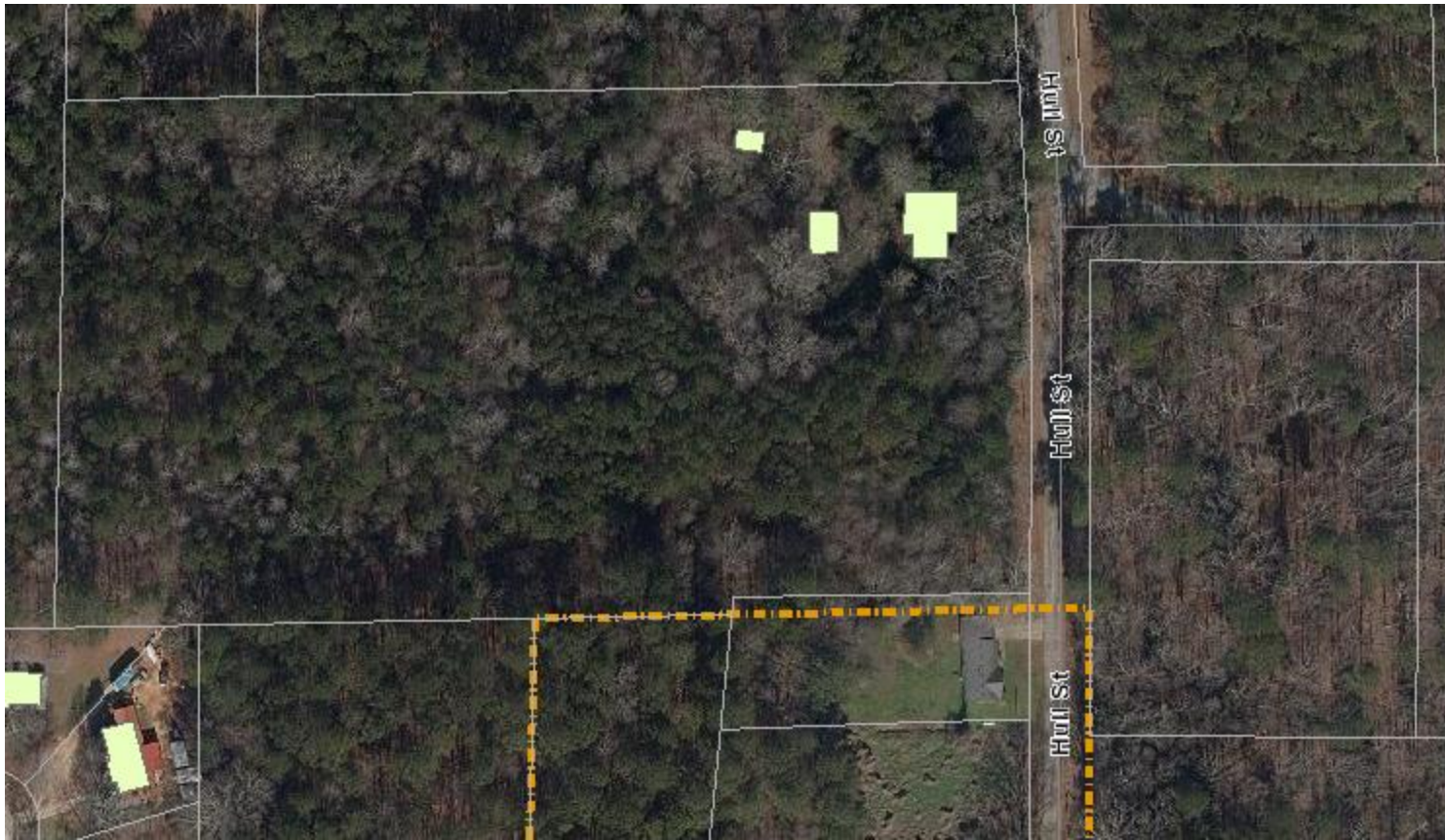
# CITY OF OXFORD

## 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.
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 City of Oxford 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 city's Zoning Administrator (770-786-7004) to determine if a building permit and inspections are required. If a building permit is required, the applicant should bring the approved Development Permit to City Hall to exchange for the necessary building permit(s), and to schedule the inspection.

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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.



909 Hull Street – Location of home and two sheds

rickychilders@gmail.com



### DEVELOPMENT PERMIT APPLICATION

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

#### GENERAL INFORMATION

Name of Applicant: Ricky Childers Date of Application: 5/3/2022  
Address of Applicant: 314 Stone Street Oxford Ga. 30057  
Telephone # (s) of Applicant: 678-858-9719  
Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): 314 Stone Street Oxford GA  
Owner of above location(s): W.A. Childers Jr.  
Name of General Contractor (if different from Applicant): R+B METAL STRUCTURES

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: wanting to put a metal Building Garage Behind House with Crush and Run Drive Path Back to Driveway

Does the proposed work change the footprint (ground outline) of any existing structures?  YES  NO

Does the proposed work add a structure(s)?  YES  NO

List additions to: Heated Sq.ft. 1200 Unheated Sq.ft.      Garage Sq.ft. 490 New Sq.ft.     

Is the above lot in the Special Flood Hazard Area on FEMA's Flood Insurance Rate Map?  Yes  No  
(Map available from City Clerk)

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

Zoning District R-20

Setback Requirements:

Front setback N/A ft. Side setback 10 ft. Rear setback 10 ft.

Minimum required lot width at building line      ft.

#### MECHANICAL INFORMATION (if utility work is included in the proposed work)

- A) Sewerage: Is there a change?  Yes  No  City Sewer  Septic If so, describe:
- B) Water Supply: Is there a change?  Yes  No  City Water  Well If so, describe:
- C) Number of Restrooms (Commercial): Is there a change?  Yes  No  Full  Half If so, describe:
- D) Number of Baths (Residential): Is there a change?  Yes  No  Full  Half If so, describe:
- E) Heating: Is there a change?  Yes  No  Electric  Gas  Oil  Propane  Other If so, describe:
- F) Electrical:      number of outlets

**STRUCTURAL INFORMATION**

Type of Foundation:  Moveable  Pier & Footer  Slab on grade  Basement  Other

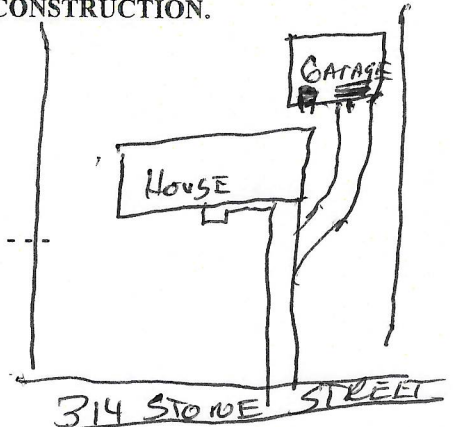
Type of Construction:  Frame  Masonry  Structural Insulated Panel  Insulated Concrete Form  
 Panelized  Industrialized  Manufactured  
*Metal*

**SITE PLAN DRAWINGS (required for changes to the footprint of existing structures)**

- A) Attach an accurate scale drawing or copy of official plat showing shape, size, dimensions, and location of the lot. Note the Zoning District on all drawings.
- B) Show the applicable minimum setback lines on all drawings, and the dimensions from the existing and proposed structure(s) to the lot lines.
- C) Attach a dimensioned drawing, showing the location of any proposed work that changes, or adds to the footprint of any structure(s) on the site.
- D) The following dimensions below **MUST** be included on the drawings:
  - Width of lot at proposed work location ~~200~~ <sup>100</sup> feet, <sup>40</sup> Width of new work ~~30~~ feet
  - Depth of lot at proposed work location <sup>100</sup> feet <sup>ALLEY</sup> Length of new work <sup>25</sup> feet
  - Height of new work <sup>9</sup> feet (the maximum habitable area is 35' above grade for R districts; 45' in PI districts)

**I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW IT TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THE TYPE OF WORK WILL BE FOLLOWED. GRANTING OF PLANNING APPROVAL DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL ORDINANCE OR REGULATION REGARDING CONSTRUCTION, OR THE PERFORMANCE OF CONSTRUCTION.**

*Kap Caldwell*  
Signature of Applicant



----- OFFICIAL USE ONLY -----  
**DEVELOPMENT PERMIT**

Date Received by Zoning Administrator: 5/3/2022  
Date Reviewed by the Planning Commission: \_\_\_\_\_

The proposed work contemplated by this application meets the appropriate development standards for the Zoning District noted above. **This is not a building permit in Oxford.**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Planning Commission

Development approval is hereby issued, and the applicant is authorized to apply for a building permit with the City of Oxford Building Inspector. **This Development Approval expires six months from the date issued.**

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_  
Zoning Administrator

**NOTE: This document must be accompanied by all supporting documentation, also signed by the Planning Commission, for consideration by the City of Oxford Building Inspector for a building permit. (Form October, 2018)**



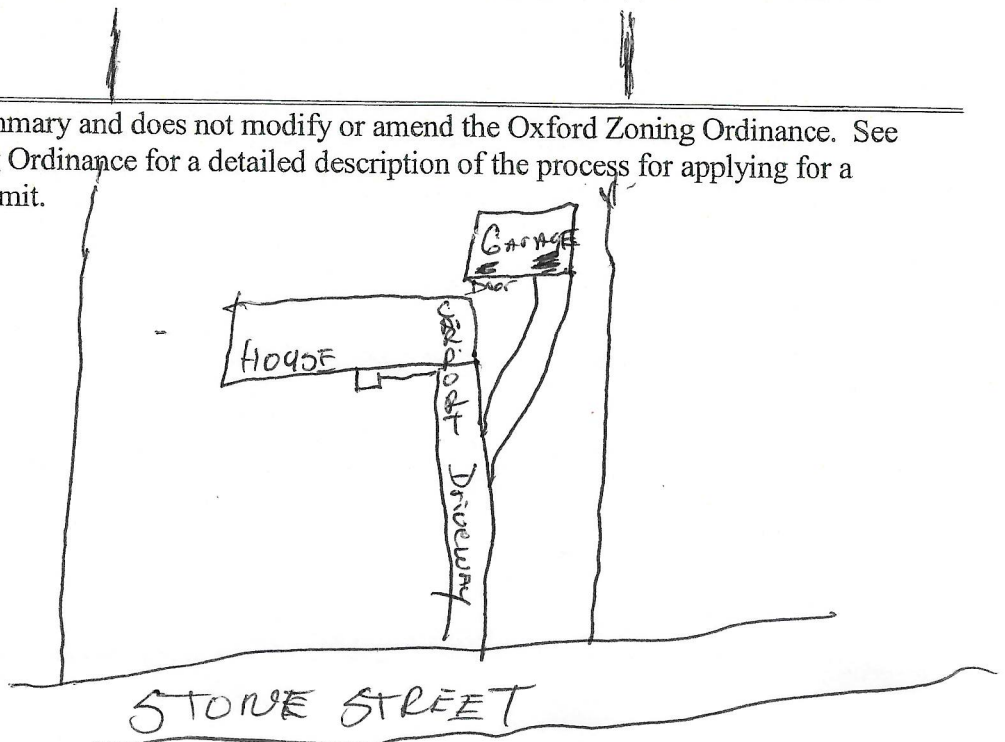
# CITY OF OXFORD

## 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.
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 City of Oxford 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 city's Zoning Administrator (770-786-7004) to determine if a building permit and inspections are required. If a building permit is required, the applicant should bring the approved Development Permit to City Hall to exchange for the necessary building permit(s), and to schedule the inspection.

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.

Revised 8/2/2019





As a reference, this is the approximate size of the building in question. However, this is not necessarily the location desired by Mr. Childers.

The line shown here is 10.2 feet and illustrates the width needed for the setback and perhaps the issue of an access drive to the garage from the front of the home as illustrated below.

