



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: _____ 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? __ 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 _____

Setback Requirements:

Front setback _____ft. Side setback _____ft. Rear setback _____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

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 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.