

OXFORD PLANNING COMMISSION

AGENDA

AUGUST 11, 2020 – 7 PM (Via Teleconference)

Meeting Access Information:

Online: [Click Here](#)

Mobile Number: 1-646-876-9923

Meeting ID: 946 4544 4943

Password: 436870

1. **Opening** – Jonathan Eady, Chair
2. * **Minutes** – We have attached the minutes for July 13, 2020.
3. * **Troy and Brenda Willis Development Permit Application** – Troy and Brenda Willis have submitted a development permit application to construct a home on the property located at 1306 Emory Street. We have attached the development permit application.
4. * **Stuart McCanless Development Permit Application** – Stuart McCanless has submitted a development permit application to replace an existing storage shed on the property located at 1106 Wesley Street. We have attached the development permit application.
5. * **Helen Griffin Development Permit Application** – Helen Griffin has submitted a development permit application to complete interior and exterior renovations to the existing dwelling located at 103 E. Watson Street. We have attached a copy of the property survey and the development permit application.
6. * **Conversation with Kelly Ellis** – Kelly Ellis has recently acquired the property located at 814 Emory Street. The property contains an existing home but is zoned Town Center. He would like to discuss with the Planning Commission the development options that are permissible under the Town Center zoning designation. We have attached an aerial shot of the property taken from the tax map.
7. **Other Business**
8. **Adjournment**

* Attachments

MEMBERS OF THE PLANNING COMMISSION: Jonathan Eady, Chair; Zach May, Vice-Chair; Juanita Carson, Secretary; Kibbie Hatfield, Mike McQuaide, and Mike Ready.

OXFORD PLANNING COMMISSION

Minutes – July 13, 2020

MEMBERS: Jonathan Eady, Chair; Zach May, Vice Chair; Juanita Carson, Secretary; Mike Ready and Mike McQuaide. Kibbie Hatfield was absent.

STAFF: Matthew Pepper, City Manager and Zoning Administrator; Melissa Pratt, Associate Clerk; Johnny Lyons, Building Inspector with Bureau Veritas.

GUESTS: Helen Griffin; Kendra Mayfield; Art Vinson; Joseph and Cheryl Budd; Randy Simon, Director of Facilities Planning and Operations with Oxford College.

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

MINUTES: Upon motion of Mr. Ready, seconded by Mr. May, the minutes for the meeting of June 9, 2020 and June 23, 2020 were adopted. The vote was 5-0.

HELEN GRIFFIN DEVELOPMENT PERMIT APPLICATION (103 E. Watson): The Commission reviewed the development permit application to complete interior and exterior renovations to the existing dwelling located at 103 E. Watson Street. After a review of the materials submitted with the application, the Commission could not confirm that the existing house meets the setback requirements. The Commission recommended that Ms. Griffin obtain a survey of the property that shows the location of the existing home on the lot. The Commission explained that this information is necessary to determine whether the house conforms with the city's current zoning ordinances. If it does not conform, the house would be considered a permitted nonconforming use, which limits the scope of renovation work permissible under the city's current zoning ordinances. It may also implicate the city's variance process.

The Commission requested that Ms. Griffin provide additional information regarding the existing home including its present value and proposed and current square footage. Ms. Griffin will submit the requested information for review at the Commission's August meeting. In addition, the Commission recommended that Mr. Lyons perform a service assessment inspection to determine the amount of investment required to bring the existing home into compliance with the city's building code. The Commission took no action on the development permit application.

ART AND LAURIE VINSON DEVELOPMENT PERMIT APPLICATION (903 Asbury): The Commission reviewed the development permit application to add a porch with a roof to the front of an accessory building located at 903 Asbury Street. During the review, Mr. Eady reported that the Mayor and City Council did approve the Vinson's variance request on the minimum side setback. The Commission confirmed the side and rear setbacks. The Commission amended the development permit application to characterize the type of work as an "Addition".

Upon motion of Ms. Carson, seconded by Mr. McQuaide, the Planning Commission approved the development permit application to add a porch with a roof to the front of an accessory building located at 903 Asbury Street. The vote was 5-0.

KENDRA MAYFIELD DEVELOPMENT PERMIT APPLICATION (316 Stone Street): The Commission reviewed the development permit application to complete interior and exterior renovations to the existing home located at 316 Stone Street. During the review, the Commission confirmed the rear and side setbacks. The Commission amended the development permit application to include the setback requirements.

Upon motion of Mr. Ready, seconded by Mr. May, the Planning Commission approved the development permit application to complete interior and exterior renovations to the existing home located 316 Stone Street. The vote was 5-0.

TROY AND BRENDA WILLIS DEVELOPMENT PERMIT APPLICATION (1306 Emory Street): Mr. and Mrs. Willis were not available to submit in person their development permit application to construct a home on the property located at 1306 Emory Street and discuss the project with the Commission. Consequently, the Commission deferred action on the development permit application.

OXFORD COLLEGE DEVELOPMENT PERMIT APPLICATION: The Commission reviewed the development permit application to complete a full renovation of Humanities Hall. As part of the discussion, Mr. Simons explained that the scope of work includes improvements to its mechanical systems and bringing it into compliance with the requirements listed in the Americans with Disability Act (ADA). Mr. Simon also explained that the exterior of the building will remain the same. Mr. Lyons stated that the drawings must have stamps from both the architect and engineering firms before building permits could be issued. In addition, Mr. Lyons inquired if the college included information about asbestos and lead paint abatement in the full set of drawings. Mr. Simons stated that the asbestos and lead paint abatement process is listed in a separate plan. Mr. Simons also stated that he will deliver the stamped drawings and abatement plan to Bureau Veritas before applying for the requisite building permits.

Upon motion of Mr. May, seconded by Mr. Ready, the Planning Commission approved the development permit application to complete the full renovation of Humanities Hall. The vote was 4-0 with Mr. Eady abstaining.

OTHER BUSINESS: The Commission did not discuss any items related to other business.

ADJOURNMENT: Mr. Eady adjourned the meeting at 7:51 PM.

Submitted by:

Juanita Carson, Secretary



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: TROY & BRENDA WILLIS Date of Application: 7/8/2020
 Address of Applicant: 273 SALEM GLEN WAY CONYERS, GA 30013
 Telephone # (s) of Applicant: 404-416-0308
 Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): 1304 EMORY ST.
OXFORD, GA 30016
 Owner of above location(s): TROY & BRENDA WILLIS
 Name of General Contractor (if different from Applicant): TOMMY EARNEST

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: CONSTRUCTION OF NEW SINGLE FAMILY HOME ON
EMPTY LOT. NO EXISTING STRUCTURES. NEW CONSTRUCTION WILL
INCLUDE POURING CEMENT FOR NEW DRIVEWAY, INSTALLATION OF
FENCING & LANDSCAPING.

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

If "Yes" is checked for either of the two immediately preceding questions, complete the remaining sections of the application.

List additions to: Heated Sq. ft. 3122 Unheated Sq. ft. 653 Garage Sq. ft. 724 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-15 SINGLE FAMILY
 Setback Requirements:
 Front setback 35 ft. Side setback 10 ft. Rear setback 25 ft.
 Minimum required lot width at building line 75 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: NEW CONNECTION
- B) Water Supply: Is there a change? Yes No City Water Well If so, describe: NEW CONNECTION
- 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 3 Full 1 Half If so, describe: NEW CONST
- E) Heating: Is there a change? Yes No Electric Gas Oil Propane Other If so, describe: NEW
- F) Electrical: N/A 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.

Troy Well 7/8/2020
Signature of Applicant

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

Date Received by Zoning Administrator: _____
Date Reviewed by the Planning Commission: _____

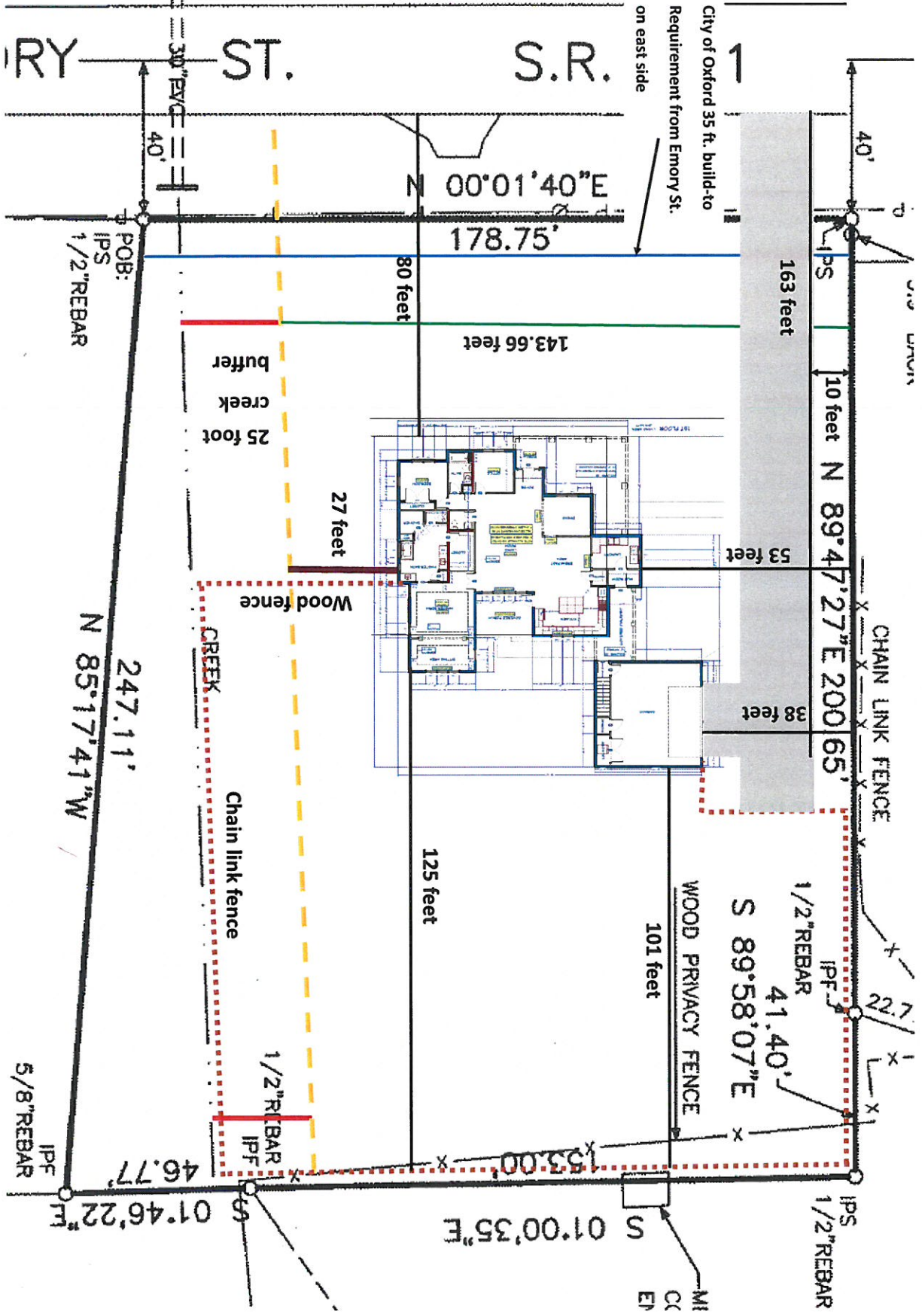
The proposed work contemplated by this application meets the appropriate development standards for the Zoning District noted above. **This is not a building permit in Oxford.**

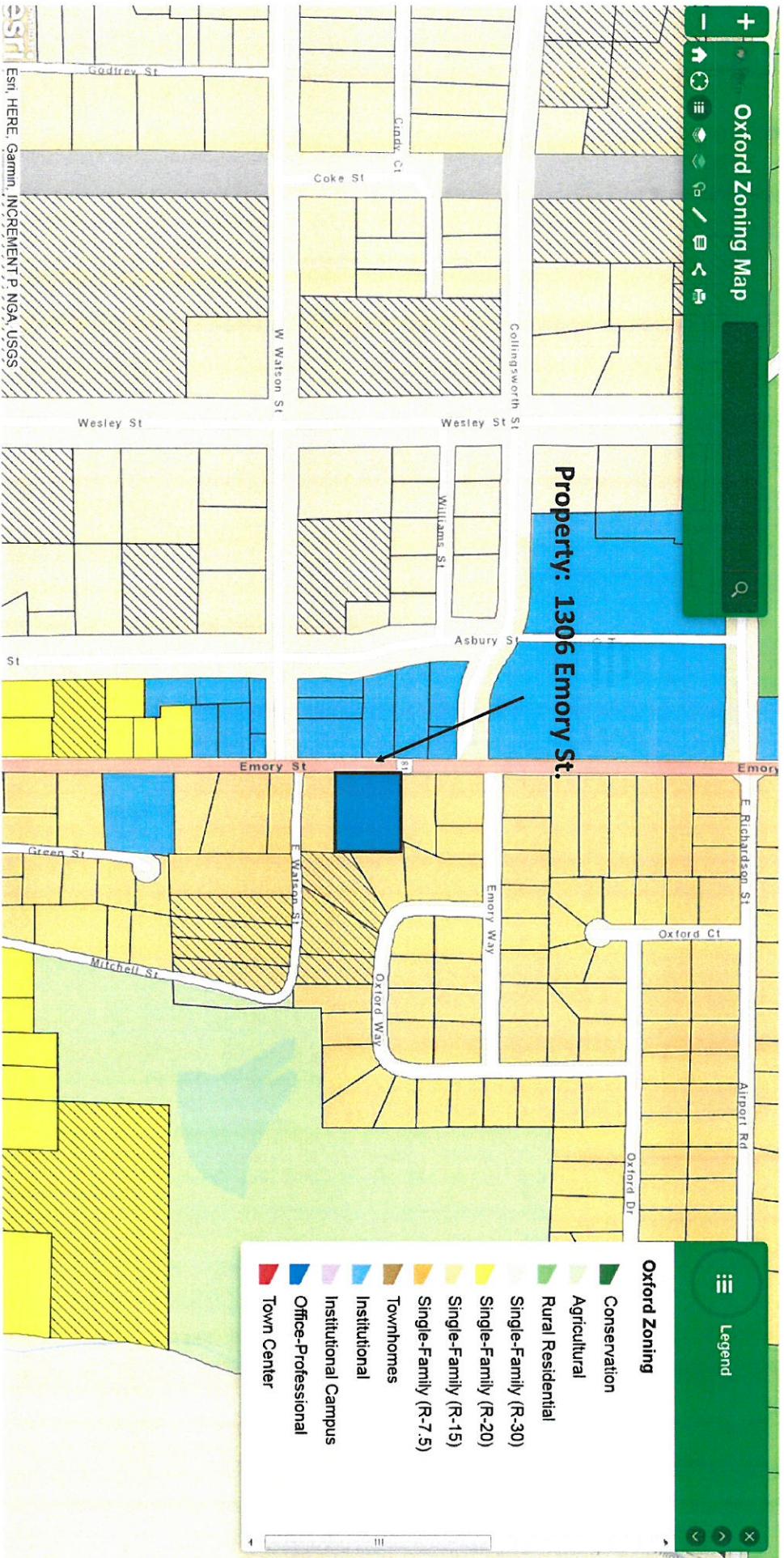
Approved by: _____ Date: _____
Planning Commission

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)





Zoning District—R-15 Single Family

RELEASED FOR CONSTRUCTION

SCOPE OF WORK:
 WE ARE PROPOSING TO BUILD THIS NEW CONSTRUCTION HOME WITH A TOTAL OF 4487 SQ. FT..

SQUARE FOOTAGES

1) TOTAL SQUARE FOOTAGE:	4487
2) FINISHED FLOOR AREA:	2343
A) PRIMARY STRUCTURE:	724
B) GARAGE 2ND FLOOR:	0
3) UNFINISHED AREA:	0
A) ATTIC:	724
B) BASEMENT:	488
4) GARAGE:	15
5) FRONT PORCH:	150
6) SCREENED PORCH:	
7) COVERED WALKWAY:	

The following list of applicable codes apply to this project:

- The Georgia State Minimum Standard Codes:
- IRC for One & Two-Family Dwellings, 2012 Edition with 2014 & 2015 Georgia State Amendments, and IRC Appendix F.
- International Building Code, 2012 Edition with 2014 & 2015 Georgia State Amendments
- International Mechanical Code, 2012 Edition with 2014 & 2015 Georgia State Amendments
- International Plumbing code, 2012 Edition with 2014 & 2015 Georgia State Amendments, and IPC Appendix F
- International Fuel Gas Code, 2012 Edition with 2014 & 2015 Georgia State Amendments
- NFPA National Electrical Code, 2017 Edition, with no Georgia Amendments
- International Energy Conservation Code, 2009 Edition with 2011 & 2012 Georgia State Amendments
- Amendments International Existing Building Code, 2012 Edition with 2015 Georgia State Amendments

To the best of my knowledge these plans are drawn to comply with owner's and/ or builder's specifications and any changes made on them after prints are made will be done at the owner's and / or builder's expense and responsibility. The contractor shall verify all dimensions and enclosed drawing. RK Designs is not liable for errors once construction has begun. While every effort has been made in the preparation of this plan to avoid mistakes, the maker can not guarantee against human error. The contractor of the job must check all dimensions and other details prior to construction and be solely responsible thereafter.

THESE DRAWINGS ARE NOT TO BE REPRODUCED OR USED FOR CONTRACTING OR BUILDING WITHOUT THE WRITTEN AUTHORIZATION OF TROY WILLIS, OWNER OF THIS CUSTOM HOME DESIGN. ALL DIMENSIONS SHOULD BE READ OR CALCULATED AND NEVER SCALED.

INSULATION - MINIMUM REQUIREMENTS:
 BASED ON ZONE 3 REQUIREMENTS
 FLOOR: R14 BATT
 WALLS: R13 BATT
 ATTIC: R50 - BLOWN OR BATT
WOOD LUMBER REQUIREMENTS:
 ALL EXTERIOR WALL AND INTERIOR WALLS - PINE #3
 ALL ROOF RAFTERS TO BE PINE #2

CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS AT THE JOB SITE AND NOTIFY THE ARCHITECT OF ANY DIMENSIONAL ERRORS, OMISSIONS OR DISCREPANCIES BEFORE BEGINNING OR FABRICATING ANY WORK.



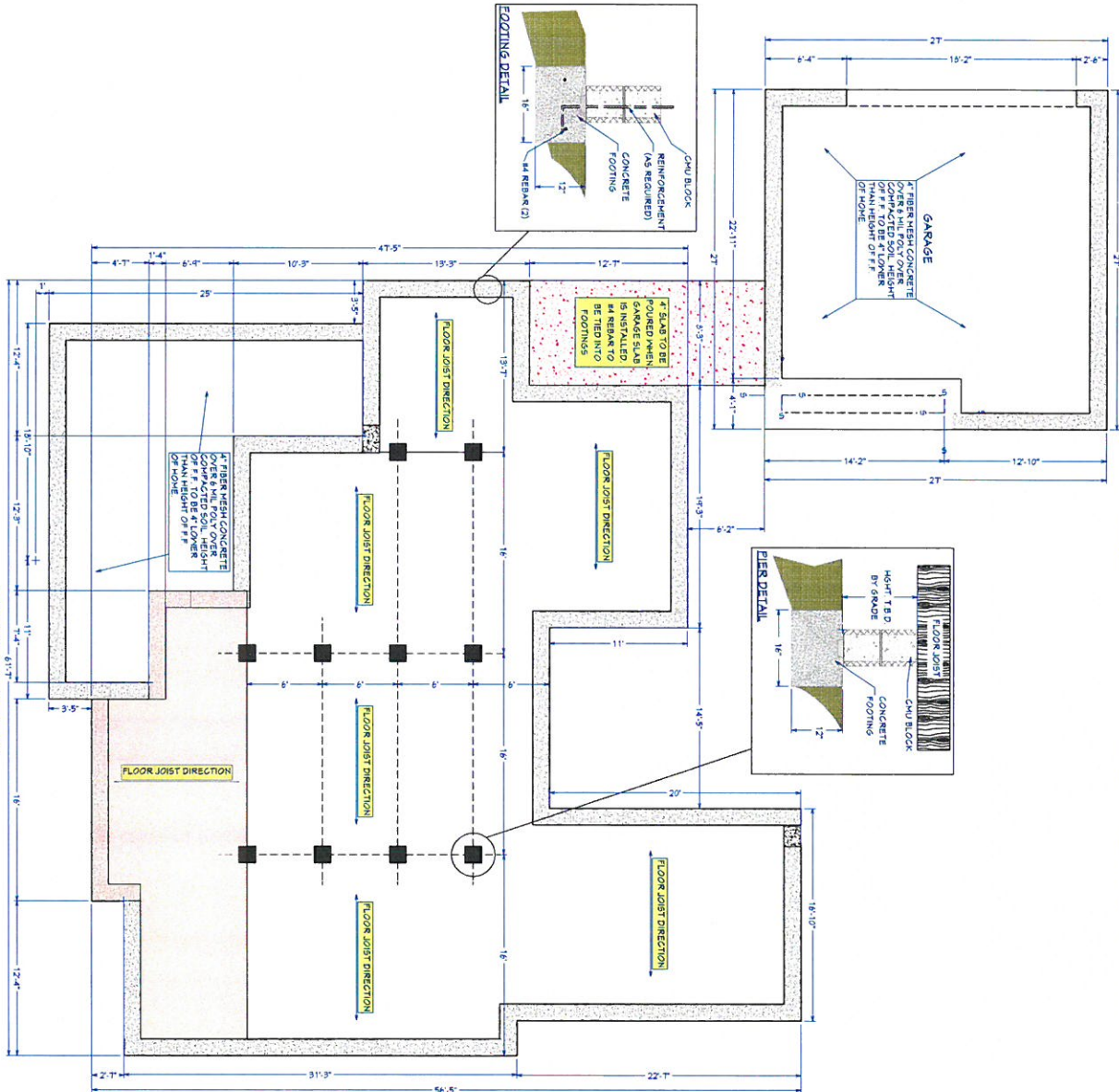
PROPOSED FRONT ELEVATION



PROPOSED LEFT ELEVATION

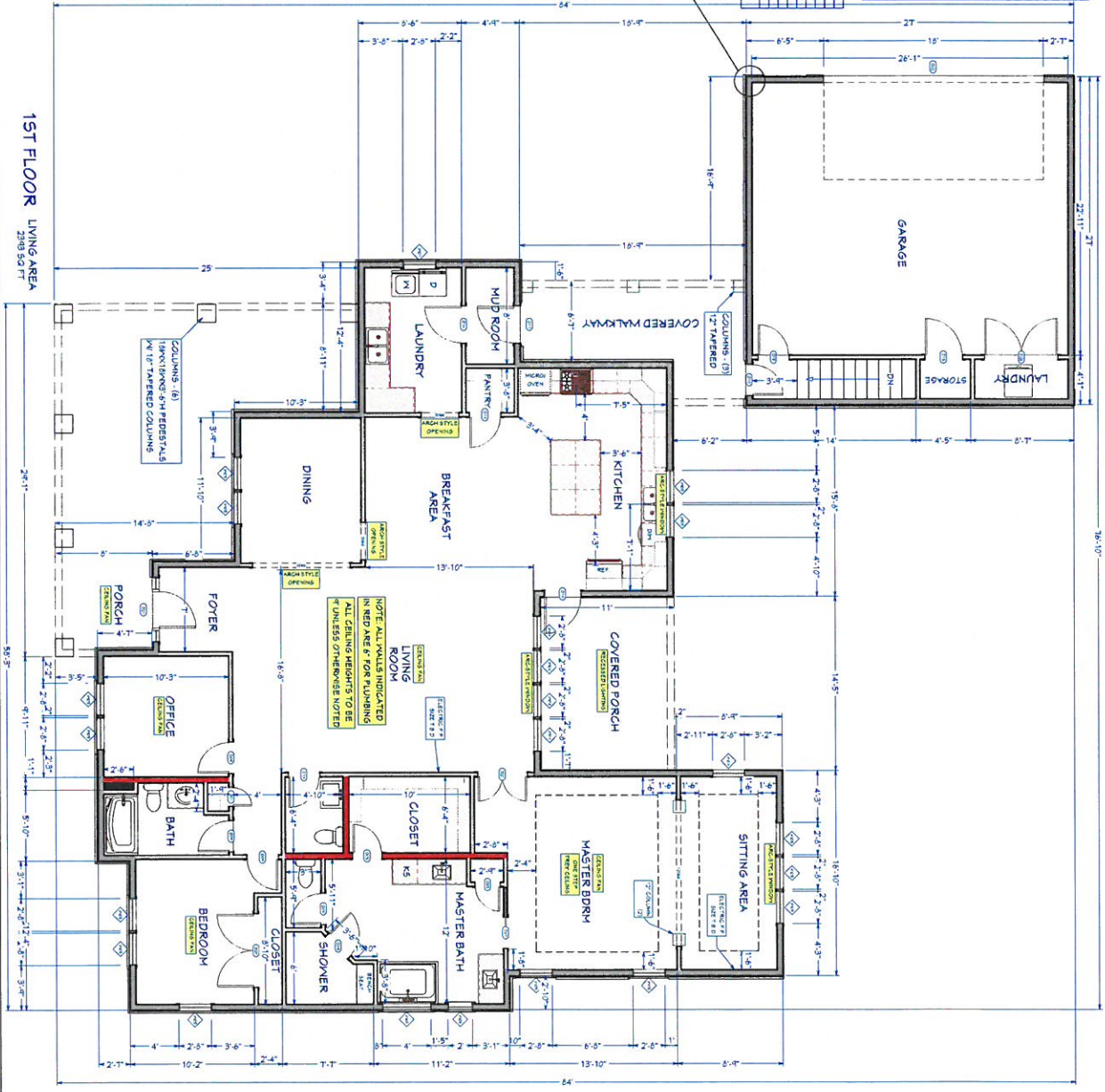
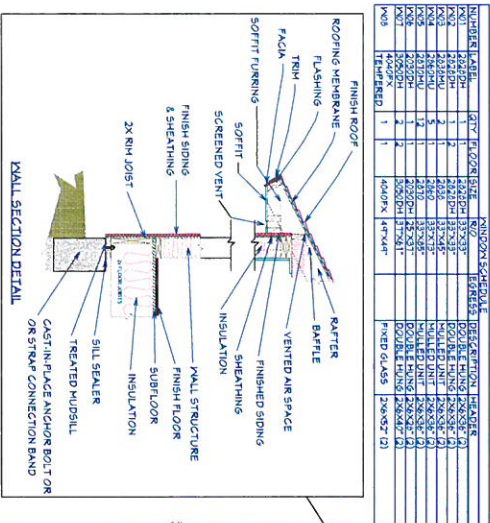
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FOUNDATION PLAN

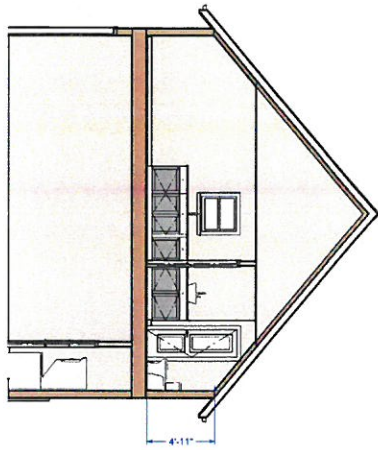


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UNLESS NOTED OTHERWISE						TROY WILLIS (404)416-0300			

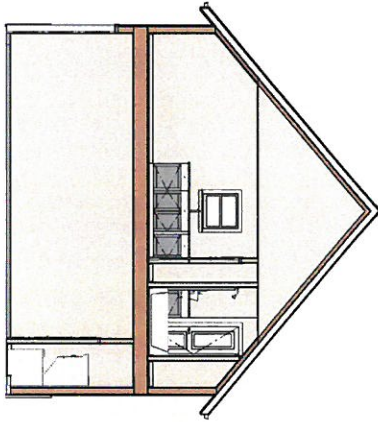
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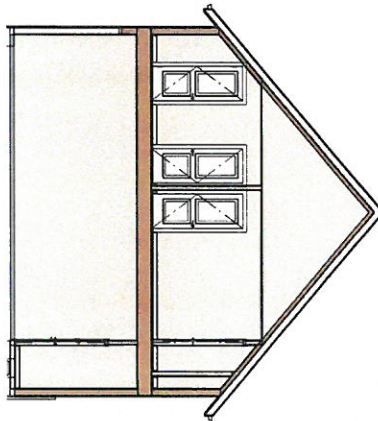
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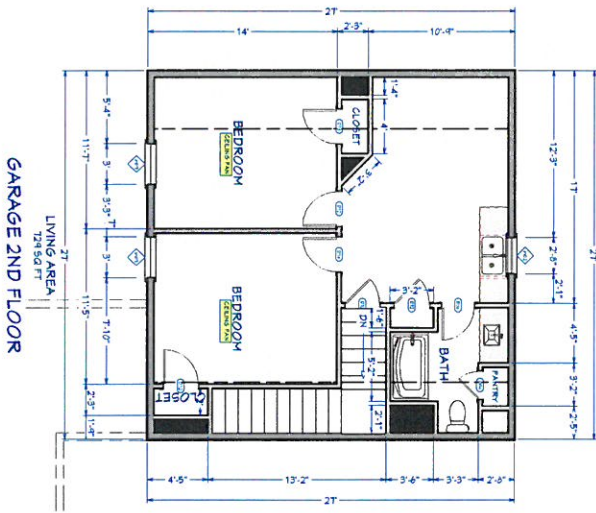
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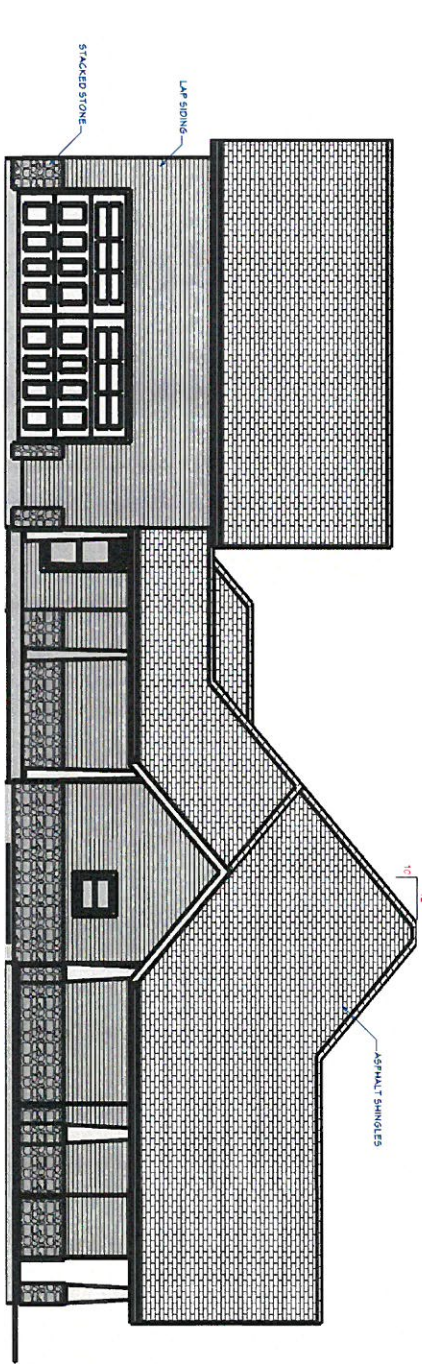
Elevation 2



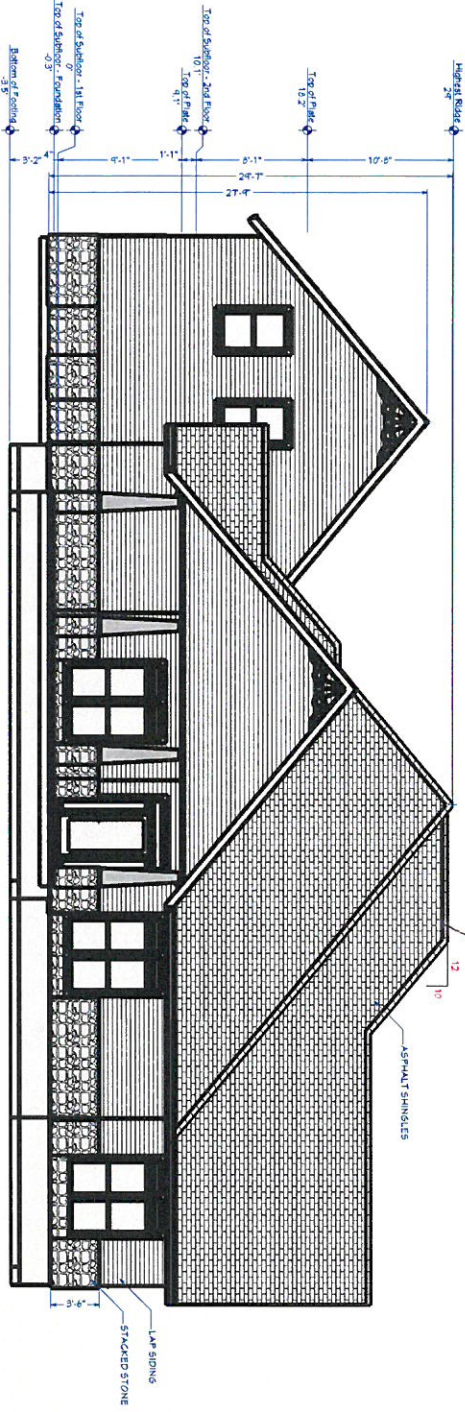
Elevation 3



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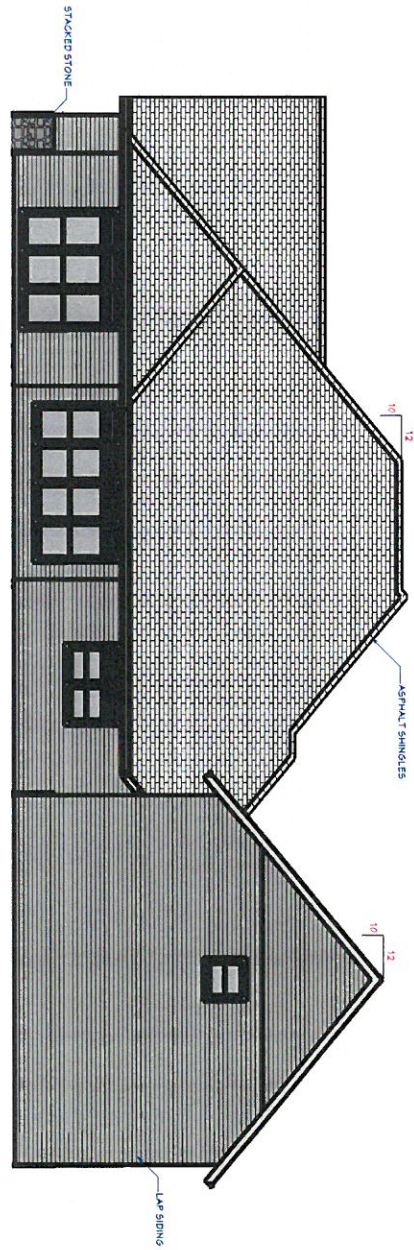
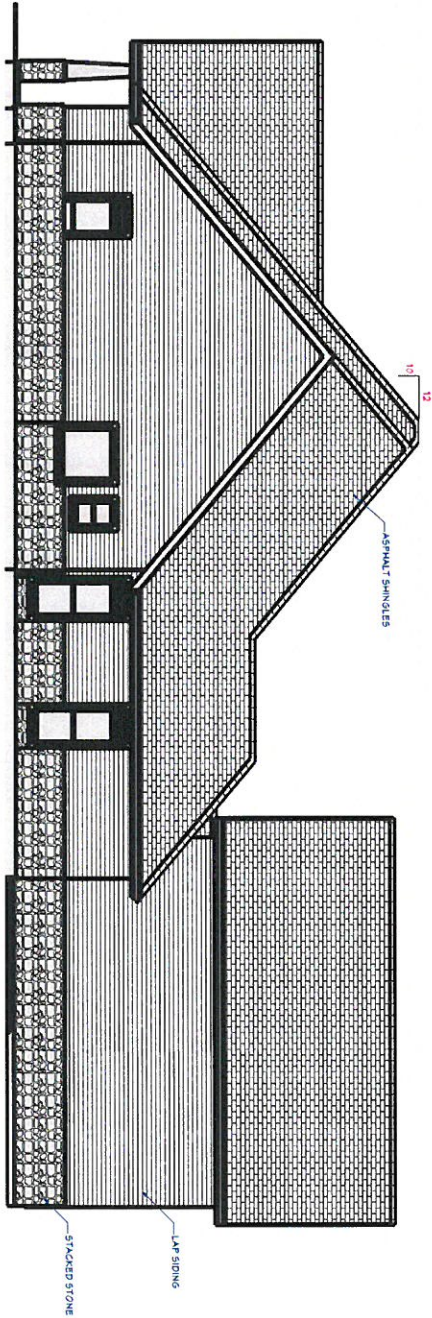



FRONT ELEVATION

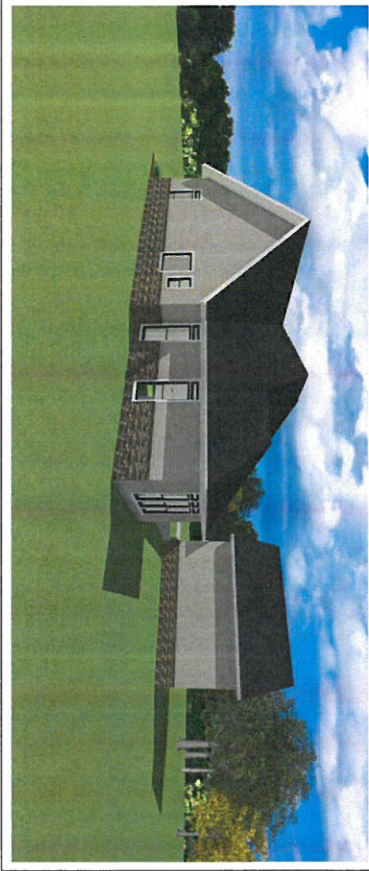


LEFT ELEVATION

DRAWINGS PROVIDED BY: AD DESIGNS Richy King (703)821-1623	DATE:	1/28/2020	PROJECT ADDRESS	OWNER INFORMATION:	<table border="1"> <thead> <tr> <th colspan="4">REVISION TABLE</th> </tr> <tr> <th>NUMBER</th> <th>DATE</th> <th>REVISION BY</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	REVISION TABLE				NUMBER	DATE	REVISION BY	DESCRIPTION												
	REVISION TABLE																								
NUMBER	DATE	REVISION BY	DESCRIPTION																						
SCALE:	1/4" = 1'-0"	UNLESS NOTED OTHERWISE		TROY WILLIS (404)416-0308																					



SHEET:	DATE:	1/28/2020	DRAWINGS PROVIDED BY:	 <small>Kody King (719)521-7425</small>	PROJECT ADDRESS:		OWNER INFORMATION:	TROY WILLIS	REVISION TABLE		
	SCALE:	1/4" = 1'-0"						UNLESS NOTED OTHERWISE:	NUMBER	DATE	REVISOR



REVISION TABLE		
NUMBER	DATE	DESCRIPTION

OWNER INFORMATION:
TROY WILLIS
 (404)416-0309

PROJECT ADDRESS

DRAWINGS PROVIDED BY:

 Ricky King (170)821-1823

DATE: 1/29/2020
 SCALE: 1/4" = 1'-0"
 UNLESS NOTED OTHERWISE
 SHEET:



DATE: 11/26/2020
 SCALE: 1/4" = 1'-0"
 UNLESS NOTED OTHERWISE
 SHEET:

DRAWINGS PROVIDED BY:

 Kody King (710) 821-1825

PROJECT ADDRESS

OWNER INFORMATION:
 TROY WILLIS
 (404) 416-0306

REVISION TABLE		
NUMBER	DATE	DESCRIPTION

Home View—Front / Left



Home View—Front



Home View—Front / Right



BK:52 Pg:135-135

FILED IN OFFICE
CLERK OF COURT
11/27/2018 03:33 PM
LINDA D. HAYS, CLERK
SUPERIOR COURT
NEWTON COUNTY, GA

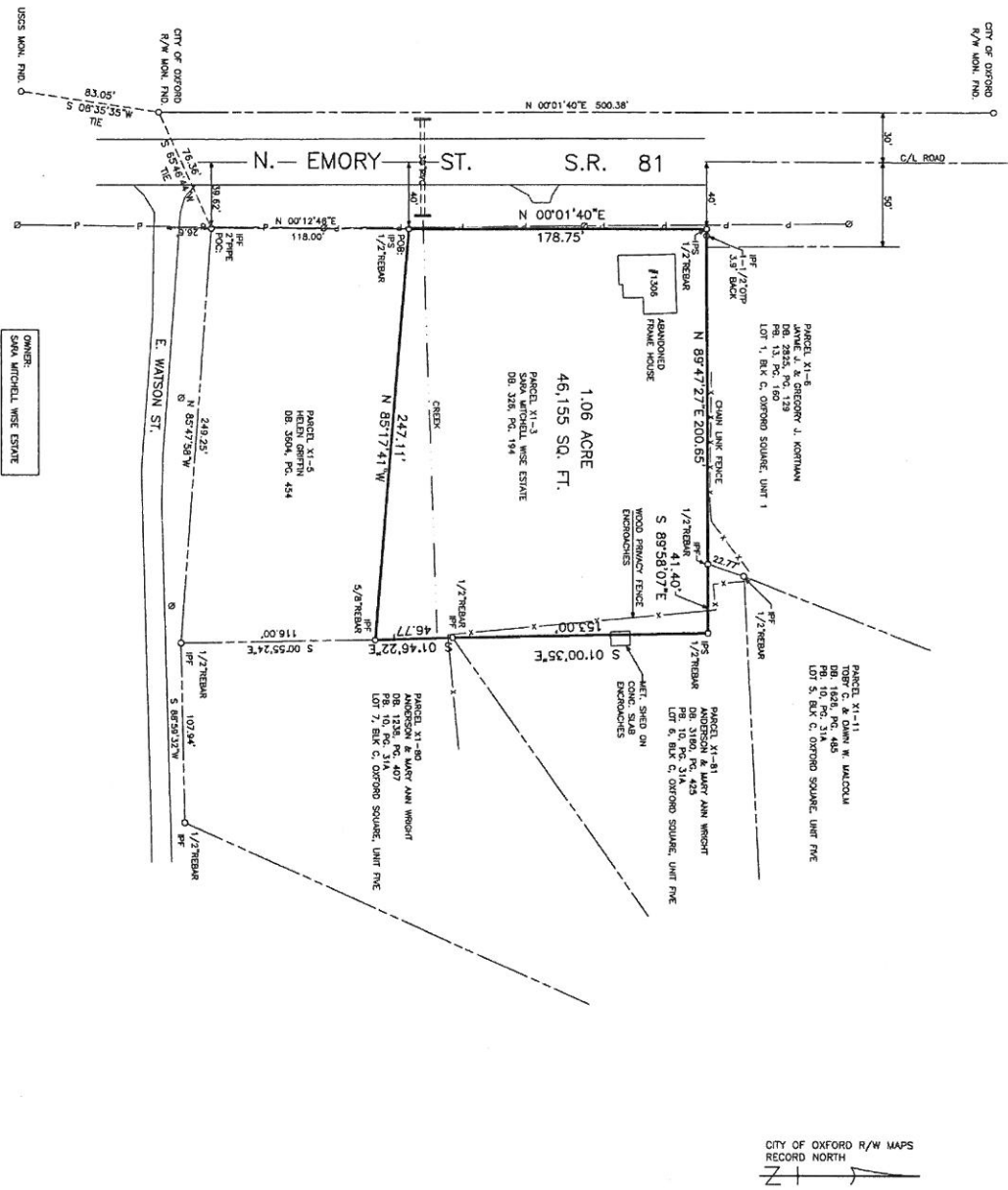
Charles O. Wiggins

P2018000160
2857500223
PARTICIPANT ID

RESERVED FOR CLERK OF COURT

- LEGEND**
- DB DEED BOOK
 - IPF IRON PIN FOUND
 - IFS IRON PIN SET
 - IPB IRON PIN BENCH
 - PPB POINT OF BEGINNING
 - POC POINT OF COMMENCEMENT
 - P POWER POLE
 - P- OVERHEAD POWER LINE

THE FIELD DATA UPON WHICH THIS PLAT IS BASED
244.42 FEET AND AN ANGLE ERROR OF 12.789
ANGLE POINT WAS ADJUSTED BY THE COMPASS
CLOSEST AND IS FOUND TO BE ACCURATE WITHIN
ONE HUNDRED THIRTY TWO (132) FEET AND
ONE HUNDRED THIRTY TWO (132) FEET DISTANCES USED.
THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF
TITLE, AS SHOWN BY THE RECORD DEED AT DEED BOOK
285A, PAGE 194.
UNRECORDED UTILITIES ARE NOT SHOWN.



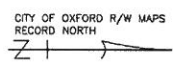
PREPARED BY:
CHARLES O. WIGGINS, RLS
FOR THE FIRM: WIGGINS LAND SURVEYING, LLC
1781 HONEY CREEK ROAD SW
COWARTS, GA 30004 PH: 404-477-4779

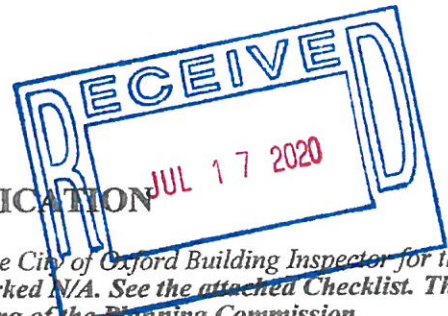
SURVEYORS CERTIFICATION
This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel. The instruments which created the parcel or parcels are dated hereon. RECORDED OF THIS PLAT DOES NOT IMPLY GUARANTEE OF ANY LOCAL, STATE, FEDERAL, OR FEDERAL AGENCIES' LIABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this property survey in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-4-91.

Charles O. Wiggins
DATE: 11-27-2018

RETRACEMENT SURVEY FOR:
TROY WILLIS
LAND PARCEL 11-3
LAND LOT 291 - 9TH DISTRICT
CITY OF OXFORD
NEWTON COUNTY, GEORGIA
DATE OF FIELD WORK: 11-20-2018
DATE OF PLAT PREPARATION: 11-21-2018

GRAPHIC SCALE: 1 INCH = 50 FEET





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: STUART D. McCANLESS Date of Application:
Address of Applicant: 1106 WESLEY STREET
Telephone # (s) of Applicant: 770-786-2437
Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): 1106 WESLEY STREET
Owner of above location(s): STUART D. McCANLESS
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: REPLACING 35 YEAR OLD STAND ALONE 10'X16' METAL CLAD BUILDING. IT WILL BE DEMOLISHED AND REPLACED IN THE SAME LOCATION.

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 R-30

Setback Requirements:

Front setback 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 X No City Sewer Septic If so, describe:
B) Water Supply: Is there a change? Yes X 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

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.

Stewart D. McComless
Signature of Applicant

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

Date Received by Zoning Administrator: _____
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.

FILED IN OFFICE
CLERK SUPERIOR COURT
NEWTON COUNTY GEORGIA

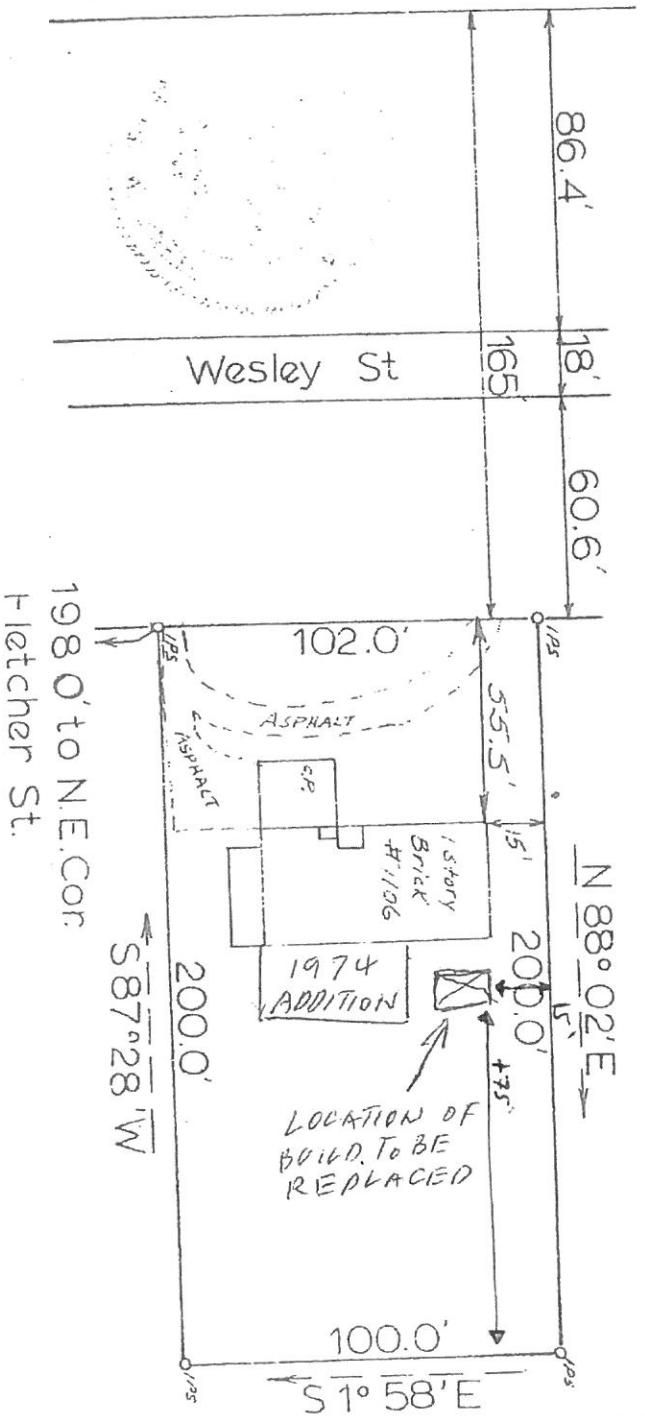
10 JUL 13 PM 3:27

REC'D IN BK
49

PAGE #
77

DATE 7-13-2010

LINDA D HAYS, CLERK



Plat of property of: STUART D. McCANLESS
Part of lot 67 - Frank H. Williams Subd.
9th Dist., Newton Co., Ga.
Town of Oxford
1" = 50' Sept. 14, 1967

George W. Smith

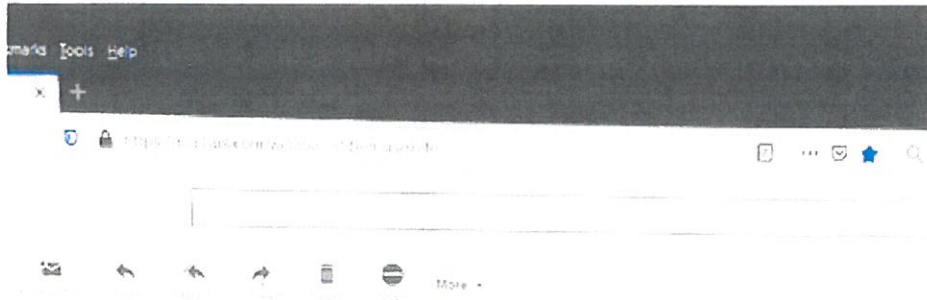


BUILDING TO BE REPLACED
IN SAME LOCATION



BUILDING TO BE REPLACED
IN SAME LOCATION

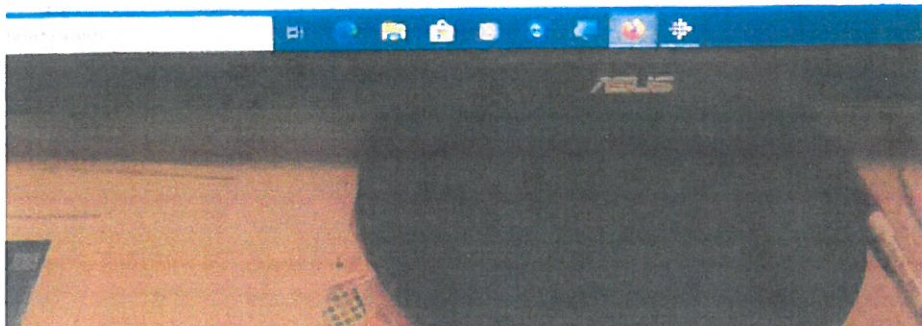
STUART McCANLESS
1106 WESLEY ST.
770-786-2437



Re: Latest Shop concept CAD pr



SKETCH
OF
PROPOSED
NEW
STORAGE
BUILDING



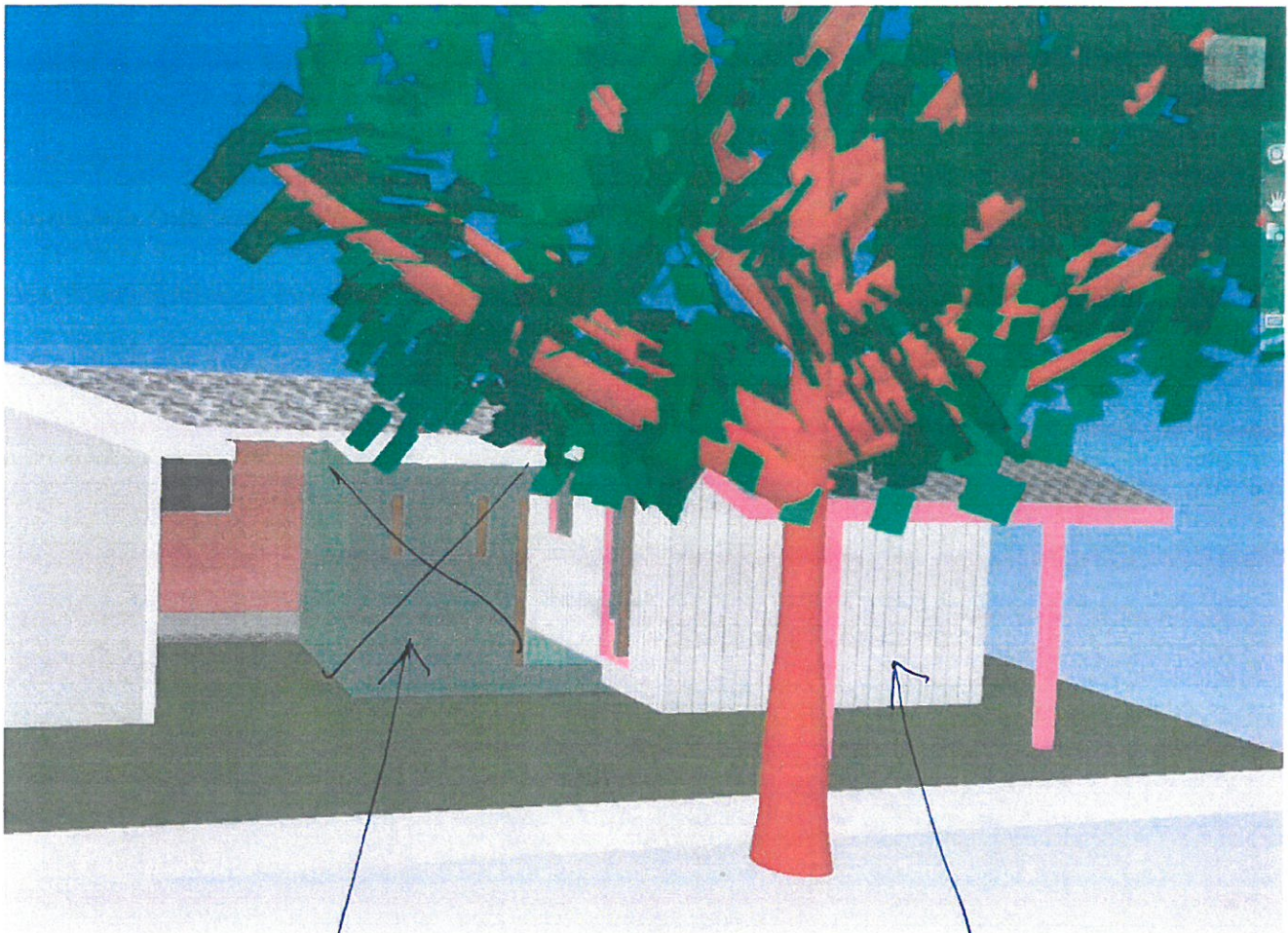
The tree is certainly just a representation, but it is correctly located 187" East of the hinge side of the shop door -



PROPOSED
REPLACEMENT
STORAGE BLDG.

OLD STORAGE BLDG TO BE REPLACED

STUART Mc CANLESS
1106 WESLEY STREET
770-786-2437



Inline image

OLD BLDG TO BE
REPLACED
(GREEN)

PROPOSED
NEW STORAGE
BLDG
(WHITE)

STUART Mc CANLESS
1106 WESLEY STREET
770-786-2437

STUART McLANLESS
1106 WESLEY STREET
770-786-2437



DEEP COND FOR
LIGHTS

OLD STANAGE BLDG
TO BE REPLACED



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: Helen Griffin Date of Application: 2-8-10

Address of Applicant: 107 Long St Circle, Oxford, Ga 30057

Telephone # (s) of Applicant: 404-895-9684

Address / Subdivision / Lot# / Parcel#(s) where the proposed work will occur (list all): 103 E. Watson St. Oxford, Ga. 30054

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: Renovation to outer and inner of the home - attachment

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

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

Zoning District R-15

Setback Requirements: Front setback 35 ft. Side setback 10 ft. Rear setback 25 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

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.

Helen Isupova 7-8-20
Signature of Applicant

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

Date Received by Zoning Administrator: _____
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)

Seaward Cottage
plan SL-1521

Oxford
103 E. Watson St
Oxford Ga 30054



1,817 sq feet approx

BK-52 PG-135-135
 FILED IN OFFICE
 CLERK OF COURT
 11/27/2018 09:33 PM
 LINDA D. HAYS, CLERK
 SUPERIOR COURT
 NEWTON COUNTY, GA

Linda D. Hays

P2018000160
 2857500223
 PARTICIPANT ID

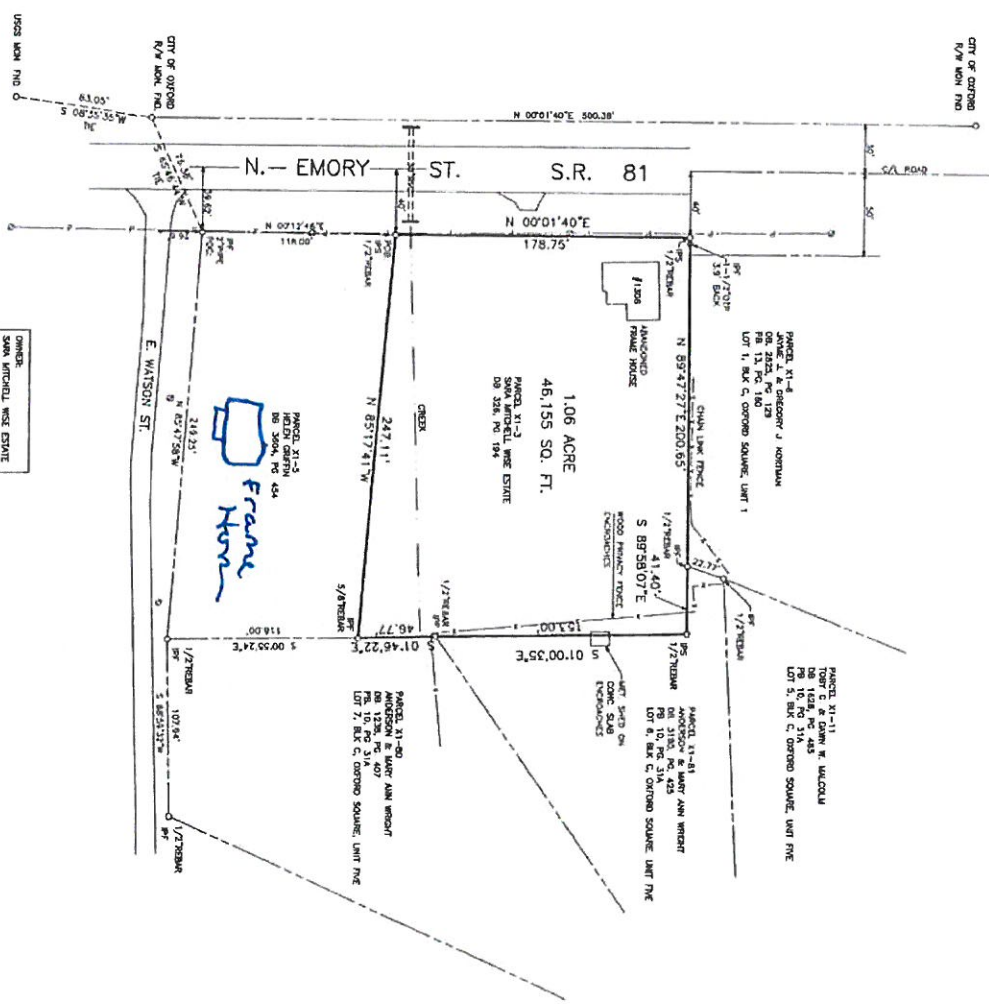
RESERVED FOR CLERK OF COURT

- LEGEND**
- DB DEAD BOOK
 - PR5 IRON PIN FOUND
 - PR3 IRON PIN SET
 - PR2 PLAT BOOK
 - PR1 POINT OF BEGINNING
 - POB POINT OF BEGINNING
 - PO POWER POLE
 - P- OVERHEAD POWER LINE

THE FIELD DATA UPON WHICH THIS PLAT IS BASED
 WAS OBTAINED BY MEASUREMENTS OF 1/2" PER
 ANGLE POINT AND WAS ADJUSTED BY THE COGNATE
 METHOD AND IS FOUND TO BE ACCURATE WITHIN
 THREE (3) FEET HORIZONTALLY AND VERTICALLY.
 THIS SURVEY WAS PREPARED WITHOUT REGARD FOR
 TITLE OR UNRECORDED INTERESTS AND DOES NOT
 CONSTITUTE A GUARANTEE OF TITLE.
 UNRECORDED UTILITIES ARE NOT SHOWN.



RECORDED BY: [Signature]
 DATE: 11-27-2018
 COUNTY: NEWTON COUNTY, GA



STATE-CITY CERTIFICATION

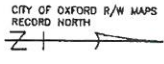
This plat is a retracement of an existing parcel or parcels of land and does not include or create a new parcel. The instruments which created the parcel or parcels are listed hereon, and the accuracy of the measurements and bearings shown hereon is based on the original survey records and the original plat books on file in the office of the Clerk of Court, Newton County, Georgia. The original survey records and plat books are on file in the office of the Clerk of Court, Newton County, Georgia. The original survey records and plat books are on file in the office of the Clerk of Court, Newton County, Georgia.

Shirley O. Virginia 11-27-2018
 CLERK OF COURT, NEWTON COUNTY, GEORGIA

RETRACEMENT SURVEY FOR:
TROY WILLIS
 TAX PARCEL X1-3
 LAND LOT 291 - 9TH DISTRICT
 CITY OF OXFORD
 NEWTON COUNTY, GEORGIA

DATE OF FIELD WORK: 11-20-2018
 DATE OF PLAT PREPARATION: 11-21-2018

GRAPHIC SCALE: 1 INCH = 50 FEET



From: Helen Griffin alyce5384@yahoo.com
Subject: Helen Griffin
Date: July 10, 2020 at 9:45 AM
To: print@eacopy.com

103. E Watson
St. Oxford Co
Helen Griffin

HG

Attachment to Helen Griffin Development Permit

Renovation of 2 bedrooms 1 bath, kitchen, small laundry room.

Inner: Electrical rewire entire house; plumbing replace with cooper pipes; Framing, drywall (plaster) repaired. Refinish hardwood floors, install new windows, doors paint each room, install kitchen cabinets, install ceramic tile in kitchen and bathroom

Outer: Replace front porch, roofing (shingles), replace siding with Board and Batten, foundation leveling.

I have enclosed picture of how house will appear after renovations.



LEGEND

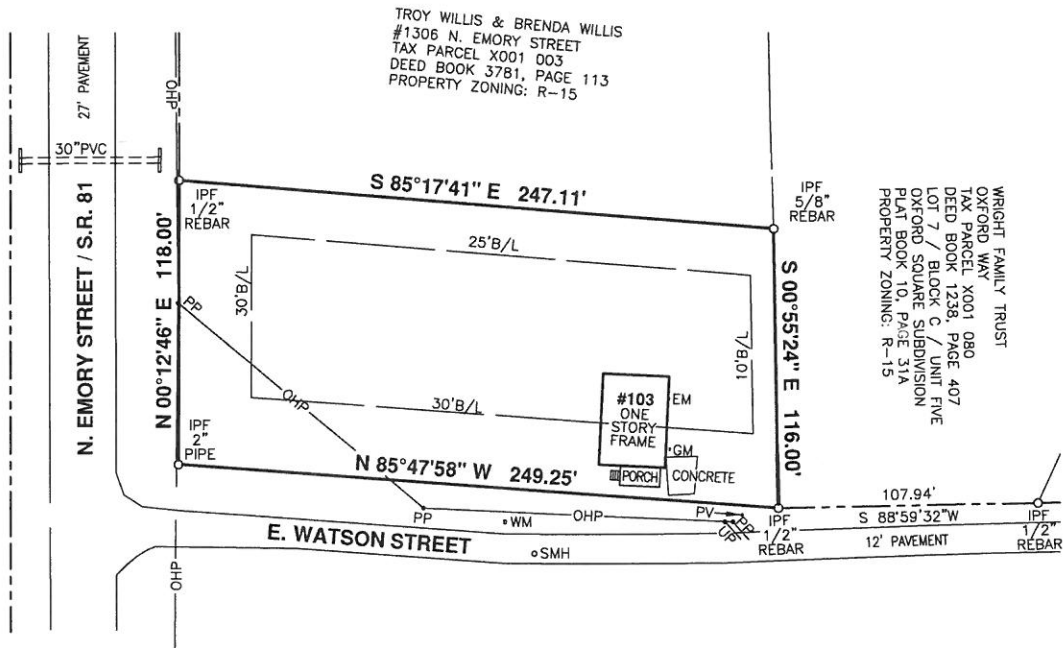
- EM - ELECTRIC METER
- FH - FIRE HYDRANT
- GM - GAS METER
- HP - HEAT PUMP
- IPF - IRON PIN FOUND
- OHP - OVERHEAD POWER LINE
- PP - POWER POLE
- PV - POSSIBLE VALVE
- RMF - RIGHT OF WAY MONUMENT FOUND
- SMH - SANITARY SEWER MANHOLE
- UP - UTILITY POLE
- WM - WATER METER

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 24,432 FEET AND AN ANGULAR ERROR OF 12" PER ANGLE POINT AND WAS ADJUSTED BY THE COMPASS RULE. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 169,587 FEET. EQUIPMENT USED: TRIMBLE S3 FOR ANGLES AND DISTANCES.

THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF TITLE. UNDERGROUND UTILITIES ARE NOT SHOWN.

NO PART OF THIS PROPERTY IS LOCATED IN A FLOOD HAZARD AREA AS PER FEMA FLOOD INSURANCE RATE MAP NO. 13217C0038D DATED 3-17-2014

RESERVED FOR CLERK OF COURT



PROPERTY OWNER:
HELEN GRIFFIN

PROPERTY ADDRESS:
#103 E. WATSON STREET

DEED BOOK 3604, PAGE 454
PLAT BOOK 52, PAGE 135

PUBLIC WATER SERVICE
PUBLIC SEWER SEWER

ZONING: R-15

SETBACK REQUIREMENTS:
FRONT=30'
SIDE=10'
REAR=25'

TOTAL AREA:
0.664 ACRE (28,934 SQ. FT.)

RETRACEMENT SURVEY FOR
HELEN GRIFFIN

TAX PARCEL X001 005
LAND LOT 291 9TH DISTRICT
CITY OF OXFORD
NEWTON COUNTY, GEORGIA

DATE OF FIELDWORK: 7-23-2020
DATE OF PLAT PREPARATION: 7-24-2020



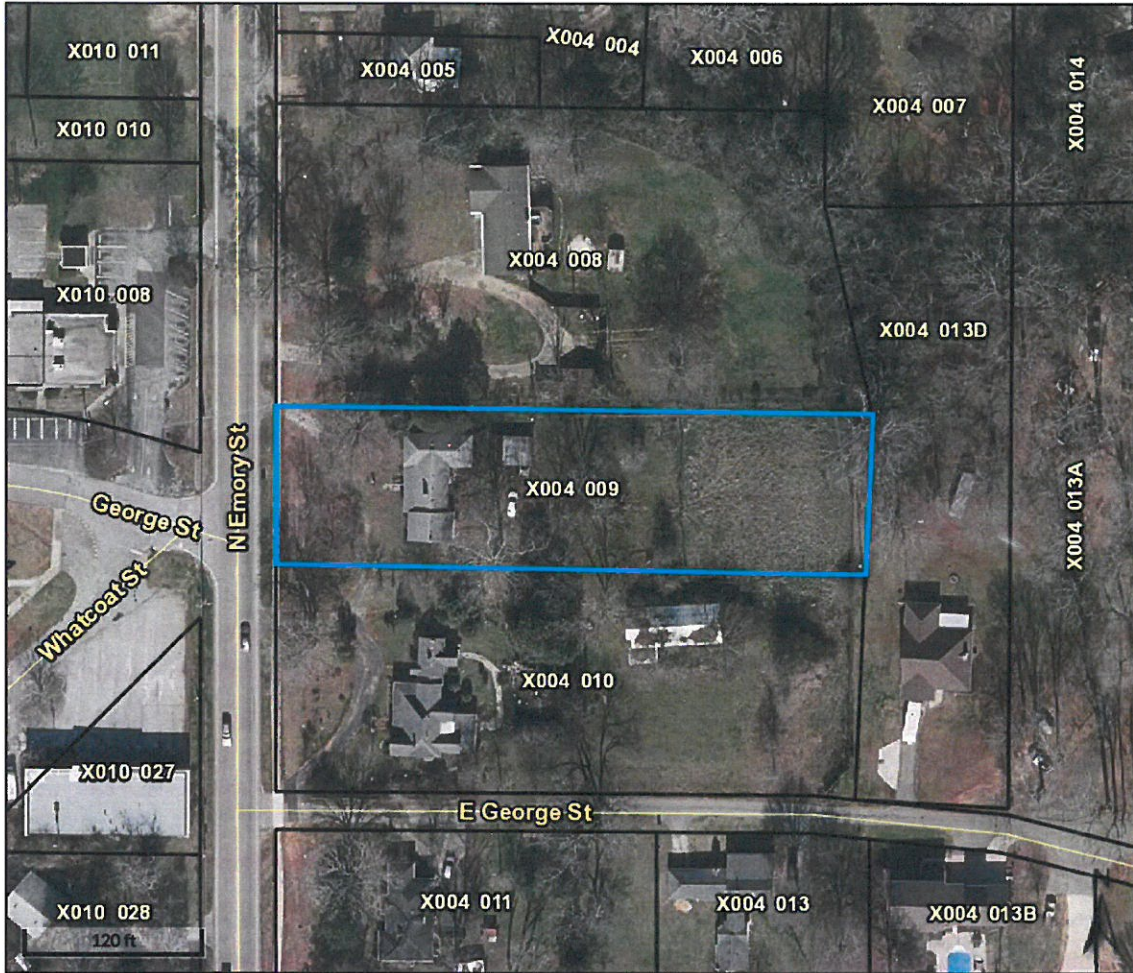
GRAPHIC SCALE: 1 INCH = 50 FEET



PREPARED BY:
CHARLES O. WIGGINS, RLS
FOR THE FIRM: WIGGINS LAND SURVEYING, LLC
CERTIFICATE OF AUTHORIZATION NO. LSF 1213
P.O. BOX 583
CONYERS, GA 30012 PH. 404-427-8279

SURVEYORS CERTIFICATION:
This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated hereon. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, NOR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

CHARLES O. WIGGINS, RLS #2293 DATE



Overview



Legend

-  Parcels
-  Roads

Parcel ID	X00400000009000	Owner	ELLIS LELAND K	Last 2 Sales			
Class Code	Residential		P.O. BOX 301	Date	Price	Reason	Qual
Taxing District	OXFORD		814 EMORY ST.	n/a	0	n/a	n/a
	OXFORD		OXFORD GA 300540301	n/a	0	n/a	n/a
Acres	1.19	Physical Address	814 EMORY ST				
		Assessed Value	Value \$59800				

(Note: Not to be used on legal documents)

Date created: 8/4/2020
 Last Data Uploaded: 8/4/2020 3:05:28 AM

Developed by  **Schneider**
 GEOSPATIAL