

# Planning, Zoning, and Engineering Process Application Instructions

## Before You Begin

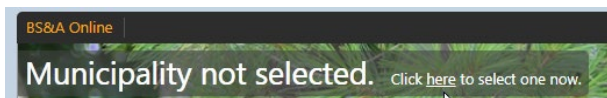
1. **Gather materials for application.** Review the following pages for the information required for a complete application.
2. **We encourage you to apply online using bsaonline.com.** This allows you to track your application as it navigates the approval process. You will need to create an account and request a PIN to use bsaonline.com, which staff can provide during normal business hours.
3. **Payment options:** If you apply online, the City will create an invoice that you will need to pay before staff can formally process your application. This usually takes about one business day. The City accepts checks, Visa, Mastercard, Discover, e-checks, and cash. At this time, the City does not accept online payments, but you can pay over the phone with a credit card and e-check, or pay with any of the methods listed above in-person at the Municipal Building. If you mail your application and plans through include a check for quick processing.

## Apply

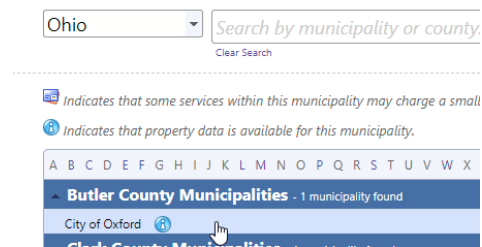
### Apply Online

*Instructions for applying in-person or by mail are available on page 4.*

Open a web browser and go to **bsaonline.com**. You will need to select the City of Oxford from the Municipal Directory.



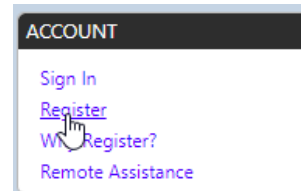
Change the state to Ohio then select City of Oxford under Butler County Municipalities.



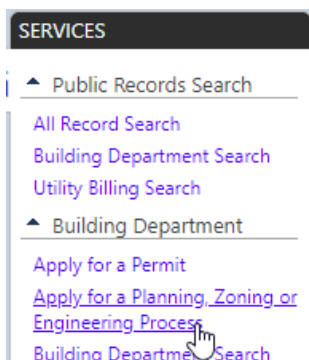
Your screen should look similar to the one below.



Click Sign In in the lower left corner. If you have not signed up for an account yet, click Register. New registrants will have to request a PIN from the City of Oxford Community Development Department by calling 513-524-5204.



After you register and receive your PIN, you can begin the application by clicking Apply for a Planning, Zoning or Engineering Process. Follow the instructions on the screen. You may need to sign in first.



# Application Steps

## STEP 1: SELECT A PROPERTY

You can search by Address, Parcel Number, or Owner Name.

### Step 1: Select a Property

Not finding an address or parcel? Call the Community Development Department at 513-524-5204.

Property Search

Search By:

Search For:

Owner Name	Address	Parcel Number
CITY OF OXFORD OHIO	15 S COLLEGE AVE, OXFORD, OH 45056	H4100004000188
STEWART DEVELOPERS LLC	315 S COLLEGE AVE, OXFORD, OH 45056	H4100104000079
GASLIGHT AVENUE AT STEWART SQUARE LLC	415 S COLLEGE AVE, OXFORD, OH 45056	H4100104000089
DAVID P ZIPKO	515 S COLLEGE AVE, OXFORD, OH 45056	H4100104000043
ROBERT L BLACKBURN TR	715 S COLLEGE AVE, OXFORD, OH 45056	H4100105000067
MARK A & DEBRA M DEGENNARO	815 S COLLEGE AVE, OXFORD, OH 45056	H4100105000082

## STEP 3: ENTER APPLICANT INFORMATION

Verify your contact information and choose the parties to receive e-mail notifications when the permit status changes.

### Step 3: Enter Applicant Information

Enter your contact information.

Applicant Information on File

If the information below is incorrect, please contact the municipality to resolve

Name:	Andrew Wilson Test
Address:	15 S COLLEGE AVE
Phone:	No Data to Display
Email:	awilson@cityofoxford.org

Contact Information

## STEP 5: ATTACH DOCUMENTS

All process types require some sort of documentation.

### Step 5: Attach Documents

Attach Documents

Document Title	Status	Description	File Name	
Site Plan	REQUIRED			<input type="button" value="Attach File"/>
Building Elevations and Details	REQUIRED			<input type="button" value="Attach File"/>
Narrative and Description	REQUIRED			<input type="button" value="Attach File"/>
Supporting Documents (optional)	Optional			<input type="button" value="Attach File"/>
Letter of Agency (optional)	Optional			<input type="button" value="Attach File"/>
Legal Description	REQUIRED			<input type="button" value="Attach File"/>

## STEP 2: ENTER APPLICATION DETAILS

Select the type of application and then describe the project. Fields will change depending on the process type you select.

### Step 2: Enter Application Details

Select the application for which you wish to apply:

Please describe the work to be done in detail:

Application Details:

Miscellaneous Fields

Building Floor Area (Sq Ft):

## STEP 4: ESTIMATE FEES

The City of Oxford will calculate fees during application and plan review, so BS&A Online will show the values as zero. You can skip this step.

### Step 4: Estimate Fees

Estimate your application fees by filling out the information below as accurately as possible. Note that the fees reviewed by department personnel, and appropriate adjustments may be made.

Fees will be assessed upon review of your application and documents.

Available Fees	Selected Fees			
Fee Description	Category	Fee Description	Fee	Quantity
No online fees are configured.		No online fees are configured.		
		<b>Total Estimated Fees: \$0.00</b>		

## SUCCESSFUL PROCESS APPLICATION

You will receive a summary confirmation screen at the end of the permit application indicating a successful application.

**Application Submitted Successfully**

Your application is awaiting review by building department staff. You will receive an email notice when the application has been processed.

Application Date: 02/10/2014  
 Permit Type: Electrical  
 Email Address: bscontractor@bsa.com  
 Address: 1 Conversion Property  
 Parcel Number: 00-00-00-000-000  
 Total Estimated Fees: \$2.00  
This amount is subject to change based on permit application review or subsequent inspections.

Apply for another permit:

\*\*Disclaimer: BSA Software provides AccessMyGov.com as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

## Apply In-Person or by Mail

Fill in the Application Form PDF using the free Adobe Acrobat Reader DC<sup>1</sup>, Acrobat, or Apple Preview, or print and fill in using a pen. We *do not* recommend using Google Chrome browser to fill in the application. Mail or drop off your completed application and required materials to:

Community Development Department  
15 South College Avenue  
Oxford, OH 45056

The Municipal Building offers free parking off the rear alley. The Community Development Department is located on the first floor.

## Questions?

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Call (513) 524-5204 or email [commdev@cityofoxford.org](mailto:commdev@cityofoxford.org).

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<sup>1</sup> Download Adobe Acrobat Reader DC for free at <https://adobe.com/reader>. Uncheck the *Optional offers*.



<b>Internal Use Only:</b>	
Case No.	_____
Date Filed	_____

## Historic and Architectural Preservation Commission Application

The pre-application provides an opportunity for the designer and the Historic and Architectural Preservation Commission (HAPC) to discuss a proposal prior to the applicant expending significant time and money on design, survey and engineering. It only requires submission of preliminary or conceptual information. The Certificate of Appropriateness (COA) requires submission of detailed exterior plans. [Section 1331.06(a)]<sup>1</sup>

### Applicant Information

*Attach a Letter of Agency if the Applicant is not the property owner.*

Name \* \_\_\_\_\_

Mailing Address \* \_\_\_\_\_

City, State & Zip Code \* \_\_\_\_\_

Telephone Number(s) \* \_\_\_\_\_

Email Address \_\_\_\_\_

Location of Property \* \_\_\_\_\_

Name of Building \* \_\_\_\_\_

Legal Description \* \_\_\_\_\_

### Type of Application

*Select all that apply.*

- Pre-Application (no fee)     Certificate of Appropriateness (\$50.00)     Demolition of Historic Structure (\$250.00)

### Proposed Environmental Change(s)

*Describe, in detail, all proposed exterior alterations for this property and attach drawings showing its relationship to the existing or planned surroundings. Consult Chapter 1331 of the Oxford Municipal Code, Historic & Architectural Preservation<sup>1</sup> and the Design Guidelines<sup>2</sup> to review the requirements for decisions regarding environmental changes and conditions for removal as well as standards for Commission decisions.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Required Documentation

Attach a current photograph of the subject of this application. Include drawings and diagrams showing its relationship to the existing or planned surroundings.

You may find information on the history of the building in the *Walking Tour*<sup>3</sup> booklets and at the Smith Library of Regional History<sup>4</sup> located in the Oxford Lane Library.

## Fee

There is no fee for pre-application review. The fee for Certification of Appropriateness is \$50.00 or \$250.00 if classified as historic by a City-approved inventory. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

For *demolition requests*, if the application is approved, posting of financial security for the re-use plan and mitigation fees for the demolition will be required as part of permits, per Section 1331.063(a)(3) and (4).

## Sign and Date

Applicant Signature \* \_\_\_\_\_

Date \* \_\_\_\_\_

## Submit Application, Plans and Documentation, and Fee

***We will not accept incomplete applications and/or documentation. Applications are due 19 days before the meeting. You will receive a copy of the agenda a few days prior to the meeting. In order for your request to be reviewed, you must be present.***

Send or drop off this application with required documentation as attachments and a check for fee (if applicable) made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

Direct questions to the Community Development Department at (513) 524-5204.

### ***For Staff Use Only***

Decision \* (Circle One) Accepted Rejected

Approval Signature \* \_\_\_\_\_ Date \_\_\_\_\_

Title \* \_\_\_\_\_

Comments/Conditions \* \_\_\_\_\_

<sup>1</sup> Oxford Codified Ordinances: [cityofoxford.org/fees](http://cityofoxford.org/fees)

<sup>2</sup> Design Guidelines: [cityofoxford.org/hapc](http://cityofoxford.org/hapc)

<sup>3</sup> Enjoy Oxford (Visitors Bureau): 14 West Park Place, Suite C; Oxford, OH 45056, (513) 523-8687, [enjoyoxford.org](http://enjoyoxford.org)

<sup>4</sup> Smith Library of Regional History: 441 South Locust Street, Oxford, OH 45056, (513) 523-3035, [lanepl.org](http://lanepl.org)