

# Planning, Zoning, and Engineering Process Application Instructions

## Before You Begin

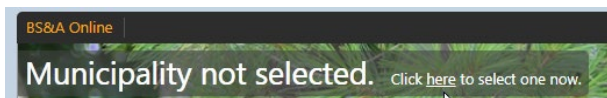
1. **Gather materials for application.** Review the following pages for the information required for a complete application.
2. **We encourage you to apply online using bsaonline.com.** This allows you to track your application as it navigates the approval process. You will need to create an account 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

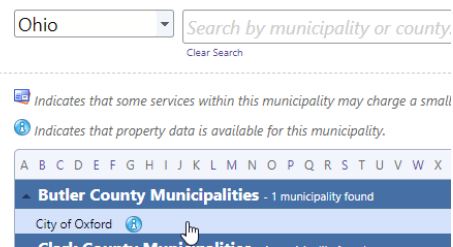
### Apply Online

*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.



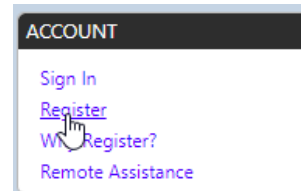
Change the state to Ohio then select City of Oxford under Butler County Municipalities.



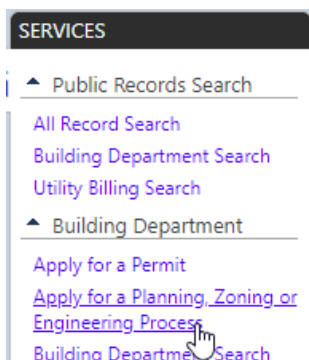
Your screen should look similar to the one below.



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: BS&A 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	_____

## Conditional Use Permit Application

### 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 \_\_\_\_\_

### Owner Information

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

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

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

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

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

### Location and Lot Information

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

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

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

Total Area \* \_\_\_\_\_ → *Check One \** Acres \_\_\_\_ Square Feet \_\_\_\_

Existing Use Description \* \_\_\_\_\_

Proposed Use Description \* \_\_\_\_\_

### Submission Requirements and Documentation

From Section 1147.02(a)<sup>1</sup>.

- (1) Contents of application for conditional use permit. Thirteen complete sets of all information shall be submitted with an application. The Zoning Administrator may modify this requirement based upon the type of materials included. Please contact the Zoning Administrator prior to submitting an application to discuss the submission requirement. If any information is submitted in color or on non-standard paper, more copies may be required.
- A. Application Fee.
  - B. Description of Use and Site.
    - A written, detailed description shall include the following information. A separate response is required for each subsection.
    - 1. The name, mailing address, and telephone number of the applicant and the property owner.
    - 2. If the applicant is not the owner, a statement from the owner that the applicant is entitled to apply on his or her behalf.
    - 3. A legal description of the site, including all separate lots.

4. A description of the existing uses of the site.
  5. The zoning district in which the site is located.
  6. A description of the proposed use.
    - a. A description of operations, including type of goods sold, services performed, and expected number of customer, clientele, delivery, and service vehicles.
    - b. The hours of operation.
  7. A narrative statement that evaluates the compatibility of the proposed use with the general vicinity and adjacent properties.
    - a. How the use is similar to or different from existing area uses and if there will be any interaction between the proposed use and existing uses.
    - b. How any existing structures, proposed structures, and the site design relate to adjacent structures and sites.
    - c. If the use will involve any operations that create potential nuisances such as excessive noise, lighting, odor, fumes, vibration, or emissions.
    - d. How any potential negative effects on adjacent land will be mitigated.
  8. A statement about why the location proposed is more appropriate for the use than other locations.
  9. A statement of the necessity or desirability of the proposed use to the neighborhood or community.
  10. Separate, detailed statements that individually address each of the items listed as potential concerns for the proposed use.
  11. A list of the names and mailing addresses of all land owners within 200 feet of the site (see [next section](#)).
  12. Such other information regarding the proposed use, site, or surrounding area as may be pertinent to the application or required by Planning Commission.
- C. Site Plan. A scaled site plan shall include the following information in detail. The required information may be submitted on multiple site plans if inclusion of all information on a single plan makes it illegible or difficult to understand.
1. North arrow.
  2. Scale.
  3. Vicinity map.
  4. All existing and proposed lot lines within the site.
  5. Dimensions of all lots and of the entire site and any adjacent rights-of-way.
  6. Location, height, and use of all proposed and existing structures.
  7. Location and design of all proposed vehicle management areas.
  8. Location, size, and type of all proposed signs.
  9. Location, height, and type of all proposed screening and landscaping.
  10. Distances to residential zoning districts if within 1,000 feet.
  11. The use of land and location of structures on adjacent property and across adjacent rights-of-way.
  12. Other information as required by the Planning Commission.
- D. Elevations of proposed structures, or typical elevations if structures are not yet designed, shall be required by the Zoning Administrator if the proposed location, height, or bulk of the structure is such that it may negatively affect an adjacent use.
- E. Other. Photographs of the existing use and its surroundings.

See Chapter 1147, Conditional Uses, for the full text, particularly 1147.03 for use-specific regulations<sup>1</sup>.

## Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The [Butler County Auditor Real Estate Search](#)<sup>2</sup> is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number.

## Planning Commission Review

From Section 1147.02(c)<sup>1</sup>.

The Planning Commission shall base its review of a proposed Conditional Use upon the complete application, upon any staff report, and upon any relevant and credible testimony presented during the public hearing.

If the Planning Commission finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

From Section 1147.02(c)(2) General Decision Standards<sup>1</sup>. All Conditional Uses shall satisfy these General Decision Standards.

- A. The proposed use is in fact a Conditional Use appropriate for the zoning district in which it is proposed.
- B. The use and site will satisfy the general intent of this Zoning Code.
- C. The use and site will be compatible with the general intent of the Comprehensive Plan.
- D. The size and shape of the site are sufficient for the proposed use.
- E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
- H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
- I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
- J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
- L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
- M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

## Fees & Receipt

The required fees are \$500.00 plus \$10.00 for postage. You may write a \$510.00 check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

## Sign and Date

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

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

## Submit Application, Submission Requirements and Documentation, and Fees

***We will not accept incomplete applications and/or plans and documentation.***

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

Direct questions to the Community Development Dept. at (513) 524-5204. The application will be placed on the next possible agenda.

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the Planning Commission meeting on which the action is requested. City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s).**

### For Staff Use Only

Fee Paid Date \* \_\_\_\_\_

Receipt Number \* \_\_\_\_\_

<sup>1</sup> City of Oxford Codified Ordinances: <http://www.cityofoxford.org/fees-ordinances-and-charter/>

<sup>2</sup> Butler County Auditor Real Estate Search: <http://www.butlercountyauditor.org/>