

# Planning, Zoning, and Engineering Process Application Instructions

## Before You Begin

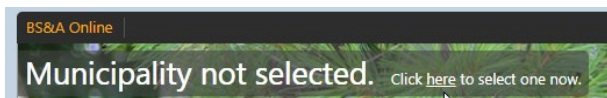
1. **Gather materials for application.** Review the following pages for the information required for a complete application.
2. **We encourage you to apply online using bsaonline.com.** This allows you to track your application as it navigates the approval process. You will need to create an account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

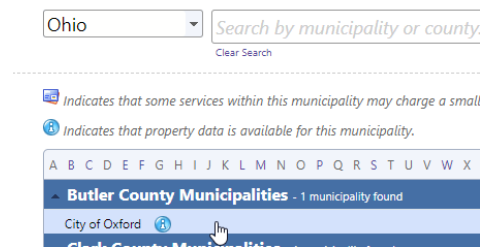
### Apply Online

*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.



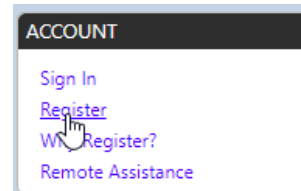
Change the state to Ohio then select City of Oxford under Butler County Municipalities.



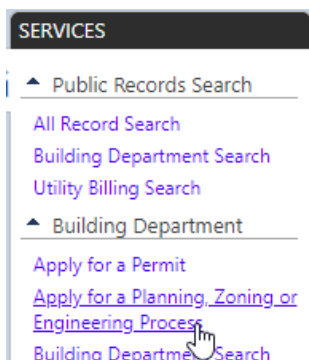
Your screen should look similar to the one below.



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																	
<table border="1"> <thead> <tr> <th>Fee Description</th> <th>Category</th> <th>Fee</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td colspan="4">No online fees are configured.</td> </tr> </tbody> </table>	Fee Description	Category	Fee	Quantity	No online fees are configured.				<table border="1"> <thead> <tr> <th>Fee Description</th> <th>Fee</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td colspan="3">No online fees are configured.</td> </tr> <tr> <td><b>Total Estimated Fees:</b></td> <td><b>\$0.00</b></td> <td></td> </tr> </tbody> </table>	Fee Description	Fee	Quantity	No online fees are configured.			<b>Total Estimated Fees:</b>	<b>\$0.00</b>	
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Fee Description	Fee	Quantity																
No online fees are configured.																		
<b>Total Estimated Fees:</b>	<b>\$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	_____

# Final Subdivision 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 \_\_\_\_\_

## Engineer/Surveyor Information

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

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

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

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

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

## Location and Lot Information

Name of Subdivision \* \_\_\_\_\_

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

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

Date of Planning Commission Preliminary Approval \* \_\_\_\_\_

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

Number of Lots \* \_\_\_\_\_ Total Area \* \_\_\_\_\_ Acres

## Requirements and Documentation

**Plat**  
**Fifteen (15) copies of the plat on bond.** Drawing size must be at least 18x24" and should never exceed 24x36." The plat must be prepared in accordance with Chapter 1101, Subdivision Regulations and Chapters 1121-1137, Zoning Code of the City of Oxford<sup>1</sup>. Scale should not exceed 1" = 100.' Plats containing less than three lots are exempted from the provisions of this section. The following information must appear on the plat:

- A. Boundary lines of the area being subdivided with accurate distances and bearings. Each section which is presented for final plat approval must have all of the required improvements extended to the property lines where necessary in order that future final plat sections may connect with them to maintain the continuity of the approved preliminary plan.
- B. A statement dedicating all proposed streets and alleys with their widths and names.

- C. The accurate outline of any portions of the property to be dedicated or granted for public use.
- D. The lines of adjoining streets and alleys with their widths and names.
- E. All lot lines together with an identification system for all lots and blocks. Lot numbers shall be secured from the County Auditor.
- F. The locations of all building lines and easements provided for public use, services or utilities.
- G. All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and any other areas for public or private use. Linear dimensions are to be given to the nearest one hundredth of a foot.
- H. The radii, arcs, lengths, points of tangency and central angles for all curvilinear streets and the radii and lengths for rounded corners.
- I. The location of all survey monuments and benchmarks together with their descriptions. There shall be a minimum of four permanent markers in each subdivision section located at or near the outer corner.
- J. The name of the subdivision, the scale of the plat, points of the compass and name of owner or owners and subdivider if other than the owner and name of the surveyor and engineer preparing the plat.
- K. The certificate of the surveyor attesting to the accuracy of the survey and to the correct locations of all monuments shown.
- L. Any private restrictions and trusteeships and their duration. Should these restrictions or trusteeships be of such length as to make their lettering on the plat impracticable, thus necessitating the preparation of a separate instrument, reference to such instrument shall be made on the plat.
- M. Acknowledgement by the owner or owners of the plat restrictions.
- N. One tracing cloth or comparable material of the approved final plat, for the City records.
- O. The names and record owners of all adjoining subdivisions and the names of recorded owners of adjoining parcels of un-subdivided land.
- P. A receipt showing that all legally due taxes have been paid.
- Q. North arrow, scale and date.
- R. The location of all present property lines, streets, alleys, rights-of-way, buildings, easements, lakes, watercourses, and drainage ways.
- S. Any existing water mains, culverts, water or sewer lines, easements, buildings and streets, within the tract or immediately adjacent thereto.
- T. Size of the tract in acres and lots in square feet and the boundary lines along with the linear measurement thereof.
- U. The proposed location and width of streets, alleys lots and easements.
- V. The seal, registry number and signature of the public surveyor who prepared the plat.
- W. Any portion of the floodplain as delineated by the Butler County Flood Insurance Rate Maps (FIRM), effective December 17, 2010, must be clearly illustrated and labeled on the plat.

**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.

**Fees & Receipt**

The required fee for final plan is \$570.00 plus \$10.00 per lot, plus \$10.00 postage charge.

**Sign and Date**

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

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

**Submit Application, Plans and Documentation, and Fees**

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

Send or drop off this application with required copies of the plat containing all required information as attachments and a check for fees and postage charge 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. The application will be placed on the next possible agenda.

## Notes

- You must adhere to notification and publication requirements.
- Submit materials 14 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).**
- Per Planning and Zoning Code 1101.203(H)<sup>1</sup>, after final recording at the Butler County Recorder's Office, the applicant shall furnish a proof of such recording for filing to the Community Development Department prior to the issuance of any construction permits for site preparation.

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<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/>