

Planning, Zoning, and Engineering Process Application Instructions

Before You Begin

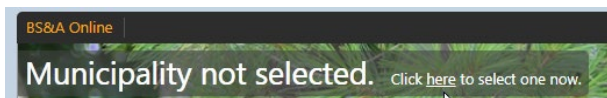
1. **Gather materials for application.** Review the following pages for the information required for a complete application.
2. **We encourage you to apply online using bsaonline.com.** This allows you to track your application as it navigates the approval process. You will need to create an account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

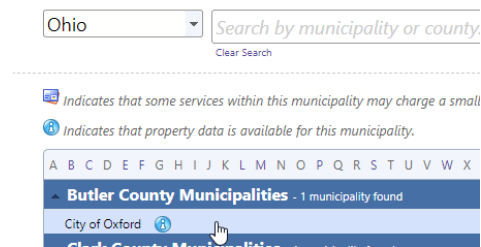
Apply Online

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.



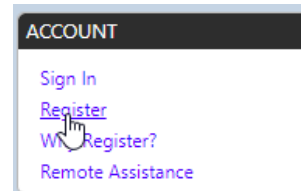
Change the state to Ohio then select City of Oxford under Butler County Municipalities.



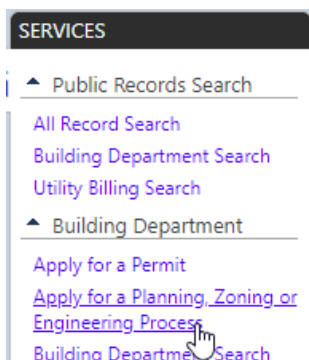
Your screen should look similar to the one below.



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.		
		Total Estimated Fees: \$0.00		

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 DC¹, 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?

Call (513) 524-5204 or email commdev@cityofoxford.org.

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



Internal Use Only:	
Case No.	_____
Date Filed	_____

Lot Split/Consolidation Application

Requested Action

Choose One ___ Lot Split (\$50) ___ Lot Consolidation (\$50) ___ Lot Split & Consolidation (\$100)

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 _____

Surveyor Information

Name * _____

Mailing Address * _____

City, State & Zip Code * _____

Telephone Number(s) * _____

Email Address _____

Location and Lot Information

Location of Property * _____

Legal Description * _____

Zoning District * _____ Number of Lots * _____ Total Area * _____ Acres

Submission Requirements and Documentation

From Chapter 1101 Subdivision Regulations, Attachment G¹.

No.	Required Item Description	Have	Need
1	8 plats (4 on 8.5" x 11" and 4 on 24" x 36" Bond Paper) 1 Mylar for County		
2	Electronic version of all documentation submitted (PDF preferred)		
3	Digital copy in Auto CAD format submitted on a CD. Shall utilize the NAD-83 Ohio South State Plane Coordinate System for horizontal control and the NAVD-1988 for vertical control. All subdivision boundary corners shall also be tied to the NAD-83 Ohio South State Plane Coordinate System and labeled with a northing and easting, as well as centerline intersections, temporary turn-around center points and easement centerline that does not follow a lot line. AutoCAD layouts shall be provided allowing for the reproduction of a complete set of plans as needed.		

No.	Required Item Description	Have	Need
4	The name, mailing address, and telephone number of the applicant and owner.		
5	Letter of Agency (A statement from the owner that the applicant is entitled to apply on his or her behalf)		
6	Attach a written, detailed description of the request.		
7	Metes and bounds description of the property (Legal Description).		
8	Vicinity Map		
9	The zoning district in which the site is located.		
10	Required Fee.		
11	Number of proposed lots.		
12	Plat shall show the following:		
12	A. The seal, registry number and signature of the registered surveyor and professional engineer who prepared the plat.		
12	B. The location of all present property lines, streets, alleys, rights-of-way, buildings, easements, lakes, watercourses and drainage ways.		
12	C. Size of the tract in acres and square feet and the boundary lines along with the linear measurements.		
12	D. The names and boundaries of all adjoining subdivisions and the names of recorded owners of adjoining parcels including mailing addresses and parcel numbers within 200 feet of the site.		
12	E. North point, scale and date.		
12	F. Any portion of the floodplain as delineated by the Flood Insurance Rate Map (FIRM) must be clearly illustrated and labeled on the plat.		
12	G. Exact location shall be shown for all buildings, septic tanks, wells or similar features with respect to existing or proposed lot lines or right-of-ways lines.		
12	H. Other information as deemed necessary by staff in order to create building sites and promote the public health, safety and welfare.		
12	I. Notification will be sent to direct abutters within two business days of the application filing. This notification will include comment forms.		
12	J. Any existing building(s) to remain or to be razed.		
13	Turn in proof of recording to City of Oxford Community Development Department		

Fees & Receipt

The fees are:

- Lot Split – \$50
- Lot Consolidation – \$50
- Lot Split & Consolidation – \$100

Write a 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, Plans and Documentation, and Fees

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

Send or drop off this application with the original and required copies of the plat and a check for fee and postage charges 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.

Note: Per Planning and Zoning Code 1101.600(E)¹, all minor resubdivision(s), lot split(s) or lot consolidation(s) shall submit proof of recording to the Community Development Department.

For Staff Use Only

Date of Submission *	_____	Date Signed Plat Due to Applicant (15 Days) *	_____
Fee *	\$_____	Fee Paid Date *	_____
Receipt Number *	_____	Volume/Page Number *	_____

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