

Planning, Zoning, and Engineering Process Application Instructions

Before You Begin

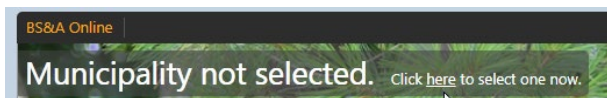
1. **Gather materials for application.** Review the following pages for the information required for a complete application.
2. **We encourage you to apply online using bsaonline.com.** This allows you to track your application as it navigates the approval process. You will need to create an account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

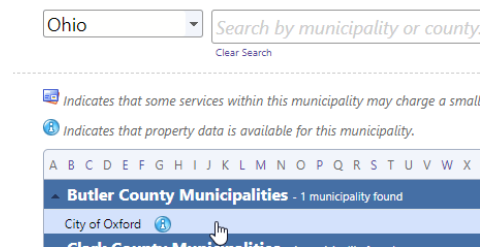
Apply Online

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.



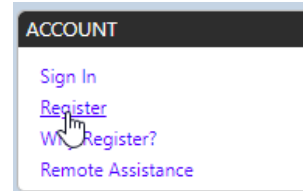
Change the state to Ohio then select City of Oxford under Butler County Municipalities.



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 w reviewed by department personnel, and appropriate adjustments may be made.

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

Fee Description	Category	Fee	Quantity
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	_____

Minor Amendment Application

Application Type

Choose One * ___ Minor Amendment to Conditional Use ___ Minor Amendment to Final Planned Development

Applicant Information

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

Name * _____

Mailing Address * _____

City, State & Zip Code * _____

Telephone Number * _____ Email Address _____

Owner Information

Name * _____

Mailing Address * _____

City, State & Zip Code * _____

Telephone Number * _____ Email Address _____

Engineer/Surveyor Information

Name * _____

Mailing Address * _____

City, State & Zip Code * _____

Telephone Number * _____ Email Address _____

Location and Lot Information

Name of Subdivision * _____

Location of Property * _____

Legal Description * _____

Zoning District * _____ Total Area * _____ Acres

Submission Requirements and Documentation

To provide for clear documentation, any request for a minor amendment to an approved conditional use or final planned development must be submitted in writing on formal letterhead along with a complete application form. The letter must provide sufficient detail in describing the proposed change(s), as well as justification on how the change(s) meet all relevant decision criteria as specified below pertinent to the applicable case type. Staff may request the applicant to provide additional information per the normal required contents for Conditional Use and Final Planned Development applications, pursuant to Sections 1147.02 and 1145.05 respectively.

1147.02(f)(1) – Minor Changes to an approved Conditional Use.

An operator of an approved Conditional Use may submit a written request for approval of changes to the site or operating conditions of the use. The Zoning Administrator may administratively approve changes to a Conditional Use if such changes:

- A. Do not change the use.
- B. Are of a magnitude that will not substantially alter the appearance of the use from off of the site.
- C. Will not substantially or detrimentally affect the provision of public services to the site or general vicinity.
- D. Will not substantially or detrimentally increase potential demand on public or private utilities.
- E. Are not of a scope, scale, or character, that would cause a negative impact on adjoining properties and neighborhood.
- F. Are not contrary to and in no way diminish the intent of the originally approved permit. Administrative approvals shall be clearly documented and made part of the original Conditional Use permit on file.

1145.10(a) – Minor Changes to an Approved Final Planned Development.

The developer of an approved final planned development may submit a written request for approval of changes to the plan or development schedule. The Zoning Administrator and the Planning Commission Chair together may administratively approve changes to a planned development if such changes:

1. Do not change the use
2. Are of a magnitude that will not substantially alter the appearance of the development from off of the site
3. Will not substantially or detrimentally affect the provision of public services to the site or general vicinity
4. Will not substantially or detrimentally increase potential demand on public or private utilities
5. Are not of a scope, scale, or character, that would cause a negative impact on adjoining properties and neighborhood
6. Are not contrary to and in no way diminish the intent of the originally approved plan. Administrative approvals shall be clearly documented, made part of the original final planned development on file, and the details of any such changes shall be reported to the Planning Commission at its next regularly scheduled meeting.

Decision Process

Upon submittal, the Community Development Director and Planning Commission Chair will consider the requested amendment against the relevant decision criteria, and within 1-2 weeks determine whether to approve the application administratively or refer the case to the Planning Commission for a formal vote held during the next available regular meeting date. An unfavorable vote by the Planning Commission renders the proposed amendment a major change. Major changes to a Conditional Use or Final Planned Development require a new application in order to be considered for approval by City Council.

Fees & Receipt

The fee is \$150.00.

Sign and Date

Applicant Signature *

Date *

Submission Instructions

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

Send or drop off this application with required plans containing all required information as attachments and a check for fees 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.