

Planning, Zoning, and Engineering Process Application Instructions

Before You Begin

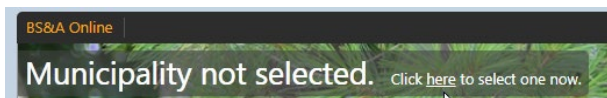
1. **Gather materials for application.** Review the following pages for the information required for a complete application.
2. **We encourage you to apply online using bsaonline.com.** This allows you to track your application as it navigates the approval process. You will need to create an account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

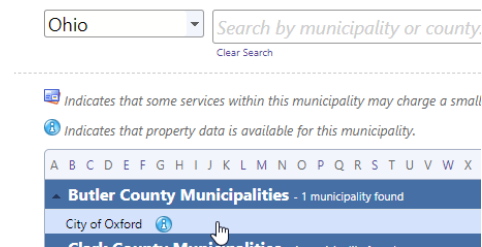
Apply Online

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.



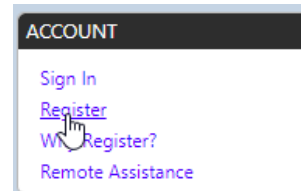
Change the state to Ohio then select City of Oxford under Butler County Municipalities.



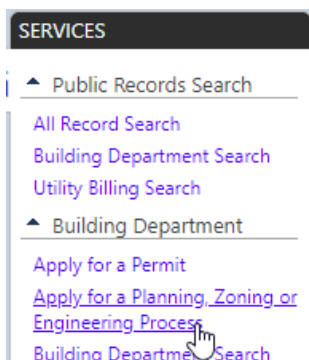
Your screen should look similar to the one below.



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	_____

Zoning Code Text Amendment 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 _____

Amendment Description * _____

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) Initiation. A text amendment may be initiated by the Chair of the Planning Commission, by adoption of a motion by Council or the Planning Commission, or by application to Planning Commission by a landowner or a resident of the City of Oxford.
- (b) Application. If Planning Commission or Council initiates an amendment, then the Zoning Administrator shall provide information as necessary for proper consideration of the motion. The information provided shall be substantially similar to that required of an application for amendment.

An application for amendment shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for a public hearing. An application will be considered complete only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements.

- (1) Contents of application. The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement, which includes the following information. A written, detailed description, where applicable, is required for each subsection.
 - A. Application Fee.
 - B. The name, mailing address, and telephone number of the applicant.
 - C. A general description of the proposed amendment.
 - D. A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.
 - E. A statement that identifies potential negative consequences of the proposed amendment.
 - F. Such other information regarding the proposed amendment as may be pertinent to the application or required by Planning Commission or Council.
 - G. Any existing section number and text that is proposed to be deleted or amended.
 - H. Any new or amended text as it is proposed to be codified including its proposed location in the Code. section numbers)
 - I. A narrative statement that describes the expected effects of the proposed text.
 - J. A narrative statement that compares the expected effects of the proposed text with any existing text that it will replace, if applicable.

Decision Process

From Section 1135.02(c)(1) Decision Standards¹.

A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

- A. The proposed amendment will make the Code conform more closely with the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

Planning Commission and Council Review

The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall consider the Planning Commission recommendation. If the Planning Commission or Council finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

Fees & Receipt

The required fee is \$250.00. 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, 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 documentation as attachments and a check for the fee 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: You must adhere to notification and publication requirements. Submit materials 45 days prior to the Planning Commission meeting on which the action is requested.

For Staff Use Only

Fee Paid Date * _____

Receipt Number * _____

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