

# Planning, Zoning, and Engineering Process Application Instructions

## Before You Begin

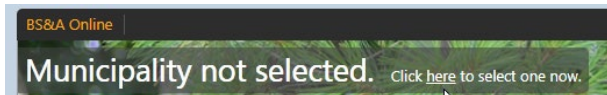
1. **Gather materials for application.** Review the following pages for the information required for a complete application.
2. **We encourage you to apply online using bsaonline.com.** This allows you to track your application as it navigates the approval process. You will need to create an account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

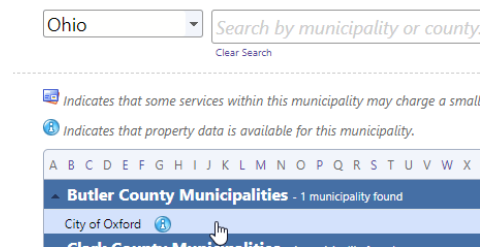
### Apply Online

*Instructions for applying in-person or by mail are available on page 4.*

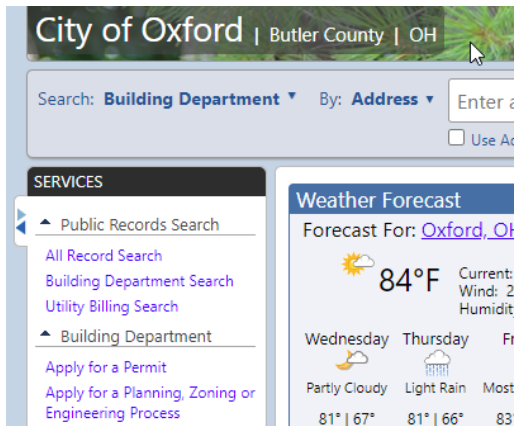
Open a web browser and go to **bsaonline.com**. You will need to select the City of Oxford from the Municipal Directory.



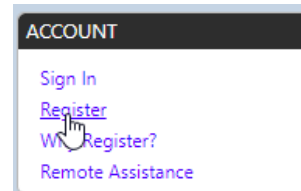
Change the state to Ohio then select City of Oxford under Butler County Municipalities.



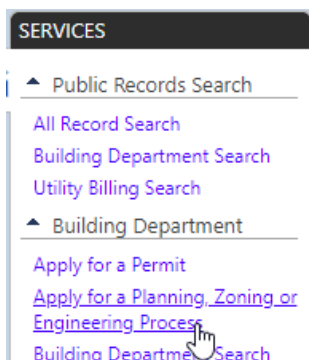
Your screen should look similar to the one below.



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	_____

## Zoning Map 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 \_\_\_\_\_

### Location and Lot Information

Location \* \_\_\_\_\_

General Description of Proposed Amendment \* \_\_\_\_\_

Current Zoning \* \_\_\_\_\_

Proposed Zone(s) \* \_\_\_\_\_

### Submission Requirements and Documentation

From Section 1135.02 Procedure<sup>1</sup>.

- (a) Initiation. A map amendment may be initiated by adoption of a motion by Planning Commission, by adoption of a motion by Council, or by application to Planning Commission by at least one owner of the property within the area proposed to be rezoned.
- (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. A legal description of the area to be rezoned.
  - H. The proposed zoning of the area.
  - I. The current zoning of the area.
  - J. A description of existing uses in the area.

- K. A vicinity map, at a scale approved by the Zoning Administrator, showing property lines, streets, existing and proposed zoning and other items required by the Zoning Administrator.
- L. A list of the names and mailing addresses of all owners of land that is proposed to be rezoned and all land owners within 200 feet of every parcel proposed to be rezoned (see later section).

### 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. *Property Owner names will not be provided in the agenda packet.*

### Decision Process

From Section 1135.02(c)(1) Decision Standards<sup>1</sup>.

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. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is a legitimate need for additional land area in the zoning district that will be expanded.

### Fees & Receipt

The required fee is \$250.00, plus \$10.00 postage charge. 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 fee 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 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 proposed 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).**

<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/>