

VILLAGE OF OXFORD
Building Department
 22 West Burdick, P.O. Box 94
 Oxford, MI 48371-0094
 248-628-2543



SKETCH PLAN REVIEW APPLICATION

A sketch plan submitted for administrative review and approval shall contain all of the following data prior to its submission. Sketch plans shall consist of an overall plan for the entire development. All plans must be legible and sufficient quality to provide for reproduction.

Article 9, Chapter 1, Sections 6 & 9 of the Zoning Ordinance, have been provided in order to ensure that all sketch plan information and requirements have been provided by the applicant for review. Missing information could result in a delay in plans being reviewed by the Zoning Administrator until all required information has been provided.

Applicant must provide **8 copies** of the site plan, application, fees, and all relative documents. Review will be done administratively, and review by Planning Commission is NOT required.

DATE _____ PROJECT ADDRESS _____

APPLICANT INFORMATION

Name:		
Address:		
City:	State:	Zip:
Phone:	Cell:	
Email:		

PROPERTY OWNER INFORMATION

Name:		
Address:		
City:	State:	Zip:
Phone:	Cell:	
Email:		

If applicant is not the owner, describe applicant's interest in the property. (Proof of ownership OR affidavit is required.)

PROPERTY DESCRIPTION			
Description of Proposed Project:			
Zoning Classification:	<input type="checkbox"/> R-1 Single Family	<input type="checkbox"/> C-1 Central Business – Core	
	<input type="checkbox"/> RM Multiple Family	<input type="checkbox"/> C-1 Central Business - Transition	
	<input type="checkbox"/> I-1 Industrial	<input type="checkbox"/> C-2 General Business	
		<input type="checkbox"/> P-1 Vehicular Parking	
Present Use:		Proposed Use:	
Front Yard Setback	ft.	Building Height	ft.
Side Yard Setback	ft.	Lot Coverage (%)	%
Rear Yard Setback	ft.	Total Floor Area	sq. ft.
Lot Size	sq. ft.	Off Street Parking	cars

ATTACH THE FOLLOWING:

1. 8 folded copies of the sketch plan.
2. A brief written description of the existing and proposed uses, including but not limited to: hours of operation, number of employees on largest shift, number of company vehicles, etc.
3. Proof of property ownership or interest in property (purchase agreement, etc.)
4. Fees: \$40 – Additions, Alterations, and Accessory Structures
 \$75 – Single Family Residential, Commercial, Industrial

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a sketch plan application or to revoke any permits granted subsequent to site plan approval.

APPLICANT’S ENDORSEMENT

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Zoning Administrator will not review my application unless all information required in this application and the Zoning Ordinance have been submitted. I further acknowledge that the Village of Oxford and its employees or agents shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this sketch plan application.

Signature of Applicant

Date

Signature of Applicant

Date

Signature of Property Owner

Date

VILLAGE USE ONLY

- _____ 1. Complete Zoning Compliance Form
- _____ 2. Receive 8 Copies of Sketch Plan
- _____ 3. Distribute Plans to Building Official
- _____ 4. Receive Review from Building Official
- _____ 5. Building Permit Application Received (if required)
- _____ 6. Building Permit Approved

NOTES
