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



SITE PLAN REVIEW APPLICATION

A site plan submitted for review and approval shall contain all of the following data prior to its submission. Site 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 of the Zoning Ordinance, has been provided in order to ensure that all site plan information and requirements have been provided by the applicant for Planning Commission review. Missing information could result in a delay in plans being reviewed by the Planning Commission until all required information has been provided.

Applicant must provide **10 copies** of the site plan, application, fees, and all relative documents at least twenty-five (25) days prior to the next regularly scheduled meeting of the Planning Commission.

DATE	PROJECT ADDRESS					
APPLICANT INFORMA	TION					
Name:						
Address:						
City:			State:	Zip:		
Phone:		Cell:		I		
Email:						
PROPERTY OWNER IN	FORMATION					
Name:						
Address:						
City:			State:	Zip:		
Phone:		Cell:		1		
Email:	<u> </u>					

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:						
				1.0	12	
Zoning Classification:	□ R-1 Single Fa			☐ C-1 Central Business – Core		
	☐ RM Multiple	Family			ral Business - Transition	
	☐ I-1 Industrial				eral Business	
			□ P-	-1 Vehi	cular Parking	
Present Use:		Proposed Use:				
Front Yard Setback	ft.	Building Heigh	nt		ft.	
Side Yard Setback	ft.	Lot Coverage ((%)		%	
Rear Yard Setback	ft.	Total Floor Are	ea		sq. ft.	
Lot Size	sq. ft.	Off Street Park	ing		cars	
PROFESSIONALS WH	O PREPARED DRA	AWINGS				
Name:						
Mailing Address:						
City:		Star	te:		Zip:	
Telephone:		Email:				
Design Responsibility:						
Name:						
Mailing Address:						
City:		Star	te:		Zip:	
Telephone:		Email:			.1	
Design Responsibility:		•				

INCLU	UDE THE FOLLOWING:					
1.	10 folded copies of the site plan, sealed by a registered architect, engineer, or landscape architect.					
2.	Flash drive with application, site plan, and all supporting documentation.					
3.	3. 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.					
4.	Proof of property ownership or interest in property (purchase agreement, etc.)					
5.	Fees: \$200.00 Application Fee Multi-Family/Commercial/Industrial see Cost form					
6.	6. If necessary, review comments or approval received from county, state, or federal agencies that have jurisdiction over the project, including but not limited to:					
	☐ Oakland County Road Commission ☐ Oakland County Health Department ☐ Oakland County Health Department ☐ Michigan Department of Natural Resources ☐ Michigan Department of Commissioner ☐ Oakland County Drain Commissioner					
	SE NOTE: The applicant or a designated representative MUST BE PRESENT at all scheduled review gs or the site plan may be tabled due to lack of representation.					
	to provide true and accurate information on this application shall provide sufficient grounds to deny al of a site plan application or to revoke any permits granted subsequent to site plan approval.					
APPLI	ICANT'S ENDORSEMENT					
Plannin the Zon employ	ormation contained herein is true and accurate to the best of my knowledge. I acknowledge that the ag Commission will not review my application unless all information required in this application and ning Ordinance have been submitted. I further acknowledge that the Village of Oxford and its wees or agents shall not be held liable for any claims that may arise as a result of acceptance, sing, or approval of this site plan application.					

Signature of Applicant

Signature of Property Owner

Date

Date

VILLAGE USE ONLY

	1. Complete Zoning Compliance Form						
	2. Complete Special Use Application						
	3. Receive 10 Copies of Site Plan						
	4. Distribute Plans to:						
			Planner Engineer Fire Dept. Police Dept.		Building Official DPW Dept. DDA (if within DDA District) Planning Commission (7)		
	5. Plannin	g Co	mmission Meeting Date:				
	6. Notice for Public Hearing						
	7. Receive	Rev	riews:				
			Planner Engineer Fire Dept. Police Dept.		Building Official DPW Dept. DDA (if within DDA District)		
	8. Planning Commission Decision:						
			Approved Denied Approved with Conditions	(atta	ched)		
	9. Building Permit Application Received						
	10. Buildi	ng Pe	ermit Approved by Building	Offi	cial		
NOT	ES						