

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 **15 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 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

PROFESSIONALS WHO PREPARED DRAWINGS

Name:			
Mailing Address:			
City:		State:	Zip:
Telephone:		Email:	
Design Responsibility:			
Name:			
Mailing Address:			
City:		State:	Zip:
Telephone:		Email:	
Design Responsibility:			

VILLAGE USE ONLY

_____ 1. Complete Zoning Compliance Form

_____ 2. Complete Special Use Application

_____ 3. Receive 15 Copies of Site Plan

_____ 4. Distribute Plans to:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Planner | <input type="checkbox"/> Building Official |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> DPW Dept. |
| <input type="checkbox"/> Fire Dept. | <input type="checkbox"/> DDA (if within DDA District) |
| <input type="checkbox"/> Police Dept. | <input type="checkbox"/> Planning Commission (7) |

_____ 5. Planning Commission Meeting Date: _____

_____ 6. Notice for Public Hearing

_____ 7. Receive Reviews:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Planner | <input type="checkbox"/> Building Official |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> DPW Dept. |
| <input type="checkbox"/> Fire Dept. | <input type="checkbox"/> DDA (if within DDA District) |
| <input type="checkbox"/> Police Dept. | |

_____ 8. Planning Commission Decision:

- Approved
- Denied
- Approved with Conditions (attached)

_____ 9. Building Permit Application Received

_____ 10. Building Permit Approved by Building Official

NOTES
