



REZONING

In addition to permitted uses specified in each zoning district, sometimes a property owner may have other uses for that property and may wish to request it to be rezoned to allow something different than the current zoning.

See Zoning Ordinance 67A Article 3 for Zoning Districts, Permitted Uses, and Special Land Uses and Article 4 - Special Land Uses on the website: www.oxfordtownship.org.

In addition to the **Application Form**, the following information is required:

- Proof of ownership or
- Letter from property owner authorizing this process
- Proof that the taxes on the parcel have been paid
- Scaled drawing of the site in relation to surrounding parcels (within 300 feet) with customary folding
- Gross and Net area
- Current Zoning
- Proposed Zoning
- Describe the proposed land use/development
- Estimated Completion Date of proposed project
- Has the rezoning request been previously submitted in the last year?
 - If yes, have conditions changed or is new information available regarding the rezoning request?
- Are the uses permitted in the requested zoning district consistent with the Township's Master Plan?
 - If not, explain why the rezoning request is justified
- Pay fees (below)
- Six (6) complete set of the **Site Plan**, prepared in conformance with Ordinance #67A, Article 12, with customary folding and one (1) in **.PDF** format (The Planning & Zoning Department will contact you if more copies are required for subsequent submittals)

Review process:

The following shall be submitted for this review:

- Zoning Applicant is reviewed by the Zoning Administrator (\$125.00)
- Public Hearing at the Planning Commission (requires notice to be published 15 days prior to meeting and neighbors within 300 feet to be notified)
- Planning Commission makes recommendation to Township Board to rezone or deny
- Send Application and approved Planning Commission Minutes and other required documents to Oakland County Zoning Coordination Committee for

Recommendation. Oakland County notifies adjacent communities (if property borders another jurisdiction) and neighbors within 300 feet (Time frame is not controlled by the Township)

- Planning Commission and Oakland County Zoning Coordination Committee recommendations sent to Township Board
- The Township Board will hold a First and Second Reading with a Public Hearing Notice published at least seven (7) days between readings and makes final decision. (Twp. Board mtgs are schedule 2nd Wednesday of each month)

The Review Team consists of the following departments and consultants:

- Zoning Department
- Planning Consultant
- Engineering Consultant
- Fire Department
- And any other as seems necessary in regards to the application and the direction from the Planner.
 - Attorney
 - Sheriff Department
 - Park and Recreation
 - Road Commission of Oakland County (RCOC) or
 - Michigan Department of Transportation (MDOT)
 - Oakland County Health Department
 - Water Resources Commission
 - Michigan Department of Environmental Quality
 - Wetlands Consultant

Review Team comments will be provided to the applicant before the Planning Commission meeting. The Applicant is advised to have responses prepared for the meeting. ***Plans may not be revised until the Planning Commission reviews the plan submitted.***

The Planning Commission will review the Plans at a meeting open to the public and with a Public Hearing in accordance with Ordinance 67A, Section 16.9, and direct the Applicant on alterations to be made. The Applicant then submits revised plans to the Building Department for re-submittal to the Consultant Review Team.

REZONING FEES IN ADDITION TO
THE ZONING COMPLIANCE REVIEW FEE

ONE CHECK	PAYABLE TO: OXFORD TOWNSHIP	FOR:	CHECK AMOUNT
	Oxford Township	Non Refundable	\$1,300.00
		Application	800.00
		Administrative	500.00
	Oxford Township Fire Department	Fire Review	50.00
	Oxford Township (New Dev. Only)	Police Review	50.00
	Recreation (New Dev. Only)	P&R Review	50.00
	Oxford Township Trust & Agency	Consultant Reviews:	\$4,800.00
		Engineer	
		Planner	
		Attorney	
		Legal Notice	
TOTAL			<u>\$6,250.00</u>

Each Revised Review \$1,200.00



300 DUNLAP ROAD
OXFORD, MI 48371
(248) 628-9787 Fax: (248) 628-8139
WWW.OXFORDTOWNSHIP.ORG

APPLICATION FORM

PROJECT NAME: _____

Applicant: Name _____
Address _____
City _____ State ____ Zip _____
Phone _____ Fax _____
Email _____

Property Information:
Common Description (Address) _____
Tax Parcel No. _____
Legal Description (Attach to Application) _____
Zoning of Parcel(s) _____
Proposed use or activity _____
Acreage or Size of Parcel(s) _____

Owner of Property:
Name _____
Address _____
City _____ State ____ Zip _____
Phone _____ Fax _____
Email _____

Persons Having a Legal Interest in the Property				
	Name	Address	% Interest	Signature
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

AFFIDAVIT: I agree the statement made above are true, and if found not to be true, any permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree that any approval that may be issued is with the understanding all applicable sections of the Charter Township of Oxford Zoning Ordinance will be complied with. Further, I agree to give permission for officials of the Charter Township of Oxford, Oakland County and the State of Michigan to enter the property subject to this permit application for purposes of inspection.

Signature _____ Date _____

CHARTER TOWNSHIP OF OXFORD

Grading Permit # _____
 Zoning Permit # _____
 Stakes Ready YES NO
 Date: _____

300 DUNLAP RD.
 OXFORD, MICHIGAN 48371
 1-248-628-9787 FAX 1-248-628-8139
 www.oxfordtownship.org

Building Permit # _____

Application for Zoning Compliance and Building Permit

PROPERTY LOCATION	
ADDRESS	_____
TAX ID #	_____
LOT #	_____
SUBDIVISION	_____

CURRENT PROPERTY OWNER	
NAME	_____
ADDRESS	_____
CITY	_____ STATE _____
ZIP CODE	_____ PHONE _____

IS THIS A HOMEOWNER PERMIT? YES NO

CONTRACTOR INFORMATION	
NAME	_____
ADDRESS	_____
CITY	_____ STATE _____
ZIP CODE	_____ PHONE _____
CONTACT	_____
CONTACTS PHONE #	_____
EMAIL	_____

LICENSE INFORMATION	
LICENSE #	_____
EXPIRATION DATE	_____
MESC #	_____
FED ID #	_____
INSURANCE COMPANY	_____
POLICY #	_____
EXPIRES	_____

PROJECT DESCRIPTION	_____
DIRECTIONS TO SITE	_____
NATURE OF WORK	_____
COMMENTS	_____
APPROXIMATE SQUARE FOOTAGE OF PROJECT	_____

TYPE OF IMPROVEMENT	
<input type="checkbox"/>	NEW BUILDING
<input type="checkbox"/>	ALTERATION
<input type="checkbox"/>	ADDITION
<input type="checkbox"/>	DEMOLITION
<input type="checkbox"/>	MOVING
<input type="checkbox"/>	SIGN(S)
<input type="checkbox"/>	GARAGE
<input type="checkbox"/>	REPAIR, REPLACEMENT
<input type="checkbox"/>	FOUNDATION ONLY
<input type="checkbox"/>	SHELL ONLY
<input type="checkbox"/>	SHED
<input type="checkbox"/>	DECK
<input type="checkbox"/>	POOL
<input type="checkbox"/>	OTHER _____

PROPOSED USE	
<input type="checkbox"/>	RESIDENTIAL
<input type="checkbox"/>	<input type="checkbox"/> ONE FAMILY
<input type="checkbox"/>	<input type="checkbox"/> TWO OR MORE FAMILY
<input type="checkbox"/>	<input type="checkbox"/> HOTEL, MOTEL
<input type="checkbox"/>	COMMERCIAL
<input type="checkbox"/>	INDUSTRIAL
<input type="checkbox"/>	RECREATIONAL
<input type="checkbox"/>	OTHER _____

CURRENT ZONING OF PROPERTY

Section 23a of the State of Michigan Construction Code Act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or residential structure.

AFFIDAVIT REGARDING ZONING- I agree the statements made above are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the Charter Township of Oxford Zoning Ordinance will be complied with. Further, I agree to notify the Oxford Township Zoning Administrator for inspection before the start of construction and when locations of proposed uses are marked on the ground. Further, I agree to give permission for officials of the Charter Twp. of Oxford, Oakland County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. Finally, I understand this is a zoning permit, and that a zoning permit, if used, conveys only land use rights and does not include any representation or conveyance of rights in any other statute, building code, deed restriction, or other property rights.

Signature of Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

REQUIRED CONSTRUCTION DOCUMENTS

NOTE: Failure to include all required documents will delay the review process.

The Following items and documents are required to be submitted along with a completed application for ZONING COMPLIANCE AND BUILDING PERMIT, except as noted.

- ▶ 1 Copies of the **CURRENT TAX STATEMENT** marked paid. *Required for all applications.*
- ▶ 2 Two (2) complete folded sets of **CONSTRUCTION PLANS with Grading Plan (New Residential)**.
Required for all applications.
- ▶ 3 A complete **PLOT PLAN** showing the dimensions to all property lines (setbacks), as well as the locations of the proposed structure(s) and distances from property lines. Include all easements.
- ▶ 4 A **DRIVEWAY PERMIT** (Application with a date stamp), if on a public road. Required for new curb cuts to county or state highways.
ROAD COMMISSION FOR OAKLAND COUNTY
Permits Division
2420 Pontiac Lake Road
Waterford, MI 48328
248-858-4835
- ▶ 5 A **SEPTIC PERMIT**, if not on a public sewer system. Required for new home, new commercial and new industrial construction.
OAKLAND COUNTY HEALTH DIVISION
Department of Human Services
Health Division Building
1200 N. Telegraph Road
Pontiac, MI 48341-0432
248-858-1312
- ▶ 6 A **SOIL EROSION PERMIT**, if applicable.
CHARTER TOWNSHIP OF OXFORD
300 Dunlap Road
Oxford, MI 48371
248-628-9787 ext. 114
- ▶ 7 **ENGINEERED TRUSS DRAWINGS**, if applicable, prior to installation of trusses.
- ▶ 8 A check or cash in the amount of **\$125.00** for **Grading Plan Review (All New Residential)** and **\$125.00** for **Zoning Compliance Permit = \$250.00 Total.**
- ▶ 9 **NOTE:** Address must be posted at the driveway or at the road for inspectors to locate the property.
(NO ADDRESS - NO INSPECTION AND YOU WILL BE SUBJECT TO A RE-INSPECTION FEE).

STAKE INSPECTION PROCEDURE

Required:

- 1 A Certificate of survey from a State of Michigan Registered Land Surveyor, for all **NEW Construction**. Mortgage survey with proposed structures drawn in with setback information can be substituted for garages, decks, pools, sheds, etc.
- 2 Actual stakes shall be tagged or painted as follows:
 - RED** For property corners, these stakes are to be set next to the surveyor's iron set at the property corners.
 - YELLOW** For buildings, additions or accessory structures.
- 3 **Road Right-of-Ways.** Property corner stakes shall indicate the actual location of the right-of-way (Where the property abuts the road right-of-way).
- 4 **Easements-** The location of all easements located on the property shall also be staked and identified as such.

Adopted at a Township Board meeting, June 11, 2014, effective date June 12, 2014.