

# CHARTER TOWNSHIP OF OXFORD

Grading Permit # \_\_\_\_\_

300 DUNLAP ROAD

Building Permit # B \_\_\_\_\_

Zoning Permit # \_\_\_\_\_

OXFORD, MICHIGAN 48371

Stakes Ready  YES  NO

1-248-628-9787 FAX 1-248-628-8139

Date: \_\_\_\_\_

[www.oxfordtownship.org](http://www.oxfordtownship.org)

## Application for Zoning Compliance and Building Permit

### PROPERTY LOCATION

ADDRESS: \_\_\_\_\_

PARCEL #: \_\_\_\_\_

LOT #: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

### CURRENT PROPERTY OWNER

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

IS THIS A HOMEOWNER PERMIT?  YES  NO

### CONTRACTOR INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_ 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: \_\_\_\_\_ CONSTRUCTION VALUE OF PROJECT: \_\_\_\_\_

### TYPE OF IMPROVEMENT

- NEW BUILDING
- ALTERATION
- ADDITION
- DEMOLITION
- MOVING
- SIGN(S)
- GARAGE
- REPAIR, REPLACEMENT
- FOUNDATION ONLY
- SHELL ONLY
- SHED
- DECK
- POOL
- OTHER \_\_\_\_\_

### PROPOSED USE

- RESIDENTIAL
  - ONE FAMILY
  - TWO OR MORE FAMILY
  - HOTEL, MOTEL
- COMMERCIAL
- INDUSTRIAL
- RECREATIONAL
- 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 Township 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 (not a 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: \_\_\_\_\_

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**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 **DRINKING WATER WELL AND ON-SITE SEWAGE DISPOSAL PERMIT**, if not on a public system. Required 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  
**No Temporary or Certificate of Occupancy will be issued until Drinking Water Well and On-Site Sewage Disposal System have FINAL APPROVAL by Oakland County Health Division.**
- ▶ 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).

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**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.