



PRE-APPLICATION CONFERENCE

A Pre-Application Conference provides the applicant an opportunity to informally discuss a project or proposed development with the Planning Commission. The information exchanged is non-binding on both the Applicant and the Planning Commission. The Planning Commission makes no formal motion but gives direction to the applicant for the process required to complete the project in a timely manner.

Please complete **Application Form**, and provide as much of the following information as would be helpful to alert the Planning Commission of your intentions on **Six (6) complete set and one (1) in .PDF format** (The Planning & Zoning Department will contact you if more copies are required for subsequent submittals) as outlined in **Zoning Ordinance #67A, Article 12 – Site Plan Review, Section 12.3 – Review and Approval Procedures, (A) – Pre-Application Conference**, located on website: www.oxfordtownship.net

- Application
- Proof of ownership or
- Letter from property owner authorizing this process
- Proof that the taxes on the parcel have been paid
- Sketch plans
- Proposed Land Uses and adjacent land uses
- Natural features and other site information
- Proposed location of buildings, wetlands, parking, retention/detention areas, and water and sewer availability.
- Any other information, you feel will be necessary to explain your project
- Fees as per the adopted fee schedule

Typically a Pre-Application Conference can be scheduled for the Planning Commission, if the information is received 14 days prior to the scheduled meeting.

The Planning Commission meets on the second and fourth Thursday of every month, except November and December, which meets only the second Thursday.

PRE-APPLICATION CONFERENCE FEES

ONE CHECK	PAYABLE TO: OXFORD TOWNSHIP	FOR:	CHECK AMOUNT
	Oxford Township	Non Refundable	\$300.00
		Application	100.00
		Administrative	200.00
TOTAL			<u>\$300.00</u>



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 _____