



SPECIAL LAND USE AND SITE PLAN REVIEW

Site Plan Review and approval is necessary to insure the proposed development/land use meets the Ordinance standards. In addition to permitted uses specified in each zoning district, there are certain other uses which may be necessary or desirable to allow in certain locations in certain districts.

See Zoning Ordinance 67A Article 3 for Zoning Districts, Permitted Uses and Special Land Uses, Article 4 – Special Land Uses, and Article 12 for Site Plan Review on the website: www.oxfordtownship.org.

Review process:

The Zoning Administrator will perform a *Zoning Compliance Review* prior to the formal submittal of the Site Plan to the Township consultants and Planning Commission.

The following shall be submitted for this review:

- Completed “**Zoning Compliance Application**” form
- Payment of \$125.00 (ZP 101-000-483.000 MILE 101-000-694.000)
- **Proof of ownership** or letter from property owner authorizing this process
- Copy of Paid **Property Taxes** receipt

After the Zoning Administrator reviews the submittal, he/she will give direction to the applicant noting any deficiencies or instructions to proceed.

The following shall be submitted for the Special Land Use and Site Plan review:

(Can be submitted at the time of the Zoning Compliance Application)

- Completed “**Application Form**”
- Completed “**Site Plan Review Checklist**” form
- Completed “**Hazardous Substance Reporting Form**” Parts I & II
- Completed “**Groundwater Protection Information for Site Plan Review and Environmental Permits Checklist**” form
- Completed “**Land Improvement Application**” form which will be payable at the pre-construction meeting or prior to receiving Building Permit.

Special Land Use Supporting Documents:

- Describe the proposed land use/development
- Describe how the proposed land use/development meets the general Special Land Use requirements provided in Ordinance 67A, Article 4 – Section 5 (Findings of Fact).
- Describe how the proposed land use/development meets the specific requirements of the proposed Special Land Use provided in Ordinance 67A.
- Traffic Impact Analysis

- Market Analysis
- 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)
- Any other supporting documents, as requested.
- The Applicant may request a Pre-Application Conference with the Planning Commission.

The Review Team consists of the following departments and consultants:

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

Review Team comments will be provided to the Applicant.

SPECIAL LAND USE AND SITE PLAN REVIEW FEES
IN ADDITION TO THE ZONING COMPLIANCE REVIEW FEE

ONE CHECK	PAYABLE TO : OXFORD TOWNSHIP	FOR:	CHECK AMOUNT
	Oxford Township	Non Refundable Application	\$1,600.00
		Administrative	800.00
		Legal Notice	500.00
			300.00
	Oxford Township Fire Department	Fire Review	225.00
	Oxford Township	Police Review	100.00
	Recreation (New Dev. Only)	P&R Review	50.00
	Oxford Township	Consultant Reviews:	\$4,000.00
		Engineer	
		Planner	
TOTAL			<u>\$5,975.00</u>
	Each Revised Review	\$1,200.00	



300 DUNLAP ROAD
OXFORD, MI 48371
(248) 628-9787

WWW.OXFORDTOWNSHIP.ORG

PLANNING COMMISSION

APPLICATION INSTRUCTIONS & PLAN REVIEW FORMS

APPLICATION FOR ZONING COMPLIANCE
APPLICATION FORM
HAZARDOUS SUBSTANCES FORM
GROUNDWATER PROTECTION FORM
SITE PLAN REVIEW CHECKLIST & SUMMARY
PUD REVIEW CHECKLIST (IF RELATED)
LAND IMPROVEMENT APPLICATION
(NO FEES DUE AT THIS TIME)

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

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
<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"/> ONE FAMILY
<input type="checkbox"/> TWO OR MORE FAMILY
<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 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: _____

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.



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

HAZARDOUS SUBSTANCES REPORTING FORM FOR SITE PLAN REVIEW

Charter Township of Oxford

Note: This form must be completed and submitted as part of the application for the site plan review.

Name of Business: _____

Name of business owners(s):

Name	_____	Name	_____	Name	_____
Address	_____	Address	_____	Address	_____
City	_____	City	_____	City	_____
State	_____	State	_____	State	_____
Zip	_____	Zip	_____	Zip	_____
Phone	_____	Phone	_____	Phone	_____
Fax	_____	Fax	_____	Fax	_____
E-Mail	_____	E-Mail	_____	E-Mail	_____

I affirm that the information submitted is accurate.

_____	_____
owners signature	date
_____	_____
owners signature	date
_____	_____
owners signature	date

Information compiled by:

Name	_____
Address	_____
City	_____
State	_____
Zip	_____
Phone	_____
Fax	_____
E-Mail	_____

Part 1: Management of Hazardous Substances and Polluting Materials

	YES	NO	
1	<input type="checkbox"/>	<input type="checkbox"/>	Will the proposed facility store, use or generate hazardous substances or polluting materials (including petroleum-based products) now or in the future? If yes, please complete this form and submit your site plan.
2	<input type="checkbox"/>	<input type="checkbox"/>	Will the hazardous substances or polluting materials be reused or recycled on-site?

GROUNDWATER PROTECTION INFORMATION FOR SITE PLAN REVIEW

ENVIRONMENTAL PERMITS CHECKLIST FOR OXFORD TOWNSHIP

This checklist has been prepared to alert businesses to state and county environmental permit requirements which may apply to new or existing facilities. Applicants are requested to complete this form and submit it with the site plan application.

This checklist is not a permit application form. Businesses are responsible for obtaining information and permit application forms from appropriate state and county offices. Please note that this checklist pertains only to state and county environmental permits. Additional permits and approvals may be required by the Township or other government agencies. Compliance with applicable county and state requirements is a pre-requisite for site plan approval in Oxford Township. The Township will forward this form to the Michigan Department of Environmental Quality Permits Coordinator.

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1. Y N Will the project involve the discharge of any type of wastewater or surface water runoff to a storm sewer, drain, lake, stream or other body of water? **Section 12 of Part 31 NREPA**
Contact: Michigan Department Environmental Quality, Surface Water Division.

 2. Y N Will the project involve the discharge of liquids, sludges, wastewater and/or wastewater residuals into or onto the ground? **Section 7(1) and 12 of Part 31 NREPA**
Contact: Michigan Department Environmental Quality, Waste Management Division.

 3. Y N Will the project or facility store or use hazardous substances, chemicals, petroleum products, and/or salt? Depending on the type of substance, secondary containment and a Pollution Incident Prevention Plan (or a material storage permit) may be required. **Part 5 Rules of Part 31 NREPA**
Contact: Michigan Department Environmental Quality, Waste Management Division.

 4. Y N Will the facility use underground storage tanks? Existing tanks must be registered with the MDEQ. Tanks must be installed and operated in accordance with state regulations. **Section 2 of Part 211 NREPA**

A 30-day notice is required before beginning either permanent closure or a change-in-service. Upon permanent closure or change-in-service, a site assessment must be performed in accordance with state regulations. **Sections 2 and 3 of Part 211 NREPA**
Contact: Michigan Department of Environmental Quality, Underground Storage Tank Division.

 5. Y N Will the facility generate, or involve the transport, on-site treatment, storage or disposal of hazardous waste? If yes, permits may be required. **Part 111 NREPA**
Contact: Michigan Department of Environmental Quality, Waste Management Division.

 6. Y N Will the project involve burning, landfilling, transferring or processing any type of solid non-hazardous wastes on-site? **Part 115 NREPA**
Contact: Michigan Department of Environmental Quality, Waste Management Division.

7. Y N Will the project involve the installation, construction, reconstruction, relocation or alteration of any process equipment (including air pollution control equipment) which has the potential to emit air contaminants? **Section 5 of Part 55 NREPA**
Contact: *Michigan Department of Environmental Quality, Air Quality Division, Permits Section.*
8. Y N Will the project involve any man-made change in the natural cover or topography of land including cut and fill activities which may contribute to soil erosion and sedimentation? Will the earth change disturb an area of one acre or more, or occur within 500 feet of a lake or stream? If the answer to both of these questions is yes, a soil erosion and sedimentation permit is required. **Part 91 of NREPA**
Contact: *County Drain Commission*
9. Y N Will the project involve any work (dredging, filling, construction, placement of structure) in a river, stream, creek, ditch, wetland, floodplain, land/water interface or within 500 feet of an inland lake, river, stream, creek or ditch? **Section 8 of Part 31**
Contact: *Michigan Department of Environmental Quality, Land and Water Management Division.*
10. Y N Will an on-site wastewater treatment or septic system be installed? Will septage be stored on-site prior to off-site disposal? **Part 31 NREPA**
Contact: *County Environmental Health Office.*
- For industrial / commercial wastewater in any quantity or more than 10,000 gallons/day of sanitary sewage. **Part 31 NREPA, standards are found in 22 Rules of Part 31 NREPA.**
Contact: *Michigan Department of Environmental Quality, Waste Management Division.*
11. Y N Is this facility (or any facility under your ownership) currently involved in any compliance discussions with the Michigan Department of Environmental Quality or the Michigan Attorney General's Office?
Contact: *Michigan Department of Natural Resources, Office of Litigation and Program Services.*
12. Y N Is this facility / property (or any facility / property under your ownership) included on the list of "Michigan Sites of Environmental Contamination," including sites where leaking underground storage tanks have been found?
Contact: *Michigan Department of Environmental Quality, Environmental Response Division.*

CHARTER TOWNSHIP OF OXFORD
 ZONING ORDINANCE 67A
 ARTICLE 12
SITE PLAN REVIEW CHECKLIST AND SUMMARY

Three step Process:

- A. Pre-application conference (Optional)
- B. Preliminary Site Plan
- C. Final Site Plan

A. Pre-application Conference (Optional)

Required Information:

Yes	No	NA	
			Sketch Plan
			Number of residential units, if any
			Number & type of non-residential uses
			Size & area of each use
			Variances that are known
			Number of acres to be preserved / Open space & recreational
			Known Historical features to be preserved
			Anticipated demand for Sewer
			Anticipated demand for Water
			Known soil or groundwater contamination

B. Preliminary Site Plan

Required Information:

Yes	No	NA	
			Proprietors Names, address & telephone numbers
			Applicants Names, address & telephone number
			Owners Names, addresses & telephone numbers
			Date (Month, Day, Year)
			Revisions (Month, Day, Year)
			Title Block
			Scale
			North point
			Legal Description with Certified Survey
			Seal (Architect, Engineer, Land Surveyor, Landscape Architect or Planner)
			Existing Lot lines and within 100 ft. of the site
			Existing Building lines and within 100 ft. of the site
			Existing Structures within 100 ft. of the site
			Existing Parking areas within 100 ft. of the site
			Proposed Lot lines within the site
			Proposed property lines within the site
			Proposed structures within the site
			Proposed parking areas within the site
			Centerline & existing & proposed Right of Way lines, on any street
			Zoning Classification of parcel
			Zoning classification of abutting parcels
			Land use of parcel
			Land Use of abutting parcels
			Gross area
			Net area
			A map illustrating distance of site from major thoroughfares & section lines
			Evidence of Public Water Capacity (from Township Engineer)
			Evidence of Public Sewer Capacity (from Township Engineer)

CHARTER TOWNSHIP OF OXFORD
 ZONING ORDINANCE 67A
 ARTICLE 12
SITE PLAN REVIEW CHECKLIST AND SUMMARY

Physical Features:

Yes	No	NA	
			Acceleration Lanes
			Deceleration Lanes
			Passing Lanes
<i>Proposed location of the following:</i>			
			Roadways
			Access Drives
			Driveway Locations
			Sidewalks
			Safety Paths
			Curbing
			Areas for public use
			Traffic Impact Study Section 8.4(B)
<i>Location of existing & proposed Service Facilities Above and Below grade:</i>			
			Well sites
			Septic Systems (tank, primary & reserve Drain Fields)
			Other Waste water treatment
			Water Main Systems
			Hydrants
			Pump Houses
			Standpipes
			Buildings
			Sanitary Sewers
			Pumping Stations
<i>Storm Water Management Systems:</i>			
			Storm Sewers
			Swales
			Detention/retention Basins
			Drainage Ways
			Preliminary Calculations for sizes
			Chemical Storage Tanks & Containers
			Fuel Storage tanks & Containers
<i>Storage, loading, disposal areas:</i>			
			Chemicals
			Hazardous Substances
			Salt
			Fuels
			Location of all easements
			All Structures
			Typical Floor Plans with dimensions
			Setback and Yard dimensions
			Typical Elevations
			Dimensioned Parking Spaces Section 8.7
			Calculations of the Number of Spaces Section 8.6
			Existing Landscaping
			Proposed Landscaping
			Berms
			Fencing
			Walls
			Trash receptacle location
			Transformer pad location
			Dedicated roads locations
			Service Drive locations
			Fire Lanes
			Historic Structures
			Other Physical Features

CHARTER TOWNSHIP OF OXFORD
 ZONING ORDINANCE 67A
 ARTICLE 12
SITE PLAN REVIEW CHECKLIST AND SUMMARY

C. Final Site Plan

Required Information:

Yes	No	NA	
			All Information required for Preliminary Site Plan (Section 12.3(B)(2))
			Final Grading Plan
			Finished Contours 2 foot intervals
			Existing Contours, 2 foot Intervals
			Dimensioned floor plans
			Elevation Views of all proposed buildings & structures
			Building Materials & Colors
			Detailed Landscape Plan Section 7.9
			Details of Transformer Pad Screening
			Signage Details Section 9.11(B)
			Details of recreational facilities (play structures, benches, etc.)
			Parking Easement Agreements - Section 8.5 (C)
			Collective Parking Agreements - Section 8.5(i)(2)
<i>Additional Information required for a Condominium Project:</i>			
			All required information by Section 66 of P.A. 59 of 1978
			Draft Master Deed Section 13.8
			Draft By-Laws Section 13.8

D. Additional Requirements for Residential Developments

Yes	No	NA	
			Designation of units by type
			Number of Units per Building
			Density per acre
			Density of Bedrooms per acre
			Location of carports, if proposed
<i>Amount of Recreational Facilities:</i>			
			Acreage
			Locations

E. Additional Requirements for Commercial/Industrial

Yes	No	NA	
			Loading/Unloading area
			Total Floor Area
			Usable Floor Area
			Number of Employees @ Peak Usage
			Nature of Anticipated Tenants

F. Additional Requirements for Site Condominiums

Yes	No	NA	
			Information in Sections 13.5

Notes

LAND IMPROVEMENT APPLICATION - CHARTER TOWNSHIP OF OXFORD

DATE _____ PERMIT # _____
OWNER _____ APPLICANT _____
ADDRESS _____ ADDRESS _____
CITY _____ STATE _____ CITY _____ STATE _____
ZIP _____ ZIP _____
PHONE _____ PHONE _____

SITE ADDRESS _____ SIDWELL # 04- _____
ACREAGE OF PARCEL _____ ZONING DISTRICT _____
NAME OF PROPOSED DEVELOPMENT _____
DESCRIPTION OF LAND USE _____
COST ESTIMATE OF IMPROVEMENT(S) _____

TYPE OF LAND IMPROVEMENT PERMIT

- PAVING Required for all Land Improvements involving paving.
- SANITARY Required for all Land Improvements involving the construction or repair of sanitary sewerage systems or facilities.
- GRADING Required for all Land Improvements involving grading.
- STORMWATER Required for all Land Improvements involving Stormwater Management measure and/or facilities.
- WATER MAIN Required for all Land Improvements involving the construction or repair of a water main.
- LANDSCAPING Required for all Land Improvements involving any moving of soil, trees, etc.

SUBMIT PROOF OF OWNERSHIP ATTACHED
SUBMIT A DETAILED SKETCH ATTACHED

\$120.00 APPLICATION FEE DATE PAID _____

+ \$5.00 APPLICABLE MILEAGE FEE (\$120.00 ZP 101-000-483.000 \$5.00 MILE 101-000-694.000)

\$1500.00 ESCROW ACCOUNT DATE PAID _____

I hereby represent that the activity for which a Land Improvement Permit is requested from the Township does not impact a wetland or watercourse regulated by state statute or Township Ordinance.

Signature of Owner
Date _____

Signature of Applicant
Date _____