CHARTER TOWNSHIP OF OXFORD

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

P.O. BOX 3, 300 DUNLAP ROAD
OXFORD, MICHIGAN 48371
1-248-628-9787 FAX 1-248-628-8139
www.oxfordtownship.org

Building Permit # B_____

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:_____

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.
   OAKLAND COUNTY WATER RESOURCES COMMISSIONER
   One Public Works Drive
   Building 95 West
   Waterford, MI 48328-1907
   248-858-0958
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.