

VILLAGE OF OXFORD
Planning Commission
 22 West Burdick, P.O. Box 94
 Oxford, MI 48371-0094
 248-628-2543



SPECIAL LAND USE APPLICATION

Applicant must provide **15 copies** of the site plan, application, fees, and all relative documents at least thirty-five (35) days prior to the next regularly scheduled meeting of the Planning Commission.

Article 9, Chapter 2 of the Zoning Ordinance has been provided in order to ensure that all accompanying site plan information and requirements have been provided by the applicant for review.

Following the public hearing, the Planning Commission shall review the application for the special land use proposal, with recommendations from Village reviewing agencies. The Planning Commission is authorized to approve, approve with conditions, or deny requests for special land use approval.

DATE _____ PROJECT ADDRESS _____

APPLICANT INFORMATION

Name: _____

Address: _____

City: _____	State: _____	Zip: _____
Phone: _____	Cell: _____	
Email: _____		

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

City: _____	State: _____	Zip: _____
Phone: _____	Cell: _____	
Email: _____		

If applicant is not the owner, describe applicant's interest in the property. (Proof of ownership OR affidavit is required.)

PROPERTY DESCRIPTION		
Description of Proposed Project:		
Zoning Classification:	<input type="checkbox"/> R-1 Single Family	<input type="checkbox"/> C-1 Central Business – Core
	<input type="checkbox"/> RM Multiple Family	<input type="checkbox"/> C-1 Central Business – Transition
	<input type="checkbox"/> I-1 Industrial	<input type="checkbox"/> C-2 General Business
		<input type="checkbox"/> P-1 Vehicular Parking
Present Use:	Proposed Use:	
Property Size	sq. ft.	

ATTACH THE FOLLOWING:

1. 15 folded copies of the site plan, sealed by a registered architect, engineer, or landscape architect.
2. Digital copies of application, site plan, and all supporting documents.
3. A brief written description of the existing and proposed uses, including but not limited to: hours of operation, number of employees on largest shift, number of company vehicles, etc.
4. Proof of property ownership or interest in property (purchase agreement, etc.)
5. Fees:

\$200	Application Fee
\$150	Public Hearing Fee
\$500	Planning & Zoning Review Fees
\$225	Fire Department Review Fees
\$ 50	Police/DPW Review Fees
\$500	Each additional Plan Review (if needed)

PLEASE NOTE: The applicant or a designated representative **MUST BE PRESENT** at all scheduled review meetings or the site plan may be tabled due to lack of representation.

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a site plan application or to revoke any permits granted subsequent to site plan approval.

APPLICANT’S ENDORSEMENT

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Planning Commission will not review my application unless all information required in this application and the Zoning Ordinance have been submitted. I further acknowledge that the Village of Oxford and its employees or agents shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this site plan application.

Signature of Applicant

Date

Signature of Property Owner

Date

VILLAGE USE ONLY

_____ 1. Complete Zoning Compliance Form

_____ 2. Complete Special Use Application

_____ 3. Receive 15 Copies of Site Plan

_____ 4. Distribute Plans to:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Planner | <input type="checkbox"/> Building Official |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> DPW Director |
| <input type="checkbox"/> Fire Dept. | <input type="checkbox"/> DDA Director (if within DDA) |
| <input type="checkbox"/> Police Dept. | <input type="checkbox"/> Planning Commissioners (7) |

_____ 5. Planning Commission Meeting Date: _____

_____ 6. Notice for Public Hearing

_____ 7. Receive Reviews:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Planner | <input type="checkbox"/> Building Official |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> DPW Director |
| <input type="checkbox"/> Fire Dept. | <input type="checkbox"/> DDA Director (if within DDA) |
| <input type="checkbox"/> Police Dept. | |

_____ 8. Planning Commission Decision:

- Approve
- Deny
- Approve with Conditions (attach)

_____ 9. Building Permit Application Received

_____ 10. Building Permit Approved by Building Official

NOTES
