

**OXFORD TOWNSHIP**

780 HANOVER ST  
NEW OXFORD, PA 17350



PHONE: (717) 624-4544  
FAX: (717) 624-3511

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

PermitNo.: \_\_\_\_\_

**MUNICIPAL PERMIT APPLICATION**

**TO BE FILLED IN BY APPLICANT:**

Application is hereby made for a permit in compliance with the Oxford Township Zoning Ordinance. Approval of this permit application constitutes compliance with all Zoning Ordinance requirements. The application shall be considered complete when all adequate required documentation is submitted.

A **Site Sketch Plan/Plot Plan** shall be submitted with this application showing the location of the proposed building or use shall accompany this application (scale not needed). Show dimensions of all property boundaries comprising the lot/parcel shape, locations of existing right-of-ways, stream(s), flood plain(s), public roadway(s), private road(s), driveway(s), well(s), septic(s), existing structures, and present usage or occupancy. No changes will be made to this application and/or Plot Plan without submitting written notification and plans for such changes.

1. Property Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

2. Owner(s) Address: \_\_\_\_\_

3. Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. Applicant Address: \_\_\_\_\_

5. Location of Property: \_\_\_\_\_

6. Area of Lot/Parcel (*sq.ft or acres*): \_\_\_\_\_ Parcel/Tax I.D.#: \_\_\_\_\_

7. Describe Present Uses/Structures: \_\_\_\_\_

8. Parking Spaces (off street): Present: \_\_\_\_\_ Proposed: \_\_\_\_\_ Height of Proposed Building: \_\_\_\_\_

9. Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

10. Describe Project (Check all that apply):

Erect a New Structure(s)

Home Occupation

Replace a Structure(s)

Repair/ Remodel

Add to a Structure(s)

Change of Occupancy

Pool

Erect/Replace a Sign See Sign Permit Zoning Application to be included with this application

Other (Please Specify): \_\_\_\_\_

10. Describe Proposed Project/Use in more detail: \_\_\_\_\_

\_\_\_\_\_ Cost / Value of Construction \_\_\_\_\_

**I verify that the foregoing statements are true to the best of my information and belief. I understand that false statements herein are subject to the penalties of 18 PA C.S.A. relating to unsworn falsifications to authorities. I also understand that it is the applicant's responsibility to obtain a Building Permit prior to starting construction as per Act 45. I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable laws of this jurisdiction. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project.**

\_\_\_\_\_  
*Applicant Name – please print*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

Fee consistent with adopted fee schedule for Oxford Township is required at time of permit issuance – to be paid to Oxford Township – *thank you*

For official Use Only

**TO BE FILLED IN BY ZONING OFFICER/ADMINISTRATOR:**

The following shall be the minimum requirements for the proposed project(s) as set forth in the Oxford Township Zoning Ordinance.

1. Plot Plan Submitted?  YES  NO  NOT REQUIRED

2. Zoning District of Property: \_\_\_\_\_

Required Building Setback: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_

Proposed Structure Setback: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_

Second Structure Setback: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_

Does proposed project conform with Building Setback requirements?:  Yes  No  Not Applicable

Remarks: \_\_\_\_\_

3. Minimum Loading Space: \_\_\_\_\_ Loading Space Provided: \_\_\_\_\_

4. Maximum Sign Area: \_\_\_\_\_ Proposed Sign Area: \_\_\_\_\_

5. Maximum Lot Coverage: \_\_\_\_\_ Proposed Lot Coverage: \_\_\_\_\_

6. Remarks: \_\_\_\_\_

7. Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ (  Check #: \_\_\_\_\_  Cash)

**CERTIFICATION**

1. The proposal  DOES  DOES NOT comply with the Oxford Township Zoning Ordinance.

2. The proposal  DOES  DOES NOT require any new water and sewer connection, and complies with the DEP and Oxford Township Rules & Regulations.

3. A Uniform Construction Code Building Permit is required  YES  NO

Remark: \_\_\_\_\_

4. A variance is required  YES  NO

5. A Special Exception is required  YES  NO

6. A permit for the above described project/use was  GRANTED  DENIED  EXEMPT

on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

7. This permit expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

87. If applicable, the following conditions were placed on a special exception permit by the Zoning Hearing Board:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

9. Signature of Zoning Officer: \_\_\_\_\_ Date: \_\_\_\_\_