



**TOWN OF OXFORD**

PO BOX 339  
OXFORD, MD 21654  
410-226-5122 M

PERMIT NO: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED / PLEASE PROVIDE REQUESTED INFORMATION TO AVOID DELAYS**

**Section I. APPLICATION FOR DEVELOPMENT/BUILDING PERMIT**

**A. General Information**

1. By signing and submitting this application, the Applicant certifies that all statements contained in Section I, documents and information provided in Section II and Section IV, and any additional documents submitted with the application are true and accurate.
2. The permit may be revoked and a stop work order may be issued if any false information is provided in this application or if unpermitted work is performed.

**B. Floodplain Development Permit**

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Zone

1. No work may begin within a floodplain designated as X (Shaded), AE, AH, Coastal A, and VE until a floodplain Development/Building permit is issued.
2. The development may not be used or occupied until it has been approved by the Building Inspector and Floodplain Administrator for compliance with the floodplain regulations.

**C. Historic District Development Permit**

\_\_\_\_\_ Yes \_\_\_\_\_ No

1. No work may begin within the designated Oxford Historic District until a Development/Building permit approved by the Oxford Historic District Commission has been issued.
2. The development may not be used or occupied until it has been approved by the Oxford Building Inspector and authorized by the Town Administrator.

**D. Maryland Critical Area Development Permit**

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ (IDA, LDA, RCA)

1. No work may begin within the designated Critical Area 1000' Buffer until a Development/Building permit is issued.
2. The development may not be used or occupied until it has been approved by the Oxford Planning Department/Town Administrator.

**E. Project Property**

<b>Property Owner/ Project Name</b>			
<b>Property Address</b>			
<b>SDAT Information</b>	Map #	Parcel #	Acct #
<b>Brief description of Proposed Work for which this application is being submitted</b>			

## F. Owner/Applicant Information

<b>Property Address</b>		
<b>Property Owner</b>	Name	Cell Phone
	Mailing Address	
	Email Address	
<b>Applicant/Contractor (Contractor License Number Required)</b>	Name	Cell Phone
	Mailing Address	
	Email Address	
	Business Name	License Number
<b>Plumbing Contractor</b>	Name	Cell Phone
	Mailing Address	License Number
<b>Electrical Contractor</b>	Name	Cell Phone
	Mailing Address	License Number

A CERTIFICATE OF USE AND OCCUPANCY IS REQUIRED to be issued by the building official BEFORE this building may be used or occupied. No certificate of use and occupancy will be issued until all required inspections have been approved.

A permit under which no work is commenced within six months after issuance shall expire. A permit under which work commences within six months shall become invalid one year after the date of permit issuance.

Inspections are required for footing, trenches, foundation (waterproofing-drain tile-backfill), framing, insulation, plumbing, floodplain, stormwater and any other identified items as found in the permit letter that accompanies your permit.

## G. Project Information

1. Structural Development (Please check all that apply)

### TYPE OF WORK

<input type="checkbox"/>	New Structure
<input type="checkbox"/>	Addition
<input type="checkbox"/>	Alteration
<input type="checkbox"/>	Relocation
<input type="checkbox"/>	Demolition
<input type="checkbox"/>	Replacement
<input type="checkbox"/>	Floodplain Elevation
<input type="checkbox"/>	Floodplain Other
<input type="checkbox"/>	Painting/Maintenance

### TYPE OF STRUCTURE

<input type="checkbox"/>	Residential (Single)
<input type="checkbox"/>	Residential (Multiple)
<input type="checkbox"/>	Commercial
<input type="checkbox"/>	Mixed Use (Commercial/Residential)
<input type="checkbox"/>	Accessory Structure
<input type="checkbox"/>	Fence
<input type="checkbox"/>	Sign
<input type="checkbox"/>	
<input type="checkbox"/>	



## Section II. Documentation to be Provided with Permit (completed by staff)

Required	Submitted		
		Property/Plat Survey (7 copies)	Site plan or drawing
		Construction Plans (7 copies)	All construction
		Existing Condition Pictures/Proposed Samples (7 copies)	Historic District Application
		Submission Checklist (7 copies)	Historic District Application
		Application Permit Fee	Paid fees receipt
		Talbot County Soil Erosion and Sediment	Standard Plan / Soil Conservation Approval
		Stormwater Management Plan (3 copies)	Engineering Review
		Buffer Management Plan (3 copies)	Critical Area/Mitigation Plan
		Sprinkler System/Fire Marshall Approval	New construction
		Health Department Approval	New residential development
		County Impact Fee	New residential development
		FEMA Substantial Improvement Form	Current Appraisal / Cost of Improvements
		FEMA Elevation Certificate (EC)	Current Conditions/Proposed Construction
		FEMA Agreement to Supply Elevation Certificates	(1) With this permit (2) Upon placement of first floor (3) Prior to final inspection; No Certificate of Occupancy will be issued without a compliant EC.
		FEMA Declaration of Land Restriction	Non-conversion Agreement Accessory Structure
		FEMA Non-Conversion Agreement	For Accessory Structures under 300' only
		FEMA Flood Vent Documentation	Engineered Flood Vent Certification
		FEMA Flood Venting Affidavit	Affidavit to Maintain Flood Vents
		Floodplain Permit Final Inspection Checklist	Attached to file prior to Cert of Occupancy
		Declaration of Land Restriction	Non-Floodplain // Non-Residential

ADDITIONAL DEVELOPMENT INFORMATION					
<b>PARCEL ZONING:</b>		<b>INTENDED USE:</b>		<b>Permitted:</b>	
<b>PARCEL SIZE:</b>			<b>STREET WIDTH:</b>	<b>LENGTH:</b>	
<b>PROPOSED SETBACKS:</b>	Front:	Side:	Side:	Rear:	
<b>PERMITTED SETBACKS:</b>	Front:	Side:	Side:	Rear:	
<b>NOTES:</b>					
PERMITTED IMPREVIOUS COVERAGE:					
CURRENT IMPERVIOUS COVERAGE:					
PROPOSED IMPERVIOUS COVERAGE:					

### Section III: Floodplain Review (completed by staff)

#### FLOOD INFORMATION (All elevations based on NVD '88)

1. **FIRM map panel:** \_\_\_\_\_ **FIRM date:** \_\_\_\_\_
2. The proposed development is located in **Zone:** \_\_\_\_\_ (Zones: Coastal A, AE, VE, X(shaded))
3. \_\_\_\_\_ The proposed development is located in a SFHA, but the proposed building is not
4. \_\_\_\_\_ The proposed development is located NEAR a Special Flood Hazard Area
5. \_\_\_\_\_ The proposed development is NOT located near a Special Flood Hazard Area

#### AE Zone

Three (3) feet of freeboard is required for all construction.

1. **Elevation Certificate attached?** yes or no Type: \_\_\_\_\_ Existing Condition \_\_\_\_\_ Proposed Construction
2. **Site Plan/Survey attached?** \_\_\_\_\_yes or \_\_\_\_\_no
3. **Proposed Flood Protection Elevation (BFE + Freeboard):** \_\_\_\_\_
4. **Proposed Finished Floor elevation:** \_\_\_\_\_
5. **Proposed elevation of Mechanical Equipment:** \_\_\_\_\_
6. **Improvement setback from Mean High Water:** \_\_\_\_\_
7. **Flood Venting**
  - a. Size of Crawl Space \_\_\_\_\_square feet
  - b. Number of flood vents \_\_\_\_\_
  - c. Capacity of flood vents \_\_\_\_\_square inches
  - d. Type/Model of eng. flood vents \_\_\_\_\_
  - e. Engineer design documents \_\_\_\_\_yes or \_\_\_\_\_no (required)
8. **Elevation of attached garage** \_\_\_\_\_
  - a. Plumbing or Mechanical \_\_\_\_\_yes or \_\_\_\_\_no
  - b. Size of attached garage \_\_\_\_\_square feet
  - c. Number of flood vents \_\_\_\_\_
  - d. Capacity of flood vents \_\_\_\_\_square inches
  - e. Type/Model of eng. flood vents \_\_\_\_\_
  - f. Engineer design documents \_\_\_\_\_yes or \_\_\_\_\_no (required)
9. **Floodproofing (Commercial Only)** \_\_\_\_\_yes or \_\_\_\_\_no
  - a. Floodproofing certificate submitted \_\_\_\_\_yes or \_\_\_\_\_no

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VE and COASTAL A Zones

Three (3) feet of freeboard is required for all construction. Measured to bottom of lowest horizontal member.

1. **Elevation Certificate attached?** yes or no Type: \_\_\_ Existing Condition \_\_\_ Proposed Construction
2. **Site Plan/Survey attached?** \_\_\_yes or \_\_\_no
3. **Proposed Flood Protection Elevation (BFE + Freeboard):** \_\_\_\_\_
4. **Proposed Lowest Horizontal Member elevation:** \_\_\_\_\_
5. **Proposed elevation of mechanical equipment:** \_\_\_\_\_
6. **Improvement setback from Mean High Water:** \_\_\_\_\_

## ACCESSORY STRUCTURE

Three (3) feet of freeboard is required for all construction or construction with flood damage-resistant materials below the base flood elevation if meeting other requirements of the Floodplain Code for accessory structures.

1. **Flood zone at location of Accessory Structure:** \_\_\_\_\_
2. **Square Footage of Accessory Structure:** \_\_\_\_\_sq ft (Less than 300 sq ft)
3. **Flood Protection Elevation (BFE + Freeboard):** \_\_\_\_\_
4. **Site Plan/Survey attached?** \_\_\_yes or \_\_\_no
5. **Proposed First Floor Elevation:** \_\_\_\_\_
6. **Proposed Elevation of Mechanical Equipment:** \_\_\_\_\_
7. **Improvement setback from Mean High Water:** \_\_\_\_\_
8. **Flood Venting**
  - a. Size of Accessory Structure \_\_\_\_\_square feet
  - b. Number of flood vents \_\_\_\_\_
  - c. Capacity of flood vents \_\_\_\_\_square inches
  - d. Type/Model of eng. flood vents \_\_\_\_\_
  - e. Engineer design documents \_\_\_yes or \_\_\_no (required)
9. **Anchoring of Accessory Structure**
  - a. Required \_\_\_yes or \_\_\_no
  - b. Number of Anchors \_\_\_\_\_
  - c. Type of Anchors \_\_\_\_\_

## ELEVATION CERTIFICATE HISTORY

*Document receipt of each Elevation Certificate and add Comments regarding conditions where needed:*

1. \_\_\_ Elevation Certificate – Existing Conditions \_\_\_\_\_
2. \_\_\_ Elevation Certificate – Approved Construction \_\_\_\_\_
3. \_\_\_ Elevation Certificate – Placement of First Floor \_\_\_\_\_
4. \_\_\_ Elevation Certificate – Final Construction \_\_\_\_\_
5. A8. Vent information sufficient \_\_\_\_\_ C1. b) top of the next higher floor: \_\_\_\_\_

# Section IV Historic District Requirements and Review (By Applicant)

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Project Address \_\_\_\_\_

Please provide a short summary of the proposed work:

---



---



---



---

Please make a check mark to indicate that your submission includes the following:

**Seven sets of plans which include a site plan showing the location of the proposed work (building, fence line, driveway, etc.), and a plan view and detailed elevations of the 4 sides of any building to be erected or modified.**

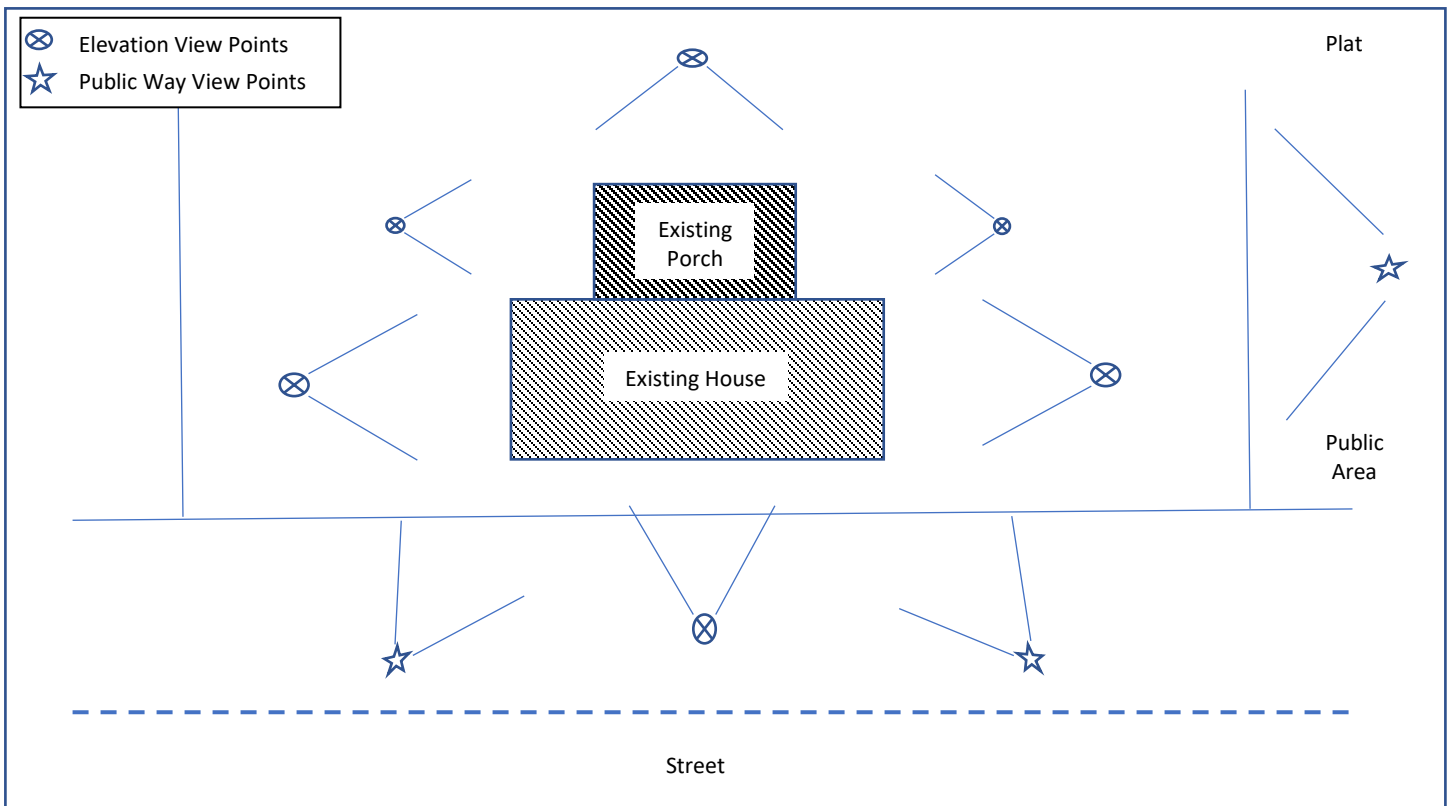
Specific information either on or accompanying the plans demonstrating the existing and the proposed materials to be used (siding, trim, windows, roof, shutters, etc.).

Samples of siding, roof material, fencing and paint colors.

**Seven copies of the streetscape (marked photos or drawings)**, when an existing structure's height or width will be altered or when a structure is to be built. The streetscape should demonstrate the proposed structure's relationship to the neighboring structures. Please see viewpoints to be used for pictures below. Two or more pictures must be taken from the street, along with pictures from any point which can be seen from a public way, parks, water, street, etc.

A completely filled out Application for Development/Building Permit will be required prior to issuance.

*As the Historic District Commission only meets once monthly, a thoughtfully and completely prepared submission will help in expediting the approval of your project and the issuance of a building permit.*



**LIST OF ALL MATERIALS USED AND COLORS PROPOSED  
TO BE SUBMITTED WITH THE APPLICATION**

This form must be completed and samples of color and materials must be submitted when the application is submitted for review.  
Only respond to the items that apply to this application. Incomplete applications will be returned and determinations delayed.

ITEM	PROPOSED MATERIAL	PROPOSED COLOR	HDC Determination/Comments
Windows			
Siding			
Shutters			
Chimneys			
Stoops/Porches			
Decks			
Railings			
Roofs			
Skylights			
Dormers			
Trim			
Exterior Doors			
Sidewalks and Driveway			
Lighting			
Foundations			
Fences			
Steps			
Screening			

***HDC – please note whether each is approved, approved w/ conditions (note conditions), Denied, or Tabled***

Comments:
Meeting Chair: _____ Date: _____



# Section V Zoning Review (Completed by Staff)

AS PERMITTED BY ZONING – VERIFY APPROVED CONSTRUCTION IS WITHIN THIS PARAMETERS			
<b>ZONE</b> _____ CRITICAL AREA CLASS _____  <b>LOT DIMENSIONS</b> WIDTH _____ FT DEPTH _____ FT FRONTAGE _____ FT AREA _____ SQ FT	<b>MAIN STRUCTURE SETBACKS</b> FRONT _____ FT      SIDE _____ FT REAR _____ FT      SIDE _____ FT		<b>LOT COVERAGE</b> ALLOWED _____ %
	<b>ACCESSORY STRUCTURE SETBACKS</b> FRONT _____ FT      SIDE _____ FT REAR _____ FT		<b>MAXIMUM HEIGHT</b> ALLOWED _____ %
		<b>FLOODPLAIN</b> ZONE _____ BFE _____ FT FPE _____ FT	<b>OFF STREET PARKING SPACES</b> (9 X 20' EACH) _____ SPACES  <b>CONSTRUCTION CLASSIFICATION</b> _____ RESIDENTIAL _____ COMMERCIAL

FINAL PERMIT APPROVALS		
	Approved By	Date
Zoning		
Public Works		
Floodplain		
Construction Plans		
Erosion and Sediment		
Stormwater Management		
Critical Area		
Historic District		
Appeals Board		

REQUIRED INSPECTIONS	DATE INSPECTED
SITE FLAGS	
FOOTING	
FOUNDATION	
FLOOD ELEVATION	
FRAMING	
PLUMBING	
INSULATION	
FLOOD VENTING	
SPRINKLER SYSTEM	
FINAL	
LANDSCAPE	
OTHER	

Applicant Check to be made payable to Town of Oxford	
ZONING FEE	\$
HISTORIC FEE	\$
DEMOLITION	\$
CRITICAL AREA	\$
FLOODPLAIN	\$
STORMWATE	\$
PUBLIC WORKS	\$
<b>CONSTRUCTION</b>	<b>\$</b>
<b>TOTAL DUE</b>	<b>\$</b>
<b>RECEIVED BY</b> _____	<b>Date:</b> _____

<p><b>Permit to Build is Granted on this date:</b></p> <p style="text-align: center;">_____, 20__</p> <p>Signed _____</p> <p style="text-align: center;"><b>Building Official</b></p> <p>Permit expires: _____</p>
--

DEVELOPMENT/BUILDING PERMIT FEE CALCULATIONS					
BUILDING PERMIT	CALCULATIONS	EACH	QTY	ADD ONS	TOTAL
ZONING CERTIFICATE	REQUIRED FOR ALL PERMITS	25.00			25.00
HISTORIC	REVIEW	25.00			
CONSTRUCTION	< 1000 SQ FEET/PER FT	.12			
	PLUS	50.00			
	> 1000 SQ FEET/PER FT	.12			
	PLUS	100.00			
HVAC	PER UNIT	50.00			
FENCE/GATE	SIDEWALK/DRIVEWAY	25.00			
SWIMMING POOL	FIREPLACE/WOOD STOVE	50.00			
CRITICAL AREAS	SIMPLE	25.00			
	MINOR	50.00			
	MAJOR	100.00			
FLOOD PLAIN	CONSTRUCTION FLOOD ZONE	50.00			
STORMWATER	RESIDENTIAL	50.00			
	COMMERCIAL	100.00			
WATER/SEWER	NEW CONNECTION	6500 – 11,500			
	HOOKUP OF EXISTING	50.00			
DEMOLITION		50.00			
PERMIT CHANGE	MINOR /EACH OCCURRENCE	25.00			
	REQUIRING HISTORIC REVIEW	50.00			
RE-INSPECTION	EACH OCCURRENCE	25.00			
ENGINEERING	REVIEW ESTIMATE	1500.00			
OTHER					
	CUSTOMER COST		\$		

### ADDITIONAL FEES AND INSPECTIONS

Sign	\$25
Solar Panels (1-19)	\$75
Solar Panels (20 or more)	\$ 75
Relocation Minor Acc Structure	\$ 50
Lot Line Revision	\$100
Permit Extension (1x only/6 mons)	\$ 25
Changes Requiring Hist/Plan Review	\$ 50
Minimum Fee for any Permit	\$ 50
Variance/Special Exception	\$300

Construction without Approved Permit is Double Regular Fees. This does not include any violations from County, State or Federal Depts.

- Refund of 50% if permit is pulled prior to Historic or Planning Review or if permit is turned down (Does not apply to Zoning Appeals)
- All Building Construction Plans must be approved by Building Inspector
- Residential Sprinkler Plans require Fire Marshall approval and inspection
- Commercial Building Plans require Fire Marshall approval and inspection
- Commercial Building Plans require Architectural Engineer Seal
- Above permits and fees do not include or waive any required County, State or Federal permitting, impact fees or associated charges
- Demolition/Rehabilitation of 60% or more of a building will be treated as new construction, with regards to permitting requirements and fees
- Demolition Per the Zoning Code is an action which results in the destruction or removal of a building or structure or portion thereof representing 20% or more of the floor area of the principal structure\*\*
- All New and Replacement\*\* Structures require Fire Sprinklers per State law
- Substantial Improvement, determined by the Floodplain Administrator, requires bringing the building into compliance: elevation and venting
- All fees are minimum fees, additional charges may be applied per the Town Clerk
- All fees include inhouse reviews, when Professional review is required or requested by Town Clerk, all Professional fees will be charged to property owner for which permit is requested