



TOWN OF OXFORD

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

PERMIT NO: _____

APPLICATION DATE: _____

BUILDING PERMIT APPLICATION CHECKLIST

Property Owner/ Project Name			
Property Address			
SDAT Information	Map #	Parcel #	Acct #

In order for your application to be accepted and processed, the following applicable checklist items must be checked and included in your submittal. For sections of the checklist that are not applicable to your project, please write "N/A". Any areas you are unsure of can be skipped.

A. Completing the Building Permit Application

- _____ 1. On page 1 of your application, check "yes" or "no" beside the sections regarding whether your project is in the floodplain (flood zones AE, Coastal A, or V), in the Historic District, or in the Critical Area (anywhere within 1,000' from water). Please leave any sections you are unsure of blank for staff to complete.
- _____ 2. Please fill out all property information including the Tax ID, Tax Map and Parcel information that can be found at <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>.
- _____ 3. Provide a brief but complete description of your project and select the development type.
- _____ 4. On page 2, please fill out all owner, applicant and contractor information. If a contractor has not been selected, please write "TBD", and provide this information sometime prior to issuance of your permit.
- _____ 5. If you are proposing any kind of addition, expansion, or renovation of space, include the square footage of the area on page 3.
- _____ 6. Include a cost of construction estimate that includes labor and materials.
- _____ 7. Please sign and date the application and provide an email and phone number.
- _____ 8. On page 4, please check off all documents you are submitting with your application. Please note that many items will not be required for your project or will not be required until a later date. Almost all projects will require site plans, existing conditions plans, and proposed construction plans be submitted with the application in order to be accepted at the counter. Necessary fees and Agreements can be determined by staff at the counter or during the review process and submitted at a later date.
- _____ 9. To the best of your knowledge, fill out the property zoning district, property dimensions, intended use (residential/commercial), property line setbacks, and lot coverage. A copy of the [Oxford Zoning Map](#) can be found at <https://oxfordmd.net/main/zoning-and-building-codes/> along with a full copy of the [Zoning Ordinance](#) which lists the required property line setbacks and lot coverage based on the zoning district. Staff will complete any sections you are unsure of.
- _____ 10. Pages 5 and 6 are to be completed by staff for any floodplain development. If you are modifying a structure that has an existing Elevation Certificate, please provide a copy with your application.
- _____ 11. If your property is in the Historic District, please fill out pages 7 and 8 for the Historic District Commission. Page 8 should list all materials and colors being used. In addition to this list, please provide paint samples/chips for an accurate depiction.
- _____ 12. Pages 9 and 10 are to be left blank for staff.

B. Site Plan Requirements

_____ 1. All improvements require a site plan/survey (or plat) of the subject property showing all dimensioned property lines, all existing and proposed structures and surfaces, and dimensions from your proposed improvements to the property lines and mean high water if applicable. An example of a site plan has been included on page 4 this checklist.

_____ 2. Please provide 7 full-size copies of your site plan, so that staff can forward copies to any necessary commissions and review agencies. You will receive at least one copy back with your building permit.

_____ 3. Site plans shall be drawn to an engineer's scale (1" = 10', 20', 30', etc.) and/or fully dimensioned. This is so staff can verify setback measurements and lot coverage.

_____ 4. If you are proposing an increase in lot coverage, please provide lot coverage calculations on your site plan or on a separate sheet of paper which shall include all existing lot coverage, proposed lot coverage, and the new total. *Most* properties in Oxford include a 40% lot coverage allotment, meaning no more than 40% of the lot can be covered by impervious surfaces such as structures, pools, roof overhangs, concrete slabs, pavement, stepping stones, gravel, etc. Almost all surfaces with the exception of grass, dirt, and mulch are considered impervious. Wooden decks may be considered pervious if they meet the requirements listed in our Pervious Deck Agreement.

_____ 5. Depending on the scope of work, your site plan may need to include a stormwater management plan and buffer management plan (plantings) as detailed in section D below.

_____ 6. Site plans are not required to be done professionally; however, if you do not have an existing plat or survey of your property, or if you have no knowledge of sediment & erosion control, stormwater management plans and buffer management plans, a licensed surveyor or a designer may be necessary to obtain this information.

C. Construction Plan Requirements

_____ 1. Depending on your scope of your work, construction plans and elevation drawings may be required.

_____ 2. For any structural improvements and new development, please provide a foundation plan, floor plans, cross sections, exterior elevation drawings, and any other applicable plans such as structural, ceiling, roof, finishes, and sprinkler plans. Our Building Inspector will review your plans to determine if any additional information is needed.

_____ 3. Please provide 7 full-size copies of your construction plans, so that staff can forward copies to any necessary commissions and reviewers.

_____ 4. Construction plans shall be drawn to an architectural scale (1' = 1/4", 1/8", 3/16", etc.) and/or fully dimensioned.

_____ 5. If you are installing flood vents, please show the flood vent details on your foundation plan.

_____ 6. If you are elevating a structure for floodplain purposes, please show the grade location, Base Flood Elevation (BFE) location, and Flood Protection Elevation (FPE) location on your exterior elevation drawings, in accordance with requirements of the Oxford Floodplain Ordinance. A licensed surveyor must determine the location of the BFE and FPE and shall provide our office with Elevation Certificates throughout the construction project in order to confirm adequate structure elevation and flood venting.

_____ 7. If your property is in the Historic District, please include existing condition photos and any paint/material samples and details.

D. Stormwater Management, Critical Area Mitigation & Planting Plans

_____ 1. If you are constructing new lot coverage and/or removing any trees, your project may require a buffer management plan and/or a stormwater management plan depending on the amount of ground disturbance.

This can be determined during the review process and does not need to be provided with your initial submittal if you are unsure of what is needed.

_____ 2. Minor stormwater management plans and planting plans are reviewed by our office. Larger or more complex projects require review by the Town's engineer.

_____ 3. The amount of ground disturbance determines the type of stormwater management plan needed. Requirements for development that has a ground disturbance of 5,000 sq. ft. or less can be found in the Oxford Standard Erosion and Sediment Control Plan; the application can be found at www.oxfordmd.net/main/permit-applications-and-information/.

_____ 4. Development that exceeds 5,000 sq. ft. of ground disturbance requires review and approval from the Talbot County Soil Conservation District for Erosion and Sediment Control as specified on their website www.talbotscd.com/erosion-sediment-control.

_____ 5. The type of buffer management plan needed depends on the Critical Area designation of your property, the amount of permanent disturbance, and whether you are planning to remove any trees. Most properties in Oxford are located in the Intensely Developed Areas (IDA) designation. Mitigation requirements for plantings in the IDA, as well as other designated areas, begin in 33.01 of the [Zoning Ordinance](#).

_____ 6. Staff can assist in determining what kind of mitigation plan is suitable for your project during our internal review of your plans. We do not require that a full stormwater management plan or buffer management plan be provided during your initial permit submittal; however, your permit will not be issued until this information is provided and approved by all reviewing agencies.

By completing and signing this checklist, the applicant hereby certifies as follows:

- (1) I am the owner of record of the subject property, or that the proposed work is authorized by the owner of record and that I have been authorized to make this application as their agent.
- (2) The information in the application, checklist and construction documents provides full disclosure and a complete description of the project, and is in compliance with all applicable codes, ordinances, covenants and/or deed restrictions.

Owner/Applicant Signature

Print Name

Date

Mailing Address

Email

Phone

SITE PLAN EXAMPLE

(reduced in size and no longer to scale)

