



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

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

F. Owner/Applicant Information

Property Owner	Name	Cell Phone
	Mailing Address	
	Email Address	
General Contractor (Contractor License Number Required)	Name	Cell Phone
	Mailing Address	
	Email Address	
	Business Name	License Number
Plumbing Contractor	Name	Cell Phone
	Mailing Address	License Number
Electrical Contractor	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. Development Type (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"/>	

2. Other Development Activities:

TYPE OF WORK

<input type="checkbox"/>	Clearing
<input type="checkbox"/>	Grading
<input type="checkbox"/>	Fill
<input type="checkbox"/>	Excavation
<input type="checkbox"/>	Site Development
<input type="checkbox"/>	Stormwater
<input type="checkbox"/>	Shoreline
<input type="checkbox"/>	Water/Sewer
<input type="checkbox"/>	Subdivision

TYPE OF STRUCTURE

<input type="checkbox"/>	Bulkhead
<input type="checkbox"/>	Pier/Dock
<input type="checkbox"/>	Drainage
<input type="checkbox"/>	Natural Shoreline
<input type="checkbox"/>	Road/Street
<input type="checkbox"/>	Sidewalk
<input type="checkbox"/>	W/S Plumbing
<input type="checkbox"/>	
<input type="checkbox"/>	

3. Construction Information:

Dimensions (In square feet)

Basement (none in floodplain)	
Crawlspace	
First Floor	
Second Floor	
Third Floor (or attic)	
Porch	
Garage	
Carport	
Total Floor Area (1 st , 2 nd , 3 rd)	
Total Footprint	

Cost of Work (Estimates - Supported w/quotes)

General Construction	\$
Additional Cost	\$
Electrical	\$
Plumbing	\$
HVAC	\$
Elevator	\$
Other	\$
	\$
Total Cost of Improvements	\$

H. Signature

The applicant hereby certifies and agrees as follows: (1) he/she is authorized to make this application; (2) that to the best of his knowledge the information contained in this application is true and accurate; (3) there will be no work performed that is not specifically described in this application; (4) Town Officials are granted the right to enter onto the property for the purpose of reviewing work being requested, posting of notices, inspection of permitted work, and follow up inspections; (5) all development within Oxford is required to be constructed to meet the requirements of the following regulations:

<i>Oxford Zoning Ordinance</i>	<i>Oxford Floodplain Management Ordinance</i>
<i>Oxford Historic District (Zoning)</i>	<i>Oxford Critical Area Regulations (Zoning)</i>

The Commissioners of Oxford may impose additional Application Fees commensurate with those costs incurred in the processing, review, and evaluation of permit applications. Such costs may include, but are not limited to: consultant fees, survey costs, environmental impact characterizations, staff assignments and other related costs; legal fees incurred in reviewing the applications or representing the Town of Oxford, the Commissioners of Oxford, or their employees of officials and related costs.

Applicant Signature

Print Name

Date

Mailing Address

Email

Phone

Section II. Documentation Provided with Permit Application *(to be completed by applicant)*

Submitted	Note: not all listed items may be required for your project	
	Site Plan/Survey/Plat (7 copies)	Required for ALL applications
	Construction/Building Plans (7 copies)	Required for ALL construction
	Existing Condition Pictures/Proposed Samples (7 copies)	Required for Historic District review
	Construction Materials/Paint Samples	Required for Historic District review
	Building Permit Checklist	Required for ALL applications
	Application Permit Fee	Determined by staff
	Talbot County Soil Erosion and Sediment	Standard Plan or Soil Conservation Approval
	Stormwater Management Plan (3 copies)	Engineering Review
	Buffer Management Plan (3 copies)	Critical Area/Mitigation Plan (Plantings)
	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 Occupancy Certificate
	Declaration of Land Restriction	Non-Floodplain/Non-Residential

ADDITIONAL DEVELOPMENT INFORMATION					
PARCEL ZONING:		INTENDED USE:			
PARCEL SIZE/ACREAGE:			LOT WIDTH:	LOT LENGTH:	
PROPOSED SETBACKS:	Front:	Side:	Side:	Rear:	MHW:
PERMITTED SETBACKS:	Front:	Side:	Side:	Rear:	MHW:
NOTES:					
PERMITTED IMPREVIOUS COVERAGE:					
CURRENT IMPERVIOUS COVERAGE:					
PROPOSED IMPERVIOUS COVERAGE:					

Section III. Floodplain Review *(to be 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 *(to be completed by applicant)*

Historic District Commission Application

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:

___ A thoroughly completed Application for Development/Building Permit and Building Permit Checklist.

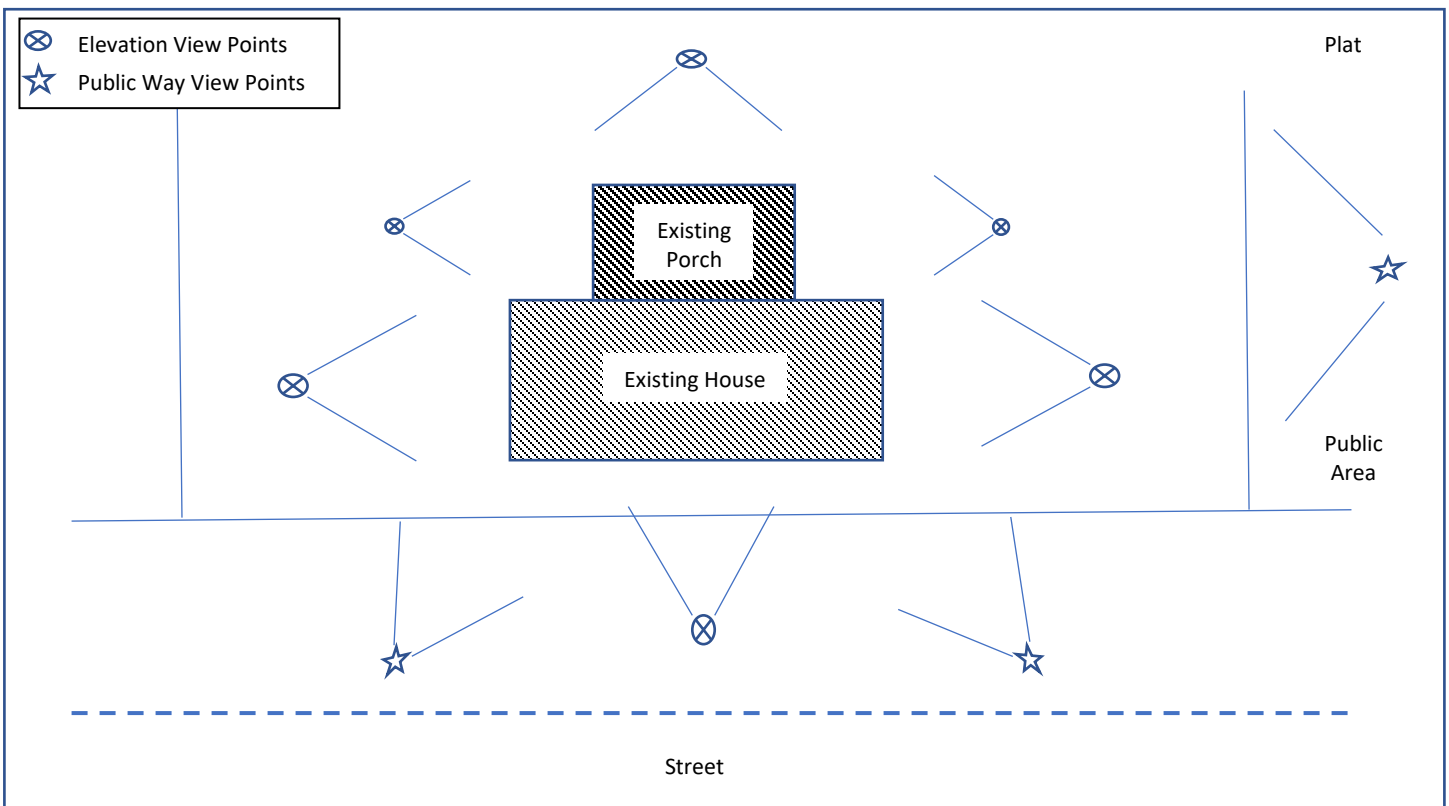
___ Seven sets of plans which include a site plan showing the location of the proposed work (building, fence line, driveway, etc.), and a plan view and detailed elevations of the 4 sides of any building to be erected or modified.

___ 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.

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.



Section IV. Historic District Requirements and Review cont'd (to be completed by applicant)

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

Commission Comments:	
Meeting Chair:	Date:

Section V. Zoning Review and Permit Approvals *(to be completed by staff)*

AS PERMITTED BY ZONING – VERIFY APPROVED CONSTRUCTION IS WITHIN THIS PARAMETERS			
ZONE _____ CRITICAL AREA _____ CLASS _____ LOT DIMENSIONS WIDTH _____ FT DEPTH _____ FT FRONTAGE _____ FT AREA _____ SQ FT	MAIN STRUCTURE SETBACKS FRONT _____ FT SIDE _____ FT REAR _____ FT SIDE _____ FT	LOT COVERAGE ALLOWED _____ % MAXIMUM HEIGHT ALLOWED _____ %	OFF STREET PARKING SPACES (9 X 20' EACH) _____ SPACES
ACCESSORY STRUCTURE SETBACKS FRONT _____ FT SIDE _____ FT REAR _____ FT	FLOODPLAIN ZONE _____ BFE _____ FT FPE _____ FT	CONSTRUCTION CLASSIFICATION _____ 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	\$
CONSTRUCTION	\$
TOTAL DUE	\$
RECEIVED BY _____	Date: _____

Permit to Build is Granted on this date:

_____ , 20__

Signed _____

Building Official

Permit expires: _____

DEVELOPMENT/BUILDING PERMIT FEE CALCULATIONS					
BUILDING PERMIT	CALCULATIONS	EACH	QTY	ADD ONS	TOTAL
ZONING CERTIFICATE	REQUIRED FOR ALL PERMITS	100.00			100.00
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		100.00			
STORMWATER	RESIDENTIAL	50.00			
	COMMERCIAL	100.00			
WATER/SEWER	NEW CONNECTION	> 5,000			
	HOOKUP OF EXISTING	50.00			
CHANGE OF USE		100.00			
DEMOLITION		50.00			
PERMIT CHANGE	EACH OCCURRENCE	50.00			
RE-INSPECTION	EACH OCCURRENCE	25.00			
ENGINEERING	REVIEW DEPOSIT	> 1,500			
OTHER					
VIOLATION		X2 FEES			
	TOTAL		\$		

ADDITIONAL PERMIT FEES	
Sign	\$25
Solar Panels	\$100
Lot Line Revision	\$200
Relocation Minor Acc Structure	\$ 50
Permit Extension (1x only/6 mons)	\$ 50
Permit Amendment	\$ 50
Minimum Fee for any Permit	\$ 100
Variance/Special Exception	\$300
(SEE FEE SCHEDULE FOR FULL LIST OF FEES)	
<ul style="list-style-type: none"> Construction without approved permit is double regular fees. This does not include any violations from County, State or Federal Departments. 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 New and Replacement** Structures require Fire Sprinklers per State law. All Fire Sprinkler Systems require State Fire Marshal approval and inspection. Commercial Building Plans require Architectural/Engineer Seal. Town 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 Ordinance 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. Substantial Improvement, determined by the Floodplain Administrator, requires bringing the building into compliance with Floodplain Ordinance. 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. \$1,500 Engineering fee is for the deposit only; additional amount will be owed. Water/Sewer connection fees to be determined by the Town Office. 	