

BOARD MEETING:  
2ND AND 4TH TUESDAY OF EACH MONTH  
(410) 226-5122



101 Market Street  
P.O. Box 339  
Oxford, Maryland 21654

## Commissioners of Oxford

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### OXFORD PLANNING COMMISSION A G E N D A JANUARY 7, 2024

The next PLANNING COMMISSION regular meeting will be held in person at  
101 Market Street on January 7, 2024 at 2:00 p.m.  
All are welcome to join the meeting in person or view the meeting virtually at the following link:  
[https://townhallstreams.com/towns/oxford\\_md](https://townhallstreams.com/towns/oxford_md)

Oxford Planning Commission  
P.O. Box 339  
Oxford, MD 21654

1<sup>st</sup> Tuesday of each month  
2:00 p.m.  
Oxford Municipal Bldg.

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Regular monthly meeting beginning at 2:00 p.m.

Building permits for Review:

None

New Business:

- Advisement to the Board of Appeals regarding Colgate Smith and John Gibbs, Oxford Inn at 504 South Morris Street, relief from Section 26.05 for C-2 Commercial District structure side yard setbacks for proposed exterior egress stair and other site additions.
- Advisement to the Board of Appeals regarding Colgate Smith and John Gibbs, Oxford Inn at 504 South Morris Street, relief from Section 26.05 for C-2 Commercial District structure front yard setback for extension and reduction of the existing front porch to be renovated.
- Advisement to the Board of Appeals regarding Colgate Smith and John Gibbs, Oxford Inn at 504 South Morris Street, relief from Section 26.04 for C-2 Commercial District height regulations for rooftop HVAC units.

# Board of Zoning Appeals Oxford, Maryland

Number .....  
Date Filed .....  
Date Hearing .....  
Petitioners Notified .....  
Neighbors Notified .....  
Decision of Board .....

To the Board of Zoning Appeals:

Pursuant to Section XIII of the Zoning Ordinance Oxford, Maryland, request is hereby made for: (check one)

- Variation from strict application of said ordinance
- Decision on allegation of error
- Special Exception (See reverse side for sketch requirement)

Purpose of Appeal: (Describe variance requested or alleged error. If Special Exception requested state fully the kind of exception desired and reasons therefor.)

**1. Relief from Section 26.05B for C-2 Commercial District structure side yard setbacks for proposed Exterior Egress Stair and other site additions.**

The proposed renovation of the building requires two means of egress for life safety purposes. The building currently has only one egress stair on the building interior. The proposed renovation of the building will provide a new exterior egress stair located to the northwest/rear. Given the building code required separation distances that each exit stair door must be from each other, the exterior stair is positioned in such a location to satisfy IBC 2021 and NFPA 101 requirements. This stair encroaches approximately 11 feet into the right-side yard setback. The proposed small first floor inn manager's office addition, elevated front site steps, left side ADA ramp, rear cellar access and rear chimney are essential building elements that support the functions of the renovated building that would also encroach into the setback. The proposed egress stair requires 26 feet of length and 7 feet of width to accommodate egress to each of the existing floor elevations in the building.

**Hardship:**

The hardship presented is the inability to provide a necessary life safety exit due to the 15-foot right-side yard setback, the irregularity of the site, and hotel building's existing non-conformance.

Owner of property . . . Colgate Smith & John Gibbs .....  
Address of owner . . . Oxford Inn, 504 South Morris St., Oxford, MD 21654 .....  
Telephone number . . . 703.532.1195 (Moore Architects, PC) .....  
Applicant's name and address if different from above . . . Charles Moore, AIA / John David Martinez, AIA  
Moore Architects, PC, 105 N. Maple Ave., Suite 100, Falls Church, VA 22046 .....  
Has property in question ever been subject of previous appeal? . . . no .....  
If so, give appeal number and date. ....

  
Signature of Applicant

**IMPORTANT:** Applications on which all required information is not furnished will be returned for completion before processing.

# Board of Zoning Appeals

## Oxford, Maryland

Number .....  
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2. Confirmation of the applicability of Section 32.10, or relief from Section 26.05B for C-2 Commercial District structure front yard setbacks for extension and reduction of the Existing Front Porch to be renovated.

The proposed building renovation requires the first floor hotel lobby, restaurant and dining areas to be ADA accessible per IBC 2021 and the 2010 ADA Standards for Accessible Design. The building currently does not provide this access. Per prior discussion with the previous Town Planner, Marilyn Williams, although the existing front covered porch encroaches the front yard setback, the existing front porch may be renovated and altered within its existing footprint. The proposed renovation extends this front covered porch approximately 4 feet to the left / south to create a covered landing at the top of the required ADA ramp. This extension does not encroach on the required 15-foot side yard setback. The proposed renovation also reduces the existing footprint of the covered porch to the right / north by approximately 5 feet with the removal of 5-feet of existing porch at the far-right end of the existing front porch. Per Section 32.10, this existing covered porch creates an existing clearly defined building setback line such that the new proposed porch extension preserves this existing building line. Such building does not provide for the full yard required as allowed by this Section. Confirmation is requested for this interpretation to extend the existing building line created by the covered porch. Otherwise, relief from the front yard setback is requested.

Hardship:

The hardship presented is the inability to provide the necessary access for those with disabilities from the public sidewalk given the existing porch conditions. The existing finished first floor of the building is approximately 4.5 feet above the public sidewalk. Thus, the porch floor level must be elevated with an accessible ramp. In order to preserve the existing front porch use for patrons and necessary circulation via new steps from the public sidewalk, the ramp is proposed to be located on the side yard to the left / south of the building.

Owner of property . . . Colgate Smyth & John Gibbs .....  
 Address of owner . . . Oxford Inn, 504 South Morris St., Oxford, MD 21654 .....  
 Telephone number . . . 703.532.1195 (Moore Architects, PC) .....  
 Applicant's name and address if different from above . . . Charles Moore, AIA / John David Martinez, AIA  
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3. Relief from Section 26.04 for C-2 Commercial District height regulations for rooftop HVAC units.

The proposed building height to the top of roof is an existing height that is to remain. Per spot elevations obtained by Lane Engineering, the existing building height is approximately 32.5 feet above the mean of the natural ground level on the perimeter of the structure. The proposed building renovation requires a new HVAC system as well as exhaust terminations, plumbing vents, and roof scuttle to accommodate the proposed 14 guest room count on the second and third floors. Available ground area at the building grade is limited for setting of or positioning of new HVAC units required for the renovation. We propose rooftop units that measure approximately 54 inches above the existing building height, set back as far as possible to limit visibility from the front elevation. The zoning ordinance does not define HVAC units and vents as a structure to which the building height is measured and presume these are excluded from the building height. Confirmation on this interpretation is requested. Otherwise, relief from the building height to allow a minimum of 54-inch HVAC equipment height is requested.

Hardship:  
The hardship presented is the inability to provide rooftop mechanical units, venting or roof scuttle access due to the restrictive 30-foot building height limit. We suggest that these accessory building uses should not be included in the calculation of building height as they are fully secondary and subordinate to the function and purposes of the building, and whose restriction would be contrary to standard building practices and would significantly restrict the intended use of the building.

Owner of property . . . Colgate Smith & John Gibbs .....  
Address of owner . . . Oxford Inn, 504 South Morris St., Oxford, MD 21654 .....  
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Signature of Applicant

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**Statement of Justification for Zoning Variance**

attn: Planning Commission & Board of Appeals; Town of Oxford

from: Colgate 'Coly' Smith & John Gibbs, owners  
Charles Moore, AIA, Principal; Moore Architects, PC  
John David Martinez, AIA, Project Manager; Moore Architects, PC

date: 12.18.24

re: Oxford Inn (Zoning District C-2)  
504 S. Morris St., Oxford, MD 21654

via: hand delivered

**INTRODUCTION**

Coly Smith and John Gibbs acquired the Oxford Inn in 2024 with the intent of renovating the building into a new full-service inn, restaurant and bar serving the residents of the Town of Oxford, the many visitors and tourists who visit the Town of Oxford, and the sailing community.

**PROJECT DESCRIPTION**

This project is for the renovation of, addition to, and modernization of the long-established Oxford Inn. The complete renovation of the existing Oxford Inn building includes a new ADA accessible front covered porch and entry hotel lobby, and a new ADA accessible restaurant and dining room on the first floor. Fourteen total guest room suites are proposed throughout the second and third floors. Two additional guest room suites are proposed to be located within a new detached rear accessory structure with one fully compliant ADA accessible suite. The addition of an exterior egress stair and site steps, ADA ramp, inn manager's office, cellar access, and a fireplace chimney are essential building elements that support the functions of the renovated building. While the building lot does not fall within the extent of the historic district, the proposed exterior façade will be redesigned and upgraded with compatible materials and fenestration that embody the character of the architecture of the Town of Oxford. Additional site improvements include the removal of existing two shed accessory structures that encroach into neighboring properties, and upgrades to stormwater mitigation. The ownership group has an extensive background with respect to historic preservation and is very much looking forward to restoring the hotel. Benchmark boutique hotel projects include: Greydon House (Nantucket), Post House (Charleston, SC), and The Claremont Hotel (Maine).

**EXISTING SITE CONDITIONS**

The existing building coverage of the Oxford Inn including covered front porch is 2,713 GSF and existing accessory shed buildings coverage is 524 GSF. The sheds and main building structure are non-conforming with existing encroachments into the front yard and right-side yard setbacks, and existing building height exceeds 30 feet. In addition to the stated setback encroachments, the existing building and accessory shed buildings cross (to differing degrees) into the neighboring Vestry of Holy Trinity Church.

**ZONING DATA**

Zoning district:	C-2
Critical area land designation:	Intensely Developed Area
Lot size:	7,069 SF existing (recorded by Lane Engineering)
Impervious surface area:	5,360 SF existing (recorded by Lane Engineering as 75.8%)
Lot coverage:	Existing 75.8% impervious surface area coverage shall be maintained and not exceeded in the new proposed work. This rule supersedes the 50% C-2 zoning rule per Critical Areas Commission of Maryland "no net gain" of impervious surfaces rule and per confirmation by Town of Oxford Planning Commission consultant meeting on 6/4/24 with Cheryl Lewis and Marilyn Williams.

Front yard setback:	25 FT allowable 0.6 FT existing
Side yard setback, south:	15 FT allowable 20 FT existing
Side yard setback, north:	0 FT existing right side (allowable encroachments exist per agreement with Vestry dated 11/14/1988)
Rear yard setback:	25 FT 65.75 FT existing
Building height:	30 FT allowable 32.5 FT existing approx.

**VARIANCE REQUEST & HARDSHIP**

The attached Zoning Variance application seeks relief from the Town of Oxford Zoning Ordinance for the items below.

1. Relief from Section 26.05B for C-2 Commercial District structure side yard setbacks for proposed Exterior Egress Stair and other site additions.

The proposed renovation of the building requires two means of egress for life safety purposes. The building currently has only one egress stair on the building interior. The proposed renovation of the building will provide a new exterior egress stair located to the northwest/rear. Given the building code required separation distances that each exit stair door must be from each other, the exterior stair is positioned in such a location to satisfy IBC 2021 and NFPA 101 requirements. This stair encroaches approximately 11 feet into the right-side yard setback. The proposed small first floor inn manager's office addition, elevated front site steps, left side ADA ramp, rear cellar access and rear chimney are essential building elements that support the functions of the renovated building that would also encroach into the setback. The proposed egress stair requires 26 feet of length and 7 feet of width to accommodate egress to each of the existing floor elevations in the building.

Hardship:

The hardship presented is the inability to provide a necessary life safety exit due to the 15-foot right-side yard setback, the irregularity of the site, and hotel building's existing non-conformance.

2. Confirmation of the applicability of Section 32.10, or relief from Section 26.05B for C-2 Commercial District structure front yard setbacks for extension and reduction of the Existing Front Porch to be renovated.

The proposed building renovation requires the first floor hotel lobby, restaurant and dining areas to be ADA accessible per IBC 2021 and the 2010 ADA Standards for Accessible Design. The building currently does not provide this access. Per prior discussion with the previous Town Planner, Marilyn Williams, although the existing front covered porch encroaches the front yard setback, the existing front porch may be renovated and altered within its existing footprint. The proposed renovation extends this front covered porch approximately 4 feet to the left / south to create a covered landing at the top of the required ADA ramp. This extension does not encroach on the required 15-foot side yard setback. The proposed renovation also reduces the existing footprint of the covered porch to the right / north by approximately 5 feet with the removal of 5-feet of existing porch at the far-right end of the existing front porch. Per Section 32.10, this existing covered porch creates an existing clearly defined building setback line such that the new proposed porch extension preserves this existing building line. Such building does not provide for the full yard required as allowed by this Section. Confirmation is requested for this interpretation to extend the existing building line created by the covered porch. Otherwise, relief from the front yard setback is requested.

Hardship:

The hardship presented is the inability to provide the necessary access for those with disabilities from the public sidewalk given the existing porch conditions. The existing finished first floor of the building is approximately 4.5 feet above the public sidewalk. Thus, the porch floor level must be elevated with an accessible ramp. In order to preserve the existing front porch use for patrons and necessary circulation via new steps from the public sidewalk, the ramp is proposed to be located on the side yard to the left / south of the building.

3. Relief from Section 26.04 for C-2 Commercial District height regulations for rooftop HVAC units.

The proposed building height to the top of roof is an existing height that is to remain. Per spot elevations obtained by Lane Engineering, the existing building height is approximately 32.5 feet above the mean of the natural ground level on the perimeter of the structure. The proposed building renovation requires a new HVAC system as well as exhaust terminations, plumbing vents, and roof scuttle to accommodate the proposed 14 guest room count on the second and third floors. Available ground area at the building grade is limited for setting of or positioning of new HVAC units required for the renovation. We propose rooftop units that measure approximately 54 inches above the existing building height, set back as far as possible to limit visibility from the front elevation. The zoning ordinance does not define HVAC units and vents as a structure to which the building height is measured and presume these are excluded from the building height. Confirmation on this interpretation is requested. Otherwise, relief from the building height to allow a minimum of 54-inch HVAC equipment height is requested.

Hardship:

The hardship presented is the inability to provide rooftop mechanical units, venting or roof scuttle access due to the restrictive 30-foot building height limit. We suggest that these accessory building uses should not be included in the calculation of building height as they are fully secondary and subordinate to the function and purposes of the building, and whose restriction would be contrary to standard building practices and would significantly restrict the intended use of the building.

CONCLUSION

The significant renovation of the existing Oxford Inn requires modernization of all elements of the building and upgrades to all life safety and ADA code requirements. Certain elements of the current Town of Oxford Zoning Ordinance do not fully define the requirements for detailed portions of the design for the renovated building and may require relief from the Town of Oxford Board of Zoning Appeals.

end of memo.



**Zoning Variance – List of Adjacent Neighbors**

attn: Planning Commission & Board of Appeals; Town of Oxford

from: Colgate 'Coly' Smith & John Gibbs, owners  
Charles Moore, AIA, Principal; Moore Architects, PC  
John David Martinez, AIA, Project Manager; Moore Architects, PC

date: 12.18.24

re: Oxford Inn  
504 S. Morris St., Oxford, MD 21654

via: hand delivered

**NEIGHBORS WITHIN 100 FEET OF THE OXFORD INN**

1. IWS LLC  
100 PLEASANT ST  
OXFORD, MD 21654
2. Marie Colette Devine  
102 PLEASANT ST  
OXFORD, MD 21654
3. Vestry of Holy Trinity Church  
500 S MORRIS ST  
OXFORD, MD 21654
4. Peter & Anne Marie Gebauer  
508 S MORRIS ST  
OXFORD, MD 21654
5. SHAFFER LIVING TRUST  
510 S MORRIS ST  
OXFORD, MD 21654
6. David & Anne Menotti  
512 S MORRIS ST  
OXFORD, MD 21654

end of memo.

A Professional Corporation

105 N Maple Avenue  
Suite 100  
Falls Church, VA 22046  
(t) 703.532.1192  
(f) 703.532.1457

[www.moorearch.com](http://www.moorearch.com)





## 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	Colgate Smith & John Gibbs, owners Request for Variances to the Renovation of and Addition to the Oxford Inn		
Property Address	504 South Morris St. Oxford, MD 21654		
SDAT Information	Map # 400	Parcel # 774	Acct # 109852

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.
- n/a 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.
- n/a 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.
- n/a 12. Pages 9 and 10 are to be left blank for staff.

## B. Site Plan Requirements

X 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.

X 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.

X 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.

n/a 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.

n/a 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.

n/a 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

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

n/a 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.

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

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

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

n/a 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.

n/a 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

n/a 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.

n/a 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.

n/a 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/](http://www.oxfordmd.net/main/permit-applications-and-information/).

n/a 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](http://www.talbotscd.com/erosion-sediment-control).

n/a 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](#).

n/a 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.



Charles Moore, AIA /  
John David Martinez, AIA  
(agents for owners Colgate Smith & John Gibbs) 12/18/24

Owner/Applicant Signature  
Moore Architects, PC  
105 N. Maple Ave., Suite 100,  
Falls Church, VA 22046

Print Name  
cmoore@moorearch.com /  
jdmartinez@moorearch.com

Date  
703.532.1195

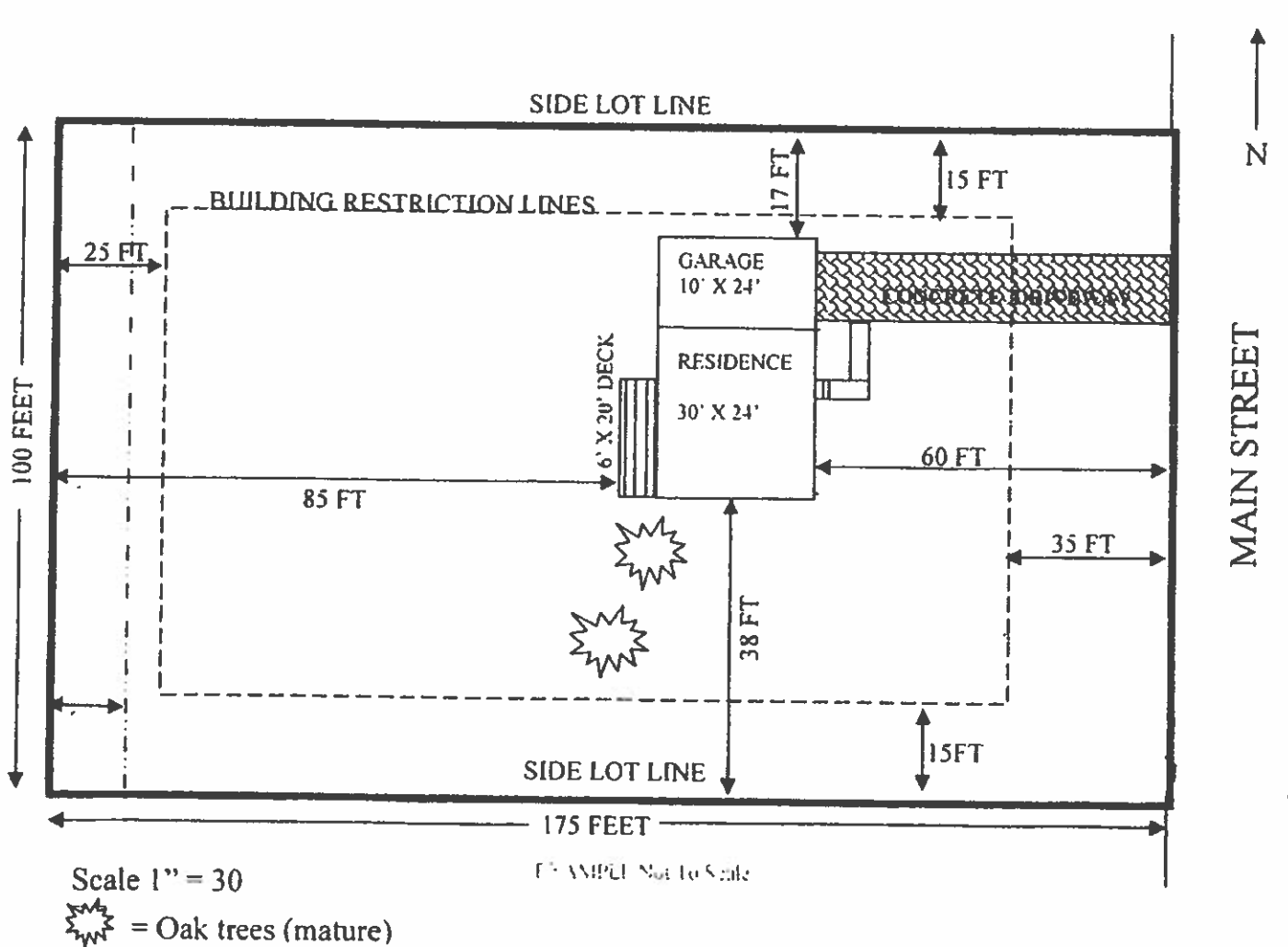
Mailing Address

Email

Phone

# SITE PLAN EXAMPLE

(reduced in size and no longer to scale)





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 X 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 X 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

X Yes \_\_\_\_ No IDA (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

Table with 4 rows: Property Owner/Project Name, Property Address, SDAT Information, Brief description of Proposed Work for which this application is being submitted.

## F. Owner/Applicant Information

<b>Property Owner</b>	Name Colgate Smith / John Gibbs	Cell Phone
	Mailing Address 504 South Morris St., Oxford, MD 21654	
	Email Address csmith@koastalhospitality.com / john@sturgeonbaypartners.com	
<del>General Contractor</del> (Contractor License Number Required) Architect, applicant, & agent for the owner	Name Charles Moore, AIA / John David Martinez, AIA	Cell Phone 703.532.1195
	Mailing Address 105 N. Maple Ave., Suite 100, Falls Church, VA 22046	
	Email Address cmoore@moorearch.com / jdmartinez@moorearch.com	
	Business Name Moore Architects, PC	License Number 19686 (Charles M. Moore, AIA)
<b>Plumbing Contractor</b>	Name n/a	Cell Phone
	Mailing Address	License Number
<b>Electrical Contractor</b>	Name n/a	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 checked="" type="checkbox"/>	Addition
<input checked="" type="checkbox"/>	Alteration
<input type="checkbox"/>	Relocation
<input checked="" 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 checked="" type="checkbox"/>	Commercial
<input type="checkbox"/>	Mixed Use (Commercial/Residential)
<input checked="" 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 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )	
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:

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

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.



Charles Moore, AIA /  
John David Martinez, AIA

12/18/24

Applicant Signature  
Moore Architects, PC  
105 N. Maple Ave., Suite 100,  
Falls Church, VA 22046

Print Name  
cmoore@moorearch.com /  
jdmartinez@moorearch.com

Date  
703.532.1195

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	
X	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:	C-2	INTENDED USE:	hotel / restaurant		
PARCEL SIZE/ACREAGE:	7,069 SF	LOT WIDTH:	85.62 ft (irregular lot)	LOT LENGTH:	134.64 ft (irregular lot)
PROPOSED SETBACKS:	Front: see plans	Side: see plans	Side: see plans	Rear: see plans	MHW:
PERMITTED SETBACKS:	Front: 25 ft	Side: 15 ft	Side: 15 ft	Rear: 25 ft	MHW:
NOTES:					
PERMITTED IMPREVIOUS COVERAGE:		50%			
CURRENT IMPERVIOUS COVERAGE:		75.8% existing recorded by Lane Engineering			
PROPOSED IMPERVIOUS COVERAGE:		75.8%			



### 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:

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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.

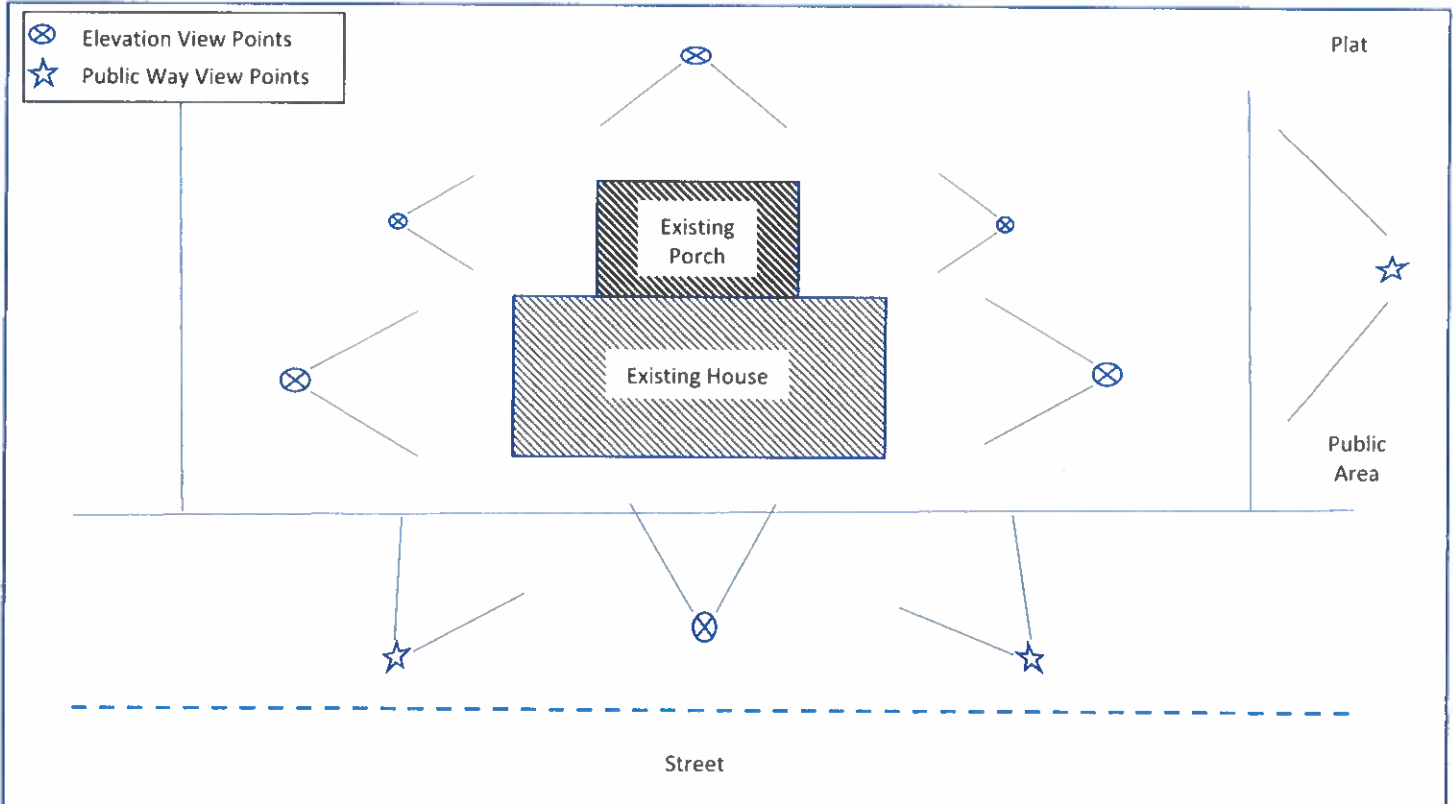
Seven sets of plans which include a site plan showing the location of the proposed work (building, fence line, driveway, etc.), and a plan view and detailed elevations of the 4 sides of any building to be erected or modified.

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	<b>MAIN STRUCTURE SETBACKS</b> FRONT _____ FT    SIDE _____ FT REAR _____ FT    SIDE _____ FT	<b>LOT COVERAGE</b> ALLOWED _____ %  <b>MAXIMUM HEIGHT</b> ALLOWED _____ %	<b>OFF STREET PARKING SPACES</b> (9 X 20' EACH) _____ SPACES
ACCESSORY STRUCTURE SETBACKS FRONT _____ FT    SIDE _____ FT REAR _____ FT	<b>FLOODPLAIN</b> ZONE _____ BFE _____ FT FPE _____ FT	<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	\$
CONSTRUCTION	\$
TOTAL DUE	\$
RECEIVED BY _____	Date: _____

**Permit to Build is Granted on this date:**

\_\_\_\_\_, 20\_\_

Signed \_\_\_\_\_  
Building Official

Permit expires: \_\_\_\_\_

DEVELOPOMENT/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"> <li>Construction without approved permit is double regular fees. This does not include any violations from County, State or Federal Departments.</li> <li>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).</li> <li>All New and Replacement** Structures require Fire Sprinklers per State law.</li> <li>All Fire Sprinkler Systems require State Fire Marshal approval and inspection.</li> <li>Commercial Building Plans require Architectural/Engineer Seal.</li> <li>Town permits and fees do not include or waive any required County, State or Federal permitting, impact fees, or associated charges.</li> <li>Demolition/Rehabilitation of 60% or more of a building will be treated as new construction, with regards to permitting requirements and fees.</li> <li>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.</li> <li>Substantial Improvement, determined by the Floodplain Administrator, requires bringing the building into compliance with Floodplain Ordinance.</li> <li>All fees are minimum fees, additional charges may be applied per the Town Clerk.</li> <li>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.</li> <li>\$1,500 Engineering fee is for the deposit only; additional amount will be owed.</li> <li>Water/Sewer connection fees to be determined by the Town Office.</li> </ul>	