



Building Department  
Charter Township of Oxford  
300 Dunlap Road  
Oxford, MI 48371

## Pre-Application Meeting

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A Pre-Application Meeting provides the applicant an opportunity to informally discuss a project or proposed development with Township representatives and consultants. The information exchanged is non-binding on both the Applicant and the Township. The Township makes no formal decision but gives direction to the Applicant about the process required to complete a formal submittal to the Planning Commission.

Completed applications must include the following:

- Application
- Proof of ownership and control or authority (title insurance policy or registered deed, purchase agreement)
- Proof that all property taxes and special assessments have been paid.
- Drawings/sketches of the proposed plan, depicting the entire parcel, all structures located on the parcel with dimensions and measurements from the property lines, and a genal site layout. Four (4) paper copies of the drawings must be received 10 days before the meeting.
- Proposed location of buildings, wetlands, parking, retention/detention areas, and water and sewer availability
- One (1) electronic copy of the site plan

Typically, a Pre-Application Meeting can be scheduled on a Tuesday or Thursday. You can schedule a meeting by contacting Debra Walton, Planning & Zoning Executive Assistant.

The Planning Commission meets on the second and fourth Thursday of every month, except November and December if the holidays fall on Thursday in those months.





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**Applicant Information**

Name:		
Address:		
City:	State:	Zip code:
Phone:		Email:
Applicant's Legal Interest in Property		

**Property Owner Information**

- Property owner is the same as applicant (do not fill out property owner information)
- Property owner is different than the applicant (information immediately below required)

Name:		
Address:		
City:	State:	Zip code:
Phone:		Email:

**Applicant's/Property Owner's Signature**

<p>I (we) do certify that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.</p> <p>I (we) understand that if it is determined that the application is not complete, the Township shall identify in writing what is needed to make the application complete.</p> <p>I (we) authorize the employees and representatives of the Charter Township of Oxford to enter and conduct an investigation of the above referenced property.</p>		
Applicant's Signature	Applicant's Printed Name	Date
Property Owner's Signature	Property Owner's Printed Name	Date