

ACCESSORY DWELLING UNIT (“ADU”)
PERMIT APPLICATION

****New Registration for an ADU**

Borough of Oxford

PO Box 380, 1 Octoraro Alley, Oxford, PA. 19363

Phone: 610-932-2500

Email: codesadmin@oxfordboro.org

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2026

**In accordance with Ordinance Chapter 27 - §27-23.4 – Accessory Dwelling Units (ADU’s)*

Date of Application: _____

Property Owner: _____

Owner Mailing Address: _____

Owner Phone #: _____ **Email Address:** _____

ADU Tenant(s) Name(s): _____

Address Assigned to New ADU: _____
(provided by Borough, supplied to Oxford USPS -determined via Borough of Oxford Codes Dept. and County of Chester GIS Dept.)

****All New ADU’s MUST address:**

Sewage Capacities with the Oxford Area Sewer Authority, (610)932-3493
Water Capacities with Borough Water Department, (610)932-2500 ext. 1305
Parking Requirements as outlined through the Borough of Oxford Ordinances
ALL applicable Building and/or Zoning permit applications, reviews and approvals

Accessory Dwelling Unit to be a Residential Rental?: **Y** **N**

IF YES - **All residential rental units must be registered and subject to annual registration and inspections.*

****Must also complete Residential Rental Permit Registration Application)**

I certify the above information is true and correct. I understand that all mailings from the Borough of Oxford will be mailed to the address of the owner of the property. Any changes to the information above should be reported to the Borough of Oxford Codes Enforcement Office.

Applicant/Owner Signature: _____

Fees:

Registration & Inspection fee: **\$125.00**

FOR OFFICE USE ONLY:

Issue Date: _____ **Accepted By:** _____

Fee Paid _____ **CK#** _____ **Cash** **Credit Card**

Permit Created in System _____ **(Date)**

Date of Inspection: _____ **Boro Inspector:** _____

§27-23.4 ACCESSORY DWELLING UNITS (ADUS)

A. Intent. It is the intent of the Borough of Oxford in regulating ADUs to:

1. Foster opportunities for new housing units while respecting the design and scale of low density residential neighborhoods;
2. Increase the housing stock of existing neighborhoods in a manner that is less intense than multi-family dwelling alternatives;
3. Provide a broader range of affordable housing options that respond to changing family and household needs; and
4. Offer a means for residents to remain in their homes and neighborhoods while also obtaining extra income, security, companionship, and/or services.

B. General Requirements. ADUs shall conform to the following.

1. ADUs may be permitted as an accessory use to a single-family residence in the primary or attached or detached accessory structure. Attachment of a mobile home or travel trailer to an existing structure is prohibited.
2. There shall be no more than one ADU per lot and the ADU shall not have a separate postal address different from that of the principal single-family dwelling.
3. An ADU may be permitted on a nonconforming lot or within a nonconforming structure when approved by the Zoning Hearing Board as a special exception.
4. When utilized as a residential rental unit, ADUs shall be subject to an annual inspection under Chapter 5 by the Building Code Official to ensure compliance with the requirements of this Chapter and all other local, regional, or state laws, rules, and regulations.

C. Building and Site Design.

1. The maximum floor area of an ADU shall not exceed 30% of the primary residence gross habitable floor area. ADUs exceeding this maximum floor area shall be permitted where approved by the Zoning Hearing Board as a special exception. In no case shall an ADU exceed 45% of the primary residence gross habitable floor area.
2. The maximum building height of a structure to be used as an ADU may be increased up to five (5) feet, where approved by the Zoning Hearing Board as a special exception.
3. An ADU shall be limited to no more than two (2) bedrooms.
4. One off-street parking space shall be provided for each ADU and no ADU shall be permitted if the property cannot accommodate the minimum required parking spaces for the principal use and the additional ADU space.
5. The construction, modification, addition, or demolition of the ADU shall not discernably alter the single-family residential character of the lot or structure located thereon.
6. All exterior entrances providing direct access to an ADU shall be located on the side or rear façade of the primary structure. Detached ADU structures are exempt from this restriction.
7. To ensure compliance with this Chapter, an architectural plan shall be submitted as part of the building permit application, accurately drawn to scale, indicating the relationship and size of the two dwelling units on the property, as well as parking areas and any proposed exterior alterations.

D. Utilities. The applicant shall provide documentation from the Oxford Water Department and Oxford Area Sewer Authority that the proposed ADU can be connected to, and that its water and wastewater needs will be served by, the Borough and Authority.