

ZONING APPLICATION

ACCY. STRUCTURES/120'SF MAX, STEPS, PATIO, WALKWAY, FENCE, DRIVE/PARKING AREA, DECK 30"/MAX HGT.

Borough of Oxford

PO Box 380, 1 Octoraro Alley, Oxford, Pennsylvania 19363

Phone: 610-932-2500

Email: codesadmin@oxfordboro.org

Fax: 610-932-8119

2026

PROPERTY INFORMATION:

ADDRESS: _____ ZONING DISTRICT: _____

LOT SIZE: _____ PARCEL # (UPI) _____ PROPOSED USE: _____

OWNER INFORMATION:

NAME: _____ PHONE #: _____

ADDRESS: _____ EMAIL: _____

PROJECT DETAILS:

DESCRIPTION OF PROJECT: _____

DIMENSIONS OF PROJECT: _____ TOTAL SQUARE FEET: _____

****IF OVER 1,000 SQ FT., A STORM WATER MANAGEMENT(SWM) APPLICATION IS REQUIRED****

TOTAL SQUARE FEET OF IMPERVIOUS SURFACE: _____

Impervious surface is anything that does not normally absorb rainfall, such as buildings, roofs, paved & gravel areas, paved & gravel walkways, pools, sheds, etc.

COST OF PROJECT: _____

CONTRACTOR NAME: _____ **CONTRACTOR PHONE:** _____

CONTRACTOR ADDRESS: _____ **CONTRACTOR EMAIL:** _____

*******All Contractors must be registered with the Borough of Oxford and submit current certificates of insurance*******

INSTRUCTIONS FOR SUBMITTAL:

One (1) copy of the site plan showing property lines, building setbacks, existing building(s), driveways, walkways, sidewalks, patios, sheds, and any other impervious surface along with the proposed building or accessory structure. Please mark the dimensions to the property line from all impervious surfaces. **APPLICANT IS RESPONSIBLE TO FOLLOW ALL ZONING ORDINANCE REQUIREMENTS. Once work is complete, please call the Codes Department 610-932-2500 ext. 1307 to schedule a final inspection to ensure Zoning requirements are met.**

The Borough of Oxford will not be responsible for work performed by the contractor of record. It will be the responsibility of the homeowner to ensure that the work performed is up to the expectations of the homeowner.

I have read the above and agree to comply: _____
Owner/Applicant's Signature Date

If you have any questions regarding the application or any of the requirements, please contact the Codes Office at 610-932-2500 ext. 1307 or email codesadmin@oxfordboro.org.

- Permit becomes invalid if work is not started within 180 days of issuance.
- Permit becomes invalid if work is suspended or abandoned for more than 180 days after work begins.
- Accessory Structures must be at least 10 feet from principal structure and be in the side or rear yard.
- No Structure can be built or placed in the right-of-way or easement.

FEES: Walkway/patio/steps: \$50/\$1000 (\$50 min)

Drive ext./Parking Areas: \$30.00/\$1,000.00 (\$50 min.)

Accy. Bldg. (max. 120sf): \$75

Deck (max. 30"h): \$75

Fence \$50

Approved: Y N Date _____ Zoning Officer/Codes Office Signature _____

Permit # _____ Issue Date _____ Permit Fee \$ _____

Date Paid _____ Check# _____ Credit Cash Make checks payable to "Borough of Oxford"

Requirements for a Zoning Permit Site Plan

The following information must be included in your site plan. Your site plan may be hand drawn or a blueprint.

- Location of all property lines, including the exact length and size of your lot in square feet.
- Location of all existing buildings and improvements, including but not limited to driveways, walkways, shed, patios, deck, pools, garages, and any other structures.
- Location of proposed project or improvement.
- Exact dimensions in square feet of all existing and proposed improvements on the property.
- Any easements if known.
- Location of all setback lines required by the Borough of Oxford.
- Location of all public streets, including curb and sidewalk.
- Location of front, rear and side yards.

Example:

