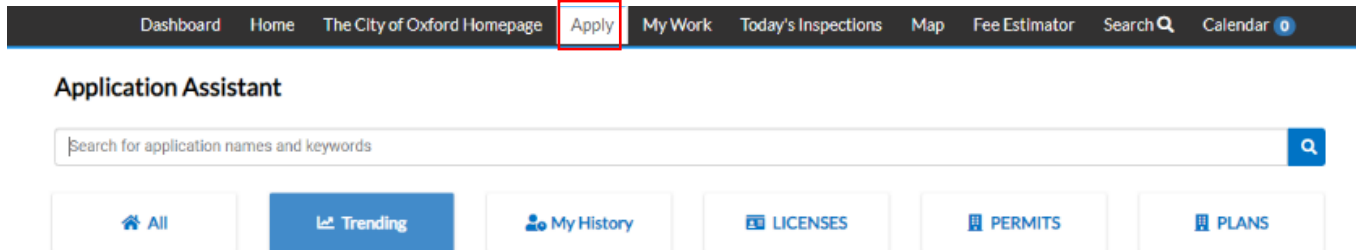




# THE CITY OF OXFORD

## How to Apply in CSS (Citizen Self Service) Portal



**All** – Search all project types no specific to a particular trade

**Trending** – Search by what is the most popular project types

**My History** – Search by past applications submitted by the applicant

**Business License & Registration** – Search for specific business license & registration project types

**Permit** – Search for specific permit project types

**Plan** – Search for specific plan project types

Once you find the type of project you wish to apply for, select “Apply”. Note: Please read the project type description thoroughly to ensure that the proper selection is made.

**Note:** The questions and answers for the project are related to that specific application type. Each additional application must be submitted separately.

**Locations** – Insert the property location(s) by clicking on the “+” icon and use the search box to search for the physical location. Street name are abbreviated in the City’s database. Please search using the number and street name only (Searching for “107 Courthouse Square” will not yield any results, while searching for “107 Courthouse” will yield the correct address).

If you would like to provide us with a secondary address, select the type of address from the dropdown located in the ‘Add location’ box and follow the previous instructions.

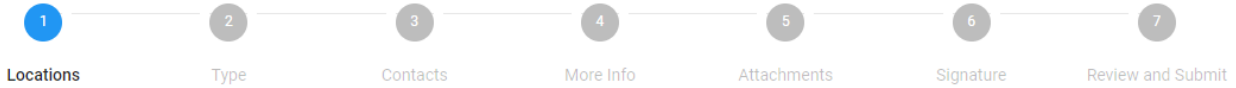
If your secondary location is outside of Lafayette County, please use the ‘Enter Manually’ section to input the address.



# THE CITY OF OXFORD

## Apply for Plan - Variance

\*REQUIRED



### LOCATIONS

**Type: Location**  
1418 JACKSON AVE,  
OXFORD, MS 38655

Main Address

Parcel Number  
6246

Main Parcel

[Remove](#)

Location

Add Location

[Create Template](#)

[Save Draft](#)

[Next](#)

**Permit Details** - Based on the type of project being submitted, provide a description of the proposed work/request. The more information the better. Note: Once submittal is complete, the City is unable to adjust the plan type on this submittal. Please verify the project type selected is correct. Failure to select the correct plan type will cause a delay in acceptance and deadlines.

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## Apply for Plan - Variance

\*REQUIRED

✓ 2 3 4 5 6 7  
Locations Type Contacts More Info Attachments Signature Review and Submit

PLAN DETAILS

\* Plan Type

\* Description

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)



# THE CITY OF OXFORD

**Contacts** - Enter the contact information related to the project.

**Applicant** - Individual applying

**Agent/Contact** - Individual to be contacted regarding the project

**Property Owner** - Property Owner(s)

To add additional contacts, please select from the dropdown list of the “Add Contact” box and follow the previous instructions.

**Note:** Include any individual in which you wish to view the project.

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Apply for Plan - Variance \*REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (3) 4. More Info (4) 5. Attachments (5) 6. Signature (6) 7. Review and Submit (7)

**CONTACTS**

Owner  
  
Sample User  
[Remove](#)

Select Type

Add Contact

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

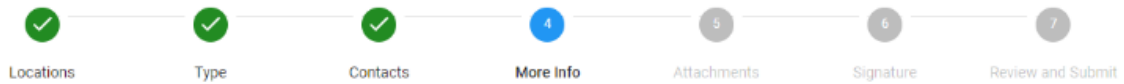


# THE CITY OF OXFORD

**More Info** – Answer the questions related to the proposed request. Note: Boxed fields are unlimited text.

## Apply for Plan - Variance

\*REQUIRED



### MORE INFO

#### Additional Information

[| Top](#) | [Main Menu](#)

\*Interest in Property

Interest in Property is required.

Describe the nature of the Variance.

Is required.



# THE CITY OF OXFORD

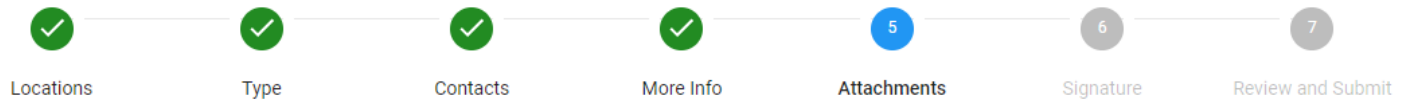
**Attachments** - Provide required and any other documentation that may be necessary to help process this application.

**Note:** only PDF files can be supported. Please make sure that the PDF files do not include encryptions or file protection that prevents the file from being stamped, signed and/or combined with other documents.

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## Apply for Plan - Variance

**REQUIRED**



### Attachments

Map/Sketch of Proposed Variance  
Add Attachment

**+**

Supported: .pdf, .jpg, .png, .jpeg

REQUIRED

Select Type

Add Attachment

**+**

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...

Back

Create Template



Save Draft

Next



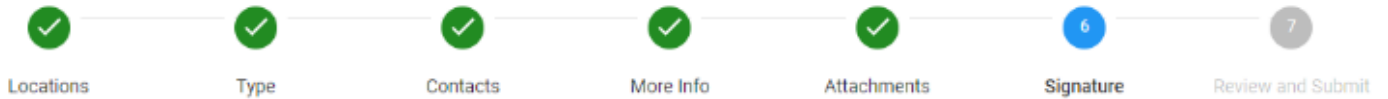
# THE CITY OF OXFORD

**Signature** – electronically sign the application.

Dashboard Home The City of Oxford Homepage Apply My Work Today's Inspections Map Fee Estimator Search  Calendar 

## Apply for Plan - Variance

\*REQUIRED



### SIGNATURE

\* Please type your name as consent to electronically sign this application.

Enable Type Signature

June, 22 2022

**X Draw Signature Here**

Clear

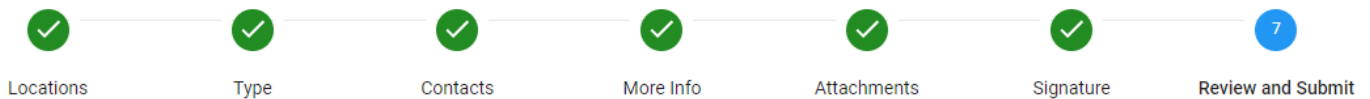


# THE CITY OF OXFORD

**Review and Submit** – Allows the applicant to review and verify all information is accurate before submitting. If not, select the “Back” button at the bottom of the page and update the application accordingly. If so, select the “Submit” button at the bottom of the page. Once submitted, the page will refresh and a note at the top will inform the applicant that the application has been successfully submitted. An email will also be forward to the applicant.

## Apply for Plan - Variance

\*REQUIRED



Submit

### Locations

Location 1418 JACKSON AVE, OXFORD, MS 38655

Parcel Number 6246

### Basic Info

Type Variance  
Description A variance from Section 3.2.18 Retaining Walls for the Jackson Avenue East sidewalk project  
Applied Date 06/22/2022

### Contacts