



THE CITY OF OXFORD

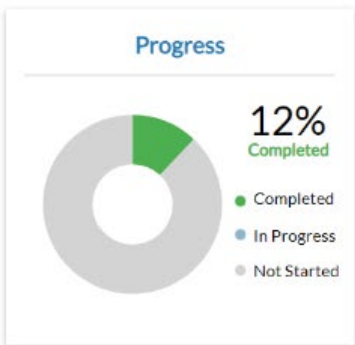
Permit/Plan details – Identifies the project number and provides an overview of the application. In this example, a Miscellaneous Commercial – Fence permit was applied for and the following screen shows a visual overview of the entire application.

Plan Number: VAR-000080-2022

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Variance	Status: Submitted - Online	Project Name:
IVR Number: 100220	Applied Date: 06/22/2022	Expiration Date:
District: Ward 4	Assigned To:	Completion Date:
Description: A variance from Section 3.2.18 Retaining Walls for the Jackson Avenue East sidewalk project		

- Summary
- Locations
- Fees
- Reviews
- Inspections
- Attachments
- Contacts
- Sub-Records
- More Info



Fees

\$0.00

[View Details](#)

- ### Workflow
- Variance Review - Passed : 06/22/2022
 - Planning Site Inspection -
 - Agenda Creation
 - Post Public Notice
 - Generate staff report
 - Planning Commission Hearing
 - Planning Commission Decision
 - Decision Letter

Available Actions

- Request Inspection
Site Inspection [Request](#)



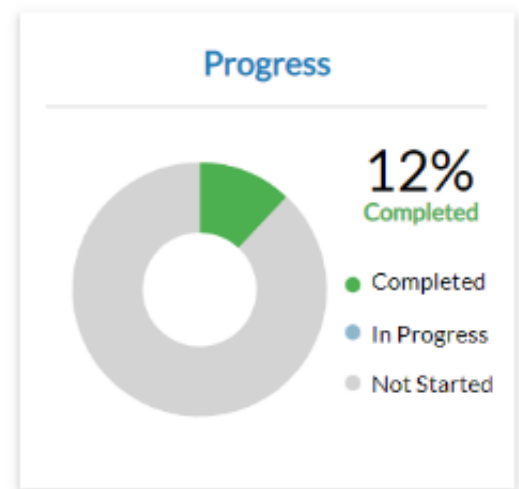
THE CITY OF OXFORD

Project Tabs– Another way to view the details of the project. Note: Any tab with a red exclamation point – an item that needs attention will appear here with a Red Exclamation



Progress– Identifies the progress of your application. In this example, the Variance is 12% complete and has 88% of the process remaining to be completed.

Workflow—Identifies upcoming and past steps related to the project.



Workflow

- Variance Review - Passed : 06/22/2022
- Planning Site Inspection -
- Agenda Creation
- Post Public Notice
- Generate staff report
- Planning Commission Hearing
- Planning Commission Decision
- Decision Letter

Grey font– step is upcoming.

Blue font—step is in progress.

Green font—step has been completed.


Red font – step needs your attention.





THE CITY OF OXFORD

Available Actions

 **Request Inspection** Request
Site Inspection

Available Actions – Identifies any items in which you need to perform related to that project. In this example, there are no actions denied. However, if any actions are denied, you can gain more insight as to why to it was denied by clicking on its specified tab.



[Summary](#) [Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

Fees

\$0.00

[View Details](#)

Fee – Identifies any fees that are due for the project and opportunity to pay for them online. In this example, there are no fees due. However, if fees were outstanding, it would reference here and button to pay would be present.