

## Departmental Site Plan Review Application Instructions

Please complete the Departmental Site Plan Review Application and submit all required documents including the application via the [City of Oxford's File Drop](#). Provide your application fee along with one full scale (24inx36in) set of complete civil drawings to the Planning Department.

### \*\*\*\*\*EFFECTIVE FOR ALL PROJECT REQUESTING SITE PLAN APPROVAL AT NOVEMBER 10, 2014 AND AFTER\*\*\*\*\*

The City of Oxford file-transfer system is designed to streamline file submission and create easier workflows for you the applicant. It is not intended to add additional restrictions; however, in order to improve file storage and retrieval new workflow must be implemented effective immediately. Please follow the instructions below. If you have questions, please contact Mark Levy at 236-1206.

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Please visit: <https://oxfordms.filetransfers.net/>

1. Please select "File Drop" on the right side of the screen.
2. A popup will ask for your information. Please fill in the information with name (or company name), email, and work phone number.
3. \*\*\*\*You are required to fill in these fields before submitting information\*\*\*\* This information will not be used by third parties.
4. Upload SINGLE PDF file that contains the project drawings. **DO NOT UPLOAD INDIVIDUAL SHEETS** (see naming system below).
5. If multiple files are required (eg. Site Plan Application, Drawings, Stormwater Calculations) then zip files into folder with project name and date.
6. Choose Levy, Mark; Mayoral, Reanna; Requet, Ben; Parker, Gray and Brunton, Steve in the "select a recipient" tab. In the comments tab, please indicate the project name AND engineer/architect/designer company name.

### File Naming System

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Year (\_\_)Month(\_\_)Day(\_\_) dash (Development Name) dash (Project Name) dash (submittal)\*

\* project name limited to two words

Eg. 140617-HIGHLAND\_COURT-SP\_RVW----no development name—just project name

Eg. 141006-CALLICUTT\_FARM-OPG-TR\_MIT—Callicutt Farms--development name---OPG is project name

**Date is year/month/day (XX/XX/XX)**

1. Dash separates date—project name—submission type (see below)
2. Underscore separates words within project name or page title
3. Limit Development Name and Project Name to 20 characters or less each word

**Only city officials will be able to view the files. If multiple plans are submitted in a single day, the plans will be time stamped by the transfer system. Submittal deadline is 5:00 pm on business day. Plans submitted after deadline and/or plans/calcs. that do not correspond to file naming system will not be accepted.**

Submittal Types

Site Plan Review—SP\_RVW

Storm Water Calculations—SW\_CALC—indicate date of plans submitted

Traffic Study—TF\_STUDY

Tree Mitigation—TR\_MIT

Should you have any questions or comments, please contact the City of Oxford Planning Department (662) 232-2304.



OXFORD  
PLANNING  
DEPARTMENT

DEPARTMENTAL SITE PLAN REVIEW APPLICATION

Date: \_\_\_\_\_ 1<sup>st</sup> Submission \_\_\_\_\_ 2<sup>nd</sup> Submission \_\_\_\_\_ Other Submission

Project Name \_\_\_\_\_

Physical Address of Site \_\_\_\_\_

Tax Parcel # \_\_\_\_\_ PPIN # \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Name of Property Owner \_\_\_\_\_

Name of Professional Submitting \_\_\_\_\_

Engineer for Project \_\_\_\_\_ Phone # \_\_\_\_\_

Architect for Project \_\_\_\_\_ Phone # \_\_\_\_\_

Current Zoning \_\_\_\_\_ Proposed Units \_\_\_\_\_ Proposed Bedrooms \_\_\_\_\_ Proposed Parking \_\_\_\_\_

Proposed Total Square Footage \_\_\_\_\_ Proposed Number of Stories \_\_\_\_\_ Proposed Height \_\_\_\_\_

**DOCUMENTS REQUIRED FOR SUBMITTAL:** Please Note: Resubmittals should include City comments and how they were addressed on company letterhead.

One full scale (24inx36in) set of complete civil drawings, building elevations, floor plans and landscaping plan. Upload all construction drawings, stormwater report, traffic impact study (if applicable), and other required materials listed below to the City of Oxford's File Drop location  
Project narrative detailing the overall concept of the development.

**Construction drawing sets must include, but not limited to, the following:**

- Aerial view of the site clearly indicating the relationship to the surrounding area
- Indicate location of property of labeling of physical address, zoning of adjoining properties and public or private streets, adjacent property owners
- Site plan to scale, showing property boundaries
- Site elevations – To Scale
- AutoCAD 2010 drawing in State of Mississippi East Zone Foot Plane Coordinates
- Building elevations – including height
- Grading Plan (Erosion Control Measures) and topo
- Setback locations with the exact location of all buildings and structures
- Floodplain Zone location/designation and Elevation Certificate (if applicable)
- Location of all utilities, including electric, gas, water and sewer
- Location of meter, transformers and utility poles. Include amperage, voltage and phases
- Water and sewer mains shall be indicated and the location of all valves, meters, manholes and fire hydrants
- Retention/Detention Plan with stormwater report. (Meeting all requirements of stormwater ordinance approved 7-1-14)
- Retaining wall with heights
- Traffic Impact analysis and plan (if applicable)
- Off street parking spaces and driveways - # of spaces labeled (including handicapped)
- Indicate location of any requested Transit Stops/shelters, if applicable (All transit stops must be approved through OUT Transit)
- Location of all refuse containers or dumpsters
- Existing tree survey, tree mitigation calculations and landscape plan
- Plans for amenities/recreation facilities (if applicable)

- [Adhere to 2010 ADA Requirements](#)
- [Adhere to Emergency Management Requirements](#)
- [Adhere to Fire Department Requirements](#)

- [Adhere to Planning Requirements](#)
- [Adhere to Public Works Requirements](#)
- [Adhere to Solid Waste Requirements](#)
- [Adhere to Transit Requirements](#)

**Please note: Applications submitted more than two times may incur additional application fees.**

Signature of Owner or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_