DEVELOPMENT PROCESS

This process has been developed to help landowners, architects, engineers, developers and other interested parties understand all phases of the development review process in the corporate limits and extra-territorial jurisdiction (ETJ) of the City of Oxford. With the numerous codes, policies, and procedures involved in securing development approval, this guide is designed to make the development process more understandable while providing staff adequate opportunity to ensure compliance with applicable regulations.

The numbered sections below correspond to the Process Flow Chart:

1. Your Business Idea- Your thought, inspiration, plan or suggestion regarding the use of land, starting a business, construction or renovation of a structure or building or any other type of development proposal that includes real property.
2. Consult Available Online Resources- City of Oxford Zoning Ordinance, Subdivision Ordinance, Granville County Gis online mapping, Granville County Register of Deeds
3. Contact Planning Department- Call or email questions about the relevant policies or ordinances or your specific set of circumstances. Make an appointment and schedule to meet with the correct professional (Planner, engineer, public works director, fire chief, Granville county building inspector).
4. Pre-Application Meeting- All relevant parties agree to a date and time to get together and discuss development options. Interested parties may include: property owner(s), developers, applicants, city engineer, public works director, fire chief, building inspector.
5. City of Oxford Development Processes- The four major processes summarized below each includes a pre-application meeting. The building permit process has its own review & inspection requirements, but with the exception of most single-family, residential remodeling projects or expansion, is always preceded by a zoning compliance permit.
6. City of Oxford Ordinance Amendment- Depending upon the details of the situation, and the potential consistency with the City's Land use Plan, the applicant may choose to propose an amendment to either the City of Oxford's zoning map or text amendment to the zoning ordinance.
7. Subdivision- Depending upon the details of the property, it may be in the best interest of the property owner or developer to subdivide or recombine parcels utilizing the exempt, minor, or major subdivision process.
8. Site Plan Approval- Small or large scale development projects that are properly zoned and simply must comply with the standards set forth in the City of Oxford's Zoning Ordinance and the technical standards and specifications manual.
9. Zoning Compliance Permit- In all cases an applicant states in writing all of the relevant details of the proposed use and location. The decision-making authority lies with the Planning Director or their designee. Decisions made by the Planning Director may be appealed to the Board of Adjustment.
10. Building Permit- Depending upon the details of the situation, the current existing conditions of any structure or building on site, and/or the proposed change in use, a building permit issued by the Granville County Inspections Department may be necessary to complete the project. Building permits follow their own review process and all work must comply with the North

Carolina State Building Code, as interpreted. Any questions would be addressed by Dale Evans, Chief Building inspector. (919)-6033-1326.

11. Successful Outcome- Applicant's decision point on how to move forward, based upon known regulatory and ordinance facts, existing environmental conditions, and economic realities which could be foreseen and have predictable outcomes.