



## GUIDE TO COMPLETING ONLINE APPLICATION FORMS

### **Please read carefully before completing online application forms.**

Online application forms may be used if you wish to have your application prescreened for completeness prior to final submission. Application forms submitted online will not be considered as a formal or complete application as original signatures, sketches and the applicable fee must accompany a complete application. Please refer to the form's 'APPLICATION GUIDE' for required information to assist you in completing an application.

You may also complete the form online, save and print a copy, sign and date it for submission with the required fee to the Community Planning Office.

**Please Note:** Many of the fields in the online application forms utilize drop-down lists for your convenience. As a result, the online forms do not lend themselves easily for completion by hand. Please download and print a copy of the static form if you wish to complete the application by hand.

### **Completing the ONLINE Application Form**

1. When using the online application form, it is easier to see the required information fields if the "Highlight Fields" option (top right corner) is chosen.
2. Use the tab key or mouse to navigate through the required information fields on the application form.
3. Check boxes can be filled in by either clicking the left mouse button or using the space bar in the current field.
4. When you have finished filling in the form, save a copy for later use. The online application can then be emailed to [planning@oxfordcounty.ca](mailto:planning@oxfordcounty.ca) by using the "Submit by Email" button on the top left corner of page one.
5. If you have a sketch (in pdf form) you wish to email with your application for prescreening, please save your online form to your computer and attach both (the online form and sketch) to your email to [planning@oxfordcounty.ca](mailto:planning@oxfordcounty.ca).
6. Your application will be reviewed for completeness with respect to the information provided.
7. If you have any questions about filling out the form or wish to speak to a Planner about your application, please call the Community Planning Office at:

519-539-9800 or see [CONTACT US](#)

8. Once the application has been prescreened, revise your saved copy, if necessary (see item 4 above). Print, sign and date it and submit it with the required fee and supporting information to the Community Planning Office. Applications can be mailed or dropped off in person to:

Community Planning Office  
County of Oxford  
PO Box 1614, 21 Reeve Street  
Woodstock ON N4S 7Y3

9. Payment Options: Cash, Cheque or Credit Card  
(please do not send cash through the mail)

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