



DRB Meeting	___/___/20__
Application / Plans Due	___/___/20__

**TOWN OF SURFSIDE**  
**MULTI-FAMILY AND NON-RESIDENTIAL DESIGN REVIEW APPLICATION**  
 (Signs, awnings, store fronts, fences, and walls etc)

A complete submittal includes all items on the "Multi-family and Non-Residential Design Review Application Submission Checklist" document as well as completing this application in full. The owner and agent must sign the application with the appropriate supplemental documentation attached. Please print legibly in ink or type on this application form.

<b><u>PROJECT INFORMATION</u></b>	
OWNER'S NAME	_____
PHONE / FAX	_____
AGENT'S NAME	_____
ADDRESS	_____
PHONE / FAX	_____
PROPERTY ADDRESS	_____
ZONING CATEGORY	_____
DESCRIPTION OF PROPOSED WORK	_____
	_____

<b><u>INTERNAL USE ONLY</u></b>			
Date Submitted	_____	Project Number	_____
Report Completed	_____	Date	_____
Fee Paid	\$ _____		

<b><u>ZONING STANDARDS</u></b>	<b>Required</b>	<b>Provided</b>
Sign Area (if applicable)	_____	_____
Awning Size (if applicable)	_____	_____
Fence Height (if applicable)	_____	_____
Wall Height (if applicable)	_____	_____

_____ SIGNATURE OF OWNER	_____ DATE	_____ SIGNATURE OF AGENT	_____ DATE
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**TOWN OF SURFSIDE**  
**MULTI-FAMILY AND NON-RESIDENTIAL DESIGN REVIEW**  
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**PLANNING AND ZONING BOARD Rules and Procedures (June 2002)**

The Planning and Zoning Board shall generally meet the last **Thursday** of each month at 7:00 pm. at Town Hall.

Plans and completed applications (including all supporting documentation) must be submitted to the Building Department at least 21 days prior to the meeting, with the payment of applicable fees (example: \$200.00 for Plan Review for Zoning), at which time they will be considered. Incomplete plans and applications will not be processed.

The applicant or duly authorized agent (per ownership affidavit) must be present at the meeting. If there are no applications for consideration by the Planning and Zoning Board, the monthly meeting may be cancelled at the discretion of the Chairman of the Board.

**Please advise the name of the Representative who will attend the hearing on behalf of this application:**

\_\_\_\_\_  
NAME OF REPRESENTATIVE

\_\_\_\_\_  
DATE



**TOWN OF SURFSIDE**  
**SUBMITTAL CHECKLIST**  
**MULTI-FAMILY AND NON-RESIDENTIAL DESIGN REVIEW**  
(Signs, awnings, store fronts, fences, and walls etc)

**Project Name** \_\_\_\_\_ **Project Number** \_\_\_\_\_

**SUBMITTAL REQUIREMENTS FOR REVIEW:**

- Completed "Multi-Family and Non-Residential Site Plan Application" form
- Application fee: \$\_\_\_\_\_ made out to "Town of Surfside"
- Ownership Affidavit
- Recent photographs of the subject property and all abutting, diagonal and fronting properties visible from the street (to be provided prior to Design Review Board Meeting)

**FOR THE FOLLOWING PLEASE PROVIDE:**

- Two (2) full sized sets (24" x 36" sheets) of complete design development drawings signed and sealed
- One (1) CD, with site plan in PDF format, or other common windows based format.
- Provided prior to Design Review Board Meeting – Fifteen (15) reduced sized sets (11" x 17" sheets) of the complete design development drawings

**PLANS SHALL INCLUDE IF APPLICABLE:**

- Sign Plan (Minimum scale of 1" = 20'). Please show / provide the following:
  - Entire parcel(s) with dimensions and lot size in square feet
  - Location of existing and proposed signs with square footage
  - Material of proposed sign
  - Manner of illumination of proposed sign
  - Method of securing or fastening proposed sign
  - Wording of the proposed sign, with coordinating letter size
  - Architectural Elevations of façade
  
- Awning Plan or Storefront Change (Minimum scale of 1" = 20'). Please show / provide the following:
  - Entire parcel(s) with dimensions and lot size in square feet
  - Location of Existing and proposed awnings with square footage
  - Material of proposed awning or storefront change
  - Method of securing or fastening proposed awning
  - Window and framing materials
  - Wording of the proposed awning, with coordinating letter size
  - Architectural Elevations of façade

Cont.



- Fence or Wall Plan (Minimum scale of 1" = 20'). Please show / provide the following:
  - Entire parcel(s) with dimensions and lot size in square feet
  - Setbacks
  - Location of existing and proposed fence(s)
  - Length, width, and height of proposed fence(s)
  - Detailed material of proposed fence (color image of proposed fence material is suggested)
  - Elevations of fence or wall
  
- Provide samples of colors and/or materials mounted on a display board (to be provided prior to Design Review Board Meeting)
  
- Such additional data, maps, plans, or statements as the Town may require to fully describe and evaluate the particular proposed plan.