



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

TOWN OF SURFSIDE
MULTI-FAMILY AND NON-RESIDENTIAL SITE-PLAN APPLICATION

A complete submittal includes all items on the "Multifamily and Non-Residential Site-Plan 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.

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

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

<u>ZONING STANDARDS</u>	Required	Provided
Plot Size	_____	_____
Setbacks (F/R/S)	_____	_____
Lot Coverage	_____	_____
Height	_____	_____
Pervious Area	_____	_____

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

The Planning and Zoning shall generally meet the last Thursday of each month at 6:00 p.m. at Town Hall in the Commission Chambers.

Plans and completed applications (including all supporting documentation) must be submitted to the Building Department at least 30 days prior to the Planning and Zoning Meeting with the 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 Chair of the Board.

The following is required with each application:

1. An email address for contacting the owner and/or agent.
2. New construction for Single-Family and Two-Family homes should include addressing the landscape requirements noted in Section 90-61(1), (2) and (5) and Section 90-95 of the Town's Zoning Code.
3. Both 11 x 17 sets as well as the electronic version must be signed and sealed digitally. The electronic set must have as its first page(s) the completed application and then the plans follow.
4. All Single-Family and Two-Family Site Plan applications include the Public Notice requirements for sign posting on the property (10 days prior to the meeting date) and certified mail noticing per Section 90-19.6 of the Town's Zoning Code. Both proof of notice requirements include a picture of the posting on the property and copies of the proof of certified mail notices to be emailed to the Town Clerk's Office 10 days prior to the meeting date.
5. The applications that fall under the notice requirements are the following.
 - a. Construction of new single-family homes.
 - b. Partial demolition and rebuilding of at least 50 percent of the square footage of a single-family home where the exterior facade of the structure is affected.
 - c. An addition of at least 50 percent of the square footage of the existing single-family home.

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

NAME OF REPRESENTATIVE

DATE



TOWN OF SURFSIDE
SUBMISSION CHECKLIST
MULTI-FAMILY AND NON-RESIDENTIAL SITE-PLAN APPLICATION

Project Name _____ Project Number _____

SUBMITTAL REQUIREMENTS FOR REVIEW:

- Completed “Multi-Family and Non-Residential Site Plan Application” form
- Application fee: \$12,000 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:

- One (1) USB Flash Drive, (must contain exactly what is being provided in the physical sets and physical sets cannot be signature protected or password protected). The site plans must be in PDF format.
- Provided prior to Design Review Board Meeting - Two (2) reduced sized sets (11” x 17” sheets) of the complete design development drawings
- Site Plan (Minimum scale of 1" = 20').
Please show / provide the following:
 - A legal description, including the section, township, and range or subdivision lot and block.
 - Site boundaries clearly identified, and ties-to-section corners
 - Proposed uses
 - Location and height of all structures and total floor area with dimensions to lot lines, and designations of use
 - Building separations
 - Vehicular circulation system for cars, bicycles, and other required vehicle types, with indication of connection to public rights-of-way
 - Location of all parking and loading areas
 - All adjacent rights-of-way, with indication of ultimate right-of-way line, center line, width, paving width, existing median cuts and intersections, street light poles, and other utility facilities and easements
 - Location of all cross streets and driveways within three hundred fifty (350) feet of property limits
 - Pedestrian circulation system
 - Provider of water and wastewater facilities
 - Existing and proposed fire hydrant location
 - The following computations:
 - Gross acreage
 - Net acreage

Cont.



- Gross acreage covered by the property excluding road easements and rights-of-way, if any
 - Number of dwelling units and density for residential uses only
 - Square footage of ground covered by buildings or structures and designation of use.
 - Required number of parking spaces
 - Number of parking spaces provided
 - Pervious, impervious and paved surface, in square footage and percentage
 - Site Plan location sketch, including section, township, and range, showing adjacent property owners
 - Geometry of all paved areas including centerlines, dimensions, radii, and elevations
 - Location of trash and garbage disposal system and provisions for accessibility to garbage trucks
 - Loading areas and provisions for accessibility to vehicles of the required type
 - Areas for emergency vehicles and fire engines, and provisions for accessibility to vehicles of the required type
 - Number of sets required shall be determined by Town Staff.
 - Other such information as required by the Town.
- Survey. A survey less than one (1) year old (including owner's affidavit that no changes have occurred since the date of the survey). The survey shall be prepared by a Florida registered land surveyor, certified as to meeting the requirements of the applicable Section of the Florida Administrative Code, reflecting existing natural features, such as topography, vegetation, existing paving, existing structures, and water bodies
- Landscape Plan and Irrigation Plan
Please show / provide the following:
- landscape calculations (required and provided)
 - existing tree survey with indication of existing native vegetation that will be preserved
 - proposed and existing landscaping
- Lighting Plan
Please show / provide the following:
- photometric measurements
 - Lighting details and spillage onto adjacent properties and rights-of-way
- Sign Plan for all signs which will be on site
Please show / provide the following:
- Show dimensioned locations and mounting details of signs on building elevations and locations of signs on site plan
 - Note colors, materials, lighting and dimensions
 - Show dimensions and square footages (proposed and existing)
 - Identify materials and colors – background, trim/border, and copy
 - Show fonts and graphics
- Pavement markings and traffic signing plan
- Schematic water and sewer plan
Please show / provide the following:
- Location and size of all mains and lift stations



Cont.

- Paving and drainage plans
Please show / provide the following:
 - location of all drainage features and retention areas, if any

- Architectural Elevations (Minimum scale of 1/8" = 1')
Please show / provide the following:
 - Separate elevations of all sides of existing and proposed buildings with all dimensions, including height.
 - Label exterior materials, color, texture and trim, roof material, Roof color and pitch, windows, doors, screens, skylights and all exposed mechanical equipment and screening
 - Provide color elevations, showing all material finishes, textures and landscaping for all elevations of the proposed building(s) and structure(s), which should include at a minimum:
 - All exterior materials, colors and finishes, keyed to samples provided
 - Roof slopes and materials including specifications and color
 - Detail of doors, windows, garage doors
 - Dimensions of structure(s) - height, width, and length
 - Deck, railing, stairs details including materials, colors, finishes, and decorative details
 - Exposed foundation treatment
 - Gutters and eaves

- 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