





**TOWN OF SURFSIDE**  
**SINGLE-FAMILY and TWO-FAMILY 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.

**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**  
**SINGLE-FAMILY and TWO-FAMILY SITE PLAN APPLICATION**

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

Project Number \_\_\_\_\_

**SUBMITTAL REQUIREMENTS FOR REVIEW:**

- Completed "Single-Family and Two-Family Site Plan Application" form
- Application fee: \$ \_\_\_\_\_ made out to "Town of Surfside"
- Ownership Affidavit
- Survey less than one (1) year old. A survey over one (1) year is sufficient as long as the property has not changed ownership and the owner provides an affidavit that no changes have occurred since the date of the survey.
- Recent photographs, as visible from the street, of the subject property and of the adjacent two (2) homes on each side of the subject property on the same side of street. If the adjacent lot(s) are vacant then the next adjacent home(s) shall be utilized.

**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:*
  - Tabulations of total square footage, lot coverage, setbacks and acreage
  - Entire parcel(s) with dimensions and lot size in square feet
  - Existing and proposed buildings with square footage
  - Buildings to be removed
  - Setbacks
  - Dimensions and locations of all existing and proposed right-of-ways, easements and street frontage, including sidewalks, curb and gutter and planting strips
  - All existing and proposed site improvements, including, but not limited to, all utilities, retaining walls, fences, decks and patios, driveways and sidewalks, signs, parking areas, and erosion control features
  - Location of all existing and proposed trees, vegetation, palms and note tree species
  - Locations and dimensions of parking spaces and lot layout
  - Driveway entrance width and setbacks from property line
- Architectural Elevations (Minimum scale of 1/8" = 1'):  
*Please show / provide the following:*
  - Provide color elevations, showing all material finishes, textures and landscaping for all elevations of the proposed building(s). They should include, at a minimum:
  - All exterior materials, colors and finishes, keyed to samples provided

Cont.



- Roof slopes and materials and color
  - Detail of doors, windows, garage doors
  - Lighting locations and details
  - 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
  - Abutting structure heights
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- 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