



Pre-Application Mtg.	___/___/20__
Application / Plans Due	___/___/20__

TOWN OF SURFSIDE
SINGLE-FAMILY and TWO-FAMILY SITE PLAN APPLICATION

A complete submittal includes all documents on the “Single-Family and Two-Family Site Plan Application Submission Checklist” 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. A pre-application meeting with the Town Planner is required prior to submitting this application. Town Planner, Scarlet Hammons, shammons@corradino.com

<u>PROJECT INFORMATION</u> <small>ALL INFORMATION IS REQUIRED</small>	
PROPERTY ADDRESS:	_____
OWNER’S NAME:	_____
PHONE:	Email: _____
AGENT’S NAME:	_____
ADDRESS:	_____
PHONE:	Email: _____
ZONING CATEGORY:	_____
DESCRIPTION OF PROPOSED WORK :	_____
Application Meeting Date:	_____

<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
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.

Zoning compliant 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 or non-compliant plans and applications will not be processed. Please note that some applications require public notice (incl. new homes and substantial additions). Note the application will not be scheduled unless a complete application, including the Submission Checklist, and plans that meet all zoning requirements is submitted 30 days before the meeting.

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.

_____ DATE
Signature of Agent or Owner

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

Name of Representative

Name of Owner

DATE

DATE



TOWN OF SURFSIDE
SUBMISSION CHECKLIST
SINGLE-FAMILY and TWO-FAMILY SITE PLAN APPLICATION

Project Address _____

Project Number _____

SUBMITTAL REQUIREMENTS FOR REVIEW:

- Pre-Application Meeting
- 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.
- 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 for all floors. If there is a 2nd floor average side setback must be shown.
 - 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, erosion control features, pools and accessory buildings
 - Locations and dimensions of parking spaces and driveways and lot layout
 - Driveway entrance width and setbacks from property line
 - Mechanical equipment (A/C; pool) must be identified on site plan with dimension to the nearest house
- 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
 - Roof plan including mechanical equipment and screening if applicable

Cont.



- Roof slopes with materials and color
- Detail of doors, windows, garage doors
- Lighting locations and details
- Dimensions of structure(s) – height, width, and length
 - Building Height as measured from the Crown of the Road
 - Finished Floor Elevation in NGVD
- Deck, railing, stair details including materials, colors, finishes, and decorative details
- Exposed foundation treatment
- Gutters and eaves
- Abutting structure heights

- Landscape Plan (Minimum scale of 1" = 20').
Please show / provide the following:
 - Tabulations of total property pervious square footage, Front Yard pervious, Rear Yard pervious
 - Tabulations of the required number and location of lot trees, streets trees and shrubs
 - Size of Trees and Shrubs
 - Tabulations of the required Florida Friendly landscaping
 - Location of all existing and proposed trees, vegetation, palms and note tree species

- Provide descriptions and images of colors and/or materials to be used

- Such additional data, maps, plans, or statements as the Town may require to fully describe and evaluate the particular proposed plan

All above documents must be provided in the following format after the pre-application meeting:

- 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. Plans must be digitally signed and sealed
- *Provided prior to Planning & Zoning Board Meeting – Two (2) reduced sized sets (11" x 17" sheets) of the complete design development drawings. Plans must be digitally signed and sealed.*

For ask questions or to schedule a pre-application meeting please contact:

Scarlet Hammons
Town Planner
Town of Surfside
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Surfside, FL 33154
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