



## TOWN OF SURFSIDE

MUNICIPAL BUILDING  
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### **PLANNING AND ZONING BOARD Rules & Procedures June 2002**

The Planning and Zoning Board shall generally meet the last Tuesday 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.

#### **REVIEW BY THE PLANNING AND ZONING BOARD IS REQUIRED FOR:**

Request for Special Exceptions Special Use Permits or Variances.

Roofing Projects: Applications for roofing repairs or re-roofing are exempt as long as the materials to be used precisely match the existing roof materials, and such existing roof materials comply with all applicable building code provisions.

Painting Projects: Painting applications may be exempted as long as the color to be used is among those color samples shown on the town's color selector. A set of these approved paint colors is on file in the Building Department. Applications for approval of paint colors that do not match the specified, pre-approved shades must be made to the Planning and Zoning Board.

All applications for new construction, additions or renovations that will affect the exterior of any structure must be accompanied with the following by the following items:

#### **FOR SINGLE-FAMILY RESIDENTIAL APPLICATIONS:**

- I. Completed Planning and Zoning Review Board application form, ownership affidavit, and current survey less than one year old (including owner's affidavit that no changes have occurred since the date of the survey)
- II. Two full-size sets of complete design development drawings 24" x 36" sheets and 7 sets of clearly legible 11 x 17" size sheets, signed and sealed by a Florida Registered Architect. These drawings, if approved by the Board, shall become an integral part of the building plans for the building permit.

#### **FOR COMMERCIAL AND MULTIFAMILY APPLICATIONS:**

- I. Completed Planning and Zoning Review Board application form, ownership affidavit, and current survey less than one year old (including owner's affidavit that no changes have occurred since the date of the survey).

II. Two full-size sets of complete design development drawings of 24" x 36" size sheets and 7 reduced sets of clearly legible 11" x 17" size sheets, signed and sealed by a Florida Registered Architect and a Landscape Architect. These drawings, if approved by the Board, shall become an integral part of the building plans for the building permit. The drawings submitted to the Planning and Zoning Board shall include:

(1) All of the land in the site, together with any adjacent or contiguous parcels in the same ownership, with such detail of adjacent properties and public ways as will relate the subject premises to the neighborhood and to the street pattern within 1,000 feet from the perimeter of the subject property. (Such information may be shown on a key map at a scale of one inch equals 1,000 feet.)

(2) The location size and shape of all existing and proposed buildings and uses of the subject site, and the approximate location and size of all existing buildings and structures on the abutting properties that are within 100 feet of common lot line.

(3) In addition to the information required in subsections (1) and (2) of this section, the site plan shall also include the following information:

- a. Location and size of all parking spaces, loading and unloading spaces, and of all existing and proposed driveway entrances and exits.
- b. Existing and proposed grades, if such, are significantly altered.
- c. Existing and proposed fences, walls, architectural accents, site furniture and the locations and sizes of all advertising or graphic features.
- d. Location of all utility poles, fire hydrants, parking meters on adjacent streets and the location, type and size of all outdoor lighting.
- e. Existing and proposed landscaping, including any existing self-supporting perennial plant which has a trunk diameter of at least three inches, measured three feet above grade (at the base of the tree), and which normally grows to a minimum overall height of 15 feet. Proposed methods of irrigation shall also be shown.
- f. Schematic building plans, including plans, elevations and sections of all major structures.
- g. Tabulations of total gross square footage in the project and the percentages thereof proposed to be devoted to (i) the various permitted uses; and (ii) lot coverage by structure.
- h. Tabulation showing (i) the derivation of numbers of off-street parking and off-street loading spaces shown in subsection a. of this subsection; and (ii) total project density in dwelling units per acre.
- i. If common facilities (such as recreation areas or structures, common open space, etc.) are to be provided for the project, statements as to how such common facilities are to be provided and permanently maintained.
- j. Water, storm drainage and sanitary sewerage plans, including information showing the projected volume of usage and discharge.
- k. Plans indicating size and location of all proposed signs.
- l. Plans for recreation facilities, if any, including location, size and shape of all buildings proposed for such use.
- m. Location of facilities being provided for trash and garbage, location of any outdoor fixed seating, and the location of all other accessory structures.
- n. Such additional data, maps, plans, or statements as the Town may require to fully describe and evaluate the particular use or activity proposed.

III. 5 inches by 7 inches color photos of the project site, properties on each side of the project site, and the properties directly across the street from the project site, Photos must be marked accordingly.

IV. A palette, colorboard, or other sample of the materials to be used for the project.