



TOWN OF SURFSIDE

Planning and Zoning Department · 9293 Harding Avenue, Surfside, Florida 33154-3009
Phone: (305) 861-4863

Application for Comprehensive Plan Amendment and Zoning Change

SUBMISSION CHECKLIST

A complete submittal includes this application in full, signed by the owner and applicant, along with the following:

- ☐ Application fee, per current Town fee schedule, made payable to "Town of Surfside"
- ☐ Survey less than one year old, prepared by a Florida registered land surveyor, or an owner affidavit of no changes since the date of an older survey
- ☐ At least two photographs showing the entire property, land and improvements
- ☐ Recorded warranty deed and the most current year's tax form showing the present owner(s) and legal description
- ☐ Legal description of the property (Exhibit A, if lengthy)
- ☐ Disclosure of ownership: all natural persons or entities holding a legal or equitable interest, including contract purchasers
- ☐ For corporate, partnership, LLC, or trust owners: articles of incorporation or organization, certificate of good standing less than one year old, and documentation of the signer's authority
- ☐ Written report addressing each required finding under Sec. 90-35(6) (Exhibit B)
- ☐ List of property owners and mailing addresses within 300 feet of the subject property, for courtesy notice per Sec. 90-35(2)
- ☐ Current and proposed Future Land Use Map excerpt, if a Comprehensive Plan amendment is requested
- ☐ Current and proposed Zoning Map excerpt, if a rezoning is requested

APPLICANT CERTIFICATION AND REQUEST

I/We, the undersigned, hereby apply to the Surfside Town Commission for approval in accordance with Sec. 90-22 and Sec. 90-35 of the Town of Surfside Code of Ordinances, and in support of that request, furnish the following:

1. Name of Applicant:

2. Applicant's interest in the property (owner, tenant, attorney, or authorized agent). Per Sec. 90-35(3), applications must be made and presented by the fee title owner(s), or by a tenant or attorney with the owner's written approval:

3. Mailing address, telephone number, and email of Applicant:

Mailing Address

Telephone Number

Email Address

4. Type of request (check all that apply): ☐ Comprehensive Plan Future Land Use Map Amendment ☐ Comprehensive Plan Text Amendment ☐ Zoning Map Amendment (Rezoning)

5. Address(es) and folio number(s) of the property:

6. Legal description of the property (attach as Exhibit A if lengthy):

7. Future Land Use designation:

Current Future Land Use Designation

Proposed Future Land Use Designation, if requested

8. Zoning district:

Current Zoning District

Proposed Zoning District, if requested

9. Has the designation of this property been changed within the last 12 months? If so, when and to what:

10. Does the property have any open code enforcement action or unpaid code enforcement lien?

☐ Yes ☐ No

11. Reason for the request. Describe the proposed amendment or rezoning and the intended use of the property. Attach additional pages as needed:

REQUIRED CONSISTENCY WITH FLORIDA STATUTES CHAPTER 163

The Town Commission must find that the application complies with each of the following before approval. Attach, as Exhibit B, a written report documenting compliance with each criterion. If a Future Land Use Map or text amendment is requested, Exhibit B must separately address consistency with the Comprehensive Plan's goals, objectives, and policies, per Sec. 90-9. Provide a written narrative demonstrating how the comprehensive plan amendment is consistent with Florida Statutes Chapter 163.3187. Each criterion should be addressed as applicable.

Sec. 163.3187, Florida Statutes, governs eligibility for adoption as a small scale development amendment (a single adoption hearing, without state land planning agency review). To qualify, the amendment must meet each of the following:

- 12. The proposed amendment involves a use of 50 acres or fewer.
- 13. The proposed amendment does not involve a text change to the goals, policies, and objectives of the Comprehensive Plan, but only a Future Land Use Map change for a site-specific small scale development activity, except for text changes directly related to and adopted simultaneously with the map amendment.

REQUIRED FINDINGS — SEC. 90-35(6)

The Town Commission must find that the zoning change complies with each of the following criteria before approval. Attach, as Exhibit B, a written report documenting compliance with each criterion.

- 14. The zoning change is consistent with the Comprehensive Plan.
- 15. The proposed change will result in development consistent in scale and character with development within 300 feet of the site.
- 16. The resulting boundaries of the zoning district are logically drawn.
- 17. The proposed change will not reduce property values in the Town.
- 18. The proposed change will enhance the quality of life in the Town.
- 19. There are substantial and compelling reasons why the proposed change is in the best interests of the Town.

OWNERSHIP DISCLOSURE AND ADDITIONAL INFORMATION

20. Disclosure of ownership: list all natural persons or entities holding a legal or equitable interest in the property, including contract purchasers, and the nature and percentage of each interest. Attach additional sheets if necessary:

21. Is the property within the boundaries of a historic site, historic district, or archeological zone? Contact the Planning and Zoning Department for information.

☐ Yes ☐ No

NOTICE AND PROCESS ACKNOWLEDGMENT

Applicant acknowledges the public notice requirements of Sec. 90-35(2): newspaper advertisement or Town Hall posting at least ten days before the public hearing; written courtesy notice by first class mail to affected property owners within 300 feet; and an 18 inch by 24 inch sign posted on the property, at applicant's expense, not less than ten days before the Planning and Zoning Board and Town Commission hearings, in the form and colors specified by the Town Manager or designee.

Applicant further acknowledges that this application is adjudicated through the same procedures required for ordinance adoption per Sec. 90-35(5); that if disapproved, a substantially similar application for the same property may not be resubmitted for at least one year per Sec. 90-22.1; and that withdrawal after advertisement or posting bars resubmission for one year, with no refund of the application fee, per Sec. 90-22.2. The application fee is set by the Town's current fee schedule, available from the Planning and Zoning Department, and is due at time of filing.

OWNER'S CERTIFICATION

I/We certify that I am/we are the owner(s) of the property described in this application, or am/are authorized to file this application on the owner's behalf, and that all statements and exhibits submitted herewith are true and correct to the best of my/our knowledge and belief.

Signature of Owner or Authorized Agent

Date

Print Name and Title:

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NOTARY ACKNOWLEDGMENT

State of

County of

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 20____, by the person named below:

Name of Person Acknowledging

☐ Personally known to me

☐ Produced the following as identification:

☐ Oath was taken ☐ Oath was not taken

Signature of Notary Public

Print Name of Notary Public / Commission Number / Expiration Date

(Affix Notary Seal)