



Town of Surfside Notice Requirements for Planning and Zoning Board

Per Section 90-19.6 Single-family and two-family development shall be reviewed by the planning and zoning board. The following types of applications shall require noticing as described below:

- (1) Construction of new single-family homes.
- (2) 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.
- (3) An addition of at least 50 percent of the square footage of the existing single-family home.

The applicant shall notify the public of the planning and zoning board hearing date and location, on the proposed application in the following 2 ways:

1. Posted Sign

- a. The applicant shall post a notice on the property one week prior to the planning and zoning board meeting and remove the notice three days after the conclusion of the planning and zoning board meeting.
- b. A notice, 18 inches by 24 inches, shall be placed in a prominent place on the property by the applicant, denoting the following:

REQUEST FOR: _____

PLANNING AND ZONING BOARD MEETING:

DATE AND TIME

TOWN HALL
9293 Harding Avenue
Surfside, FL 33154

COMPLETE INFORMATION REGARDING THE APPLICATION IS AVAILABLE BY
CONTACTING THE TOWN HALL.

2. Certified letter to neighbors

- a. a. The applicant shall mail written courtesy notices via certified mail, to the abutting single-family property owners and single-family property owners parallel to the subject

- property line across any right-of-way, of the planning and zoning board meeting date and location ten days prior to the meeting.
- b. c. The applicant shall provide the town the corresponding certified mail receipts, indicating the notices have been mailed and provide evidence that the sign has been posted three days prior to the planning and zoning board meeting.

Photographs of the posted sign and certified mail receipts may serve as evidence. Notice evidence should be emailed to the Town Planner, Judith Frankel at jfrankel@townofsurfsidefl.gov

Sign Template

REQUEST FOR: Example: 9064 Bay Drive New Single-Family House

PLANNING AND ZONING MEETING: DATE AND TIME

TOWN COMMISSION MEETING: DATE AND TIME

TOWN HALL
9293 Harding Avenue
Surfside, FL 33154

COMPLETE INFORMATION REGARDING THE APPLICATION IS AVAILABLE BY CONTACTING THE TOWN HALL AT (305) 861-4863.