



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. Contact Town Planner, Scarlet Hammons at shammons@corrado.com

PROJECT INFORMATION ALL INFORMATION IS REQUIRED AND MUST BE LEGIBLE

PROPERTY ADDRESS:	_____		
OWNER'S NAME:	_____		
PHONE:	_____	Email:	_____
AGENT'S NAME:	_____		
ADDRESS:	_____		
PHONE:	_____	Email:	_____
ZONING CATEGORY:	_____		
DESCRIPTION OF	_____		
PROPOSED WORK :	_____		

Application Meeting Date: _____			

INTERNAL USE ONLY

Date Submitted	_____	Project Number	_____
Report Completed	_____	Date	_____
Fee Paid	\$ _____		

ZONING STANDARDS

	Required	Provided
Lot Size	_____	_____
Setbacks (F/R/S)	_____ _____ _____	_____ _____ _____
Lot Coverage	_____	_____
Height	_____	_____
Pervious Area	_____	_____

SIGNATURE OF OWNER	DATE	SIGNATURE OF AGENT	DATE
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SUBMISSION CHECKLIST
SINGLE-FAMILY and TWO-FAMILY SITE PLAN APPLICATION

Project Address _____

Project Number _____
(To be completed by Planning Department)

SUBMITTAL REQUIREMENTS FOR REVIEW

- ☐ NOTE: A material samples and finishes board is a requirement for an application to go before the Planning and Zoning Board. It should be acknowledged in your letter of intent that the representative is aware of this requirement and materials will be presented to the board at the meeting.
- ☐ Pre-Application Meeting Date: _____
- ☐ Completed "Single-Family and Two-Family Site Plan Application" form
- ☐ Application fee: \$_____, submit a copy of the receipt.
- ☐ Cost recovery deposits, if applicable. Cost recovery fee: \$_____, submit a copy of the receipt.
- ☐ Ownership Affidavit
- ☐ Letter of Intent describing project description
- ☐ 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 survey date.
- ☐ 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 the street side. If the adjacent lot(s) are vacant, the next adjacent home(s) shall be utilized. Graphic should show proposed home (or home addition) depicted next to the two adjacent homes on the street. A realistic, high quality graphic is strongly encouraged.

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 and floor area ratio and percentage of the second floor in comparison to the first floor
- ☐ Dimension of the second floor that is a continuous wall along a consistent plane and percentage of the wall in relation to lot depth
- ☐ Buildings to be removed, or partially demolished



- ☐ Setbacks for all floors. If there is a 2nd floor, the additional front, side and rear setbacks must be shown and dimensioned.
- ☐ 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, mechanical equipment (include AC, generators, pool equipment and any utility cabinets on the side of the home) and accessory buildings
- ☐ Locations and dimensions of parking spaces and driveways and lot layout
- ☐ Driveway entrance width and setbacks from the property line
- ☐ Mechanical equipment (A/C; generator; pool) must be identified on the site plan with dimensions to the property line and 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). Renderings should be presented with one elevation per plan sheet, avoid multiple elevations on a single sheet. They should include, at a minimum:

- ☐ All exterior materials, colors, and finishes, keyed to samples provided to the planning and zoning board at the meeting
- ☐ Floor plans for all stories
- ☐ Roof plan including mechanical equipment and screening if applicable, include a line of sight exhibit if mechanical equipment is located on the roof and total footprint of the area occupied by the equipment
- ☐ Roof slopes with materials and color
- ☐ Detail of doors, windows, garage doors
- ☐ Lighting locations and details, including a nighttime rendering and outdoor lighting plan
- ☐ 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, and 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 lot coverage, Rear Yard pervious
- ☐ Tabulations of the required number and location of lot trees, palms, street 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

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

PUBLIC NOTICE REQUIREMENTS

Town of Surfside Zoning Code 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 as follows:

- 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. 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.

- b. 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.
- 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

All above documents must be provided by email to shammons@corradino.com after the pre-application meeting:

Please contact the Town Planner with any questions or to schedule a pre-application meeting:

Scarlet Hammons Town Planner Town of Surfside
9293 Harding Avenue
Surfside, FL 33154
Main: 305-861-4863 ext 497
shammons@corradino.com