

# Site Plan Requirement Checklist - BUILDING

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

All site plans shall be clearly and accurately drawn to scale on paper no larger than 11x17 and must indicate all of the information listed below. For ease of drawing the site plan, use the graph paper provided with you application packet. For each item, mark either "shown" or "N/A" as appropriate for your project.

**This checklist must be completed and included with all site plans. Any site plan without this checklist will be rejected and returned to the applicant for corrections.**

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### General Property Information:

**Shown**

- Property lines including dimensions
- North arrow and site plan scale
- Marine waters, lakes, ponds, streams, creeks, wetlands

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### Existing Property Improvements

**Shown**

- Locations and dimensions of all existing structures on the property in relation to property line
- Location of all existing Drainfields and water lines on the site

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### Proposed Property Improvements

**Shown**

- Location and dimensions of all proposed structures with setbacks shown to property lines. Other structures, wetlands, etc.

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### Houses & Accessory Buildings

**Shown**

- Foundations plan, elevation plan
- Materials, engineering
- Drawing or rendering of the house, accessory buildings  
Including sheds
- Signatures on all pages

**SURFSIDE HOMEOWNERS' ASSOCIATION**  
**BUILDING PLANS APPROVAL REQUEST**

To: Architectural Committee

From: Owners Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Site Location \_\_\_\_\_

\_\_\_\_\_ Division \_\_\_\_\_

\_\_\_\_\_ Block \_\_\_\_\_

\_\_\_\_\_ Lot(s) \_\_\_\_\_

Surfside Address \_\_\_\_\_

I. I AM REQUESTING APPROVAL OF: (use Informational Sheet)

\_\_\_ Septic Tank and Drain Field Location

\_\_\_ Plot Plans

\_\_\_ Building Plans

II. THE FOLLOWING INFORMATION IS PROVIDED TO ASSIST THE ARCHITECTURAL COMMITTEE

A. Type of Structure or Improvement:

\_\_\_ Single Family Residence

\_\_\_ Manufactured Home

\_\_\_ Addition or Remodel

\_\_\_ Septic Tank/Drain Field (New)

\_\_\_ Septic Tank (Repair)

\_\_\_ Other (Please specify) \_\_\_\_\_

\_\_\_ Garage or Carport

\_\_\_ Storage Building

\_\_\_ Fence not to exceed 6' at grade.

\_\_\_ Deck

\_\_\_ Deck Enclosure

B. There will be \_\_\_\_\_ sq. ft. of interior living area on the main floor.

C. The exterior siding will be:

Wood Vinyl Brick Concrete Planking Other (List)

For the Home: \_\_\_\_\_

For A Detached Garage: \_\_\_\_\_

D. The roof covering will be:

3-Tab Comp /Fiberglass Tile Masonry Shake Wood Shingle Metal Other (List)

For the Home: \_\_\_\_\_

For a Detached Garage: \_\_\_\_\_

E. The maximum height of the building above the street level at the property will be \_\_\_\_\_ feet.  
(Center of the street at the center of the property)

F. Setbacks from property lines will be: (refer to sample plot plan – see Covenants Section 3.2)

Front (Street) \_\_\_\_\_ Feet

Sides \_\_\_\_\_ Feet

Rear \_\_\_\_\_ Feet

G. Distance between the water line to the house and the septic/drain field will be \_\_\_\_\_ feet.

III. THE STRUCTURE TO BE BUILT WILL CONFORM TO THE EXISTING:

- \_\_\_\_ Surfside Homeowners Association Covenants
- \_\_\_\_ Pacific County Building Code

IV. ATTACHMENTS:

I am submitting the following plot plans, building plans, and specifications:

- \_\_\_\_ Two (2) plot plans including locations of all structures.
  - Location of the proposed structure(s).
  - Position of the septic tank and drain field.

- \_\_\_\_ Two (2) sets of Building Plans showing:
  - Foundations and measurements
  - Floor plans and measurements
  - Elevation views (front, sides, rear)
  - Exterior siding or finish

- \_\_\_\_ Two (2) Elevation drawings showing maximum height of structure above street level at front of property

V. **IF PLANS ARE SUBMITTED BY OTHER THAN OWNER:**

Name \_\_\_\_\_  
(Representative/Agent) (Business Name)

Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

Phone (\_\_\_\_\_) \_\_\_\_\_  
Signature of Representative/Agent

**IF PLANS ARE SUBMITTED BY OWNER:**

Signature of Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(If different from page one) Address City State Zip

Phone (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Home Work

Date \_\_\_\_\_

**SURFSIDE HOMEOWNERS ASSOCIATION**

**STATEMENT OF INTENT:**

TO: Surfside Homeowners Architectural Committee

I hereby certify that the \_\_\_\_\_ to be built on property  
at Division\_\_\_\_\_, Block\_\_\_\_\_, Lot(s)\_\_\_\_\_, in Surfside Estates will have a maximum height of  
\_\_\_\_\_feet above the center of the road level of \_\_\_\_\_  
(Street – Place)

which fronts on the Property, according to Surfside Homeowners Covenants.

I also certify that the actual setbacks from property lines will be:

Front (Street)\_\_\_\_\_Feet                                 Sides\_\_\_\_\_Feet  
Rear\_\_\_\_\_Feet

I also certify that the minimum distance between the water line to the house and the septic/drain field will be  
\_\_\_\_\_feet.

I hereby certify that the \_\_\_\_\_ to be built on the above-described property  
will adhere to the plans submitted and approved by the Surfside Homeowners Architectural Committee.

Date\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner                                 Address                                 City                                 State                                 Zip

OR

\_\_\_\_\_  
Signature of Builder                                 Address                                 City                                 State                                 Zip

**Note to Applicant:**

It is the applicant's responsibility to **1)** Identify any circumstances or variations (including but not limited to, type of structure or materials, setbacks, height, minimum square footage, location of utilities, and foundation requirements) which do not comply with the provisions of the covenants; and **2)** specifically request approval of such circumstances or variations below; or **3)** to certify that there are no such circumstances or variations.

\_\_\_\_\_ I certify all aspects of the attached plans are in compliance with all provisions of the Surfside Homeowners Association covenants.

OR:

\_\_\_\_\_ I certify that the following aspects of this application, do, or may, not comply with the specific provisions of the Surfside Homeowners' Association covenants listed below, and request specific approval by the Architectural Committee of these circumstances or variations.

Covenant Section	Circumstance or Variation	Approval Granted or Condition

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**ONGOING AUTHORIZATION TO ENTER ON PROPERTY**

The undersigned (the "Owner") hereby represents, agrees and authorizes as follows:

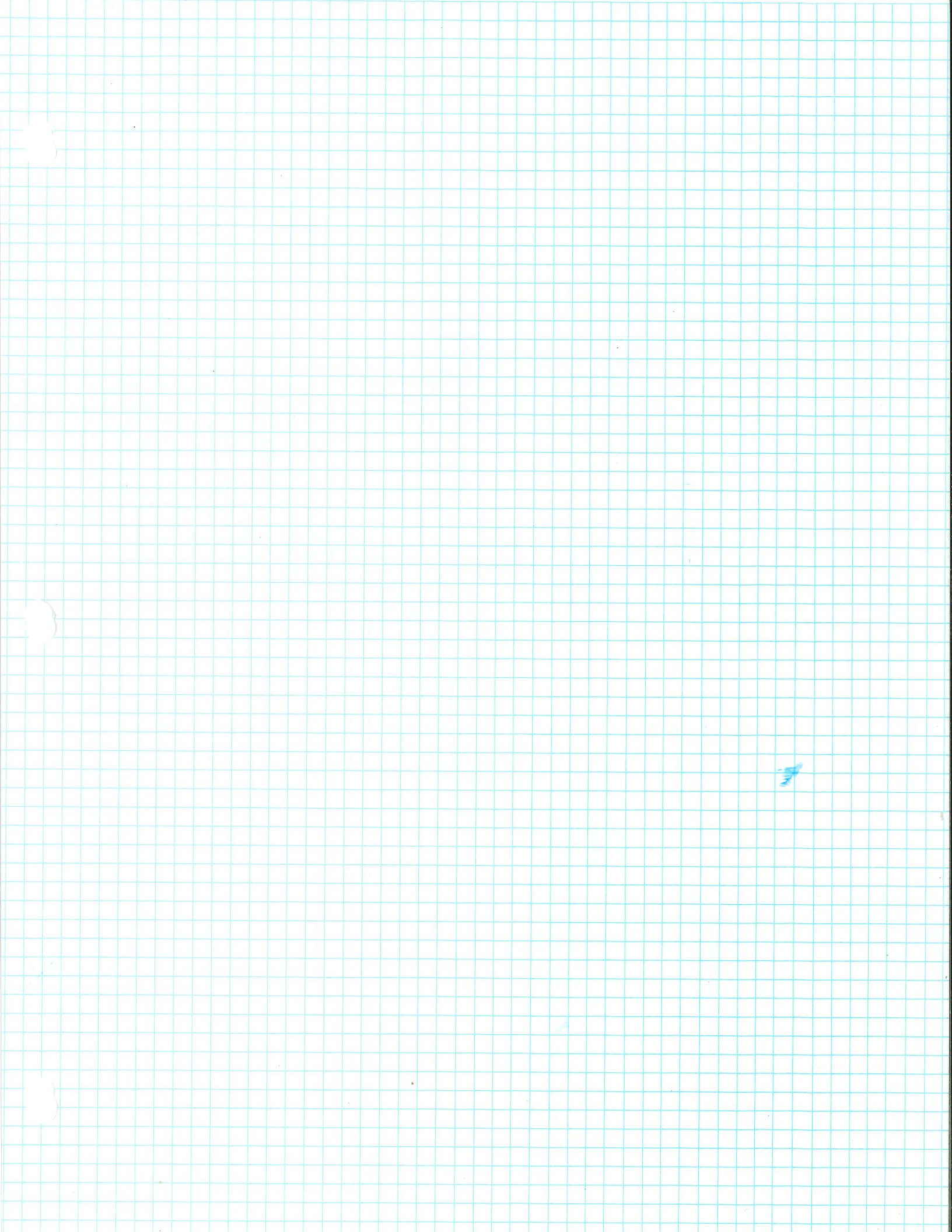
1. The Owners owns Division \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_ of Surfside Estates (the "Property").
2. The Owner has applied to the Surfside Homeowners Association ("Surfside") for approval for construction or development on the Property (the "Project").
3. The Owner hereby irrevocably grants consent for Surfside employees, members of the Surfside Architectural Committee and other representatives of Surfside to enter onto the Property, now and in the future, for inspection related to the Project including, without limitation, whether the Project should be approved, whether the Project as constructed, or as being constructed, complies with the approval granted and with the Covenants of Surfside and whether there is any change to the Project in the future.
4. The Owner hereby releases Surfside, the employees of Surfside, the members of the Surfside Architectural Committee and other representatives of Surfside from any and all liability in any way related to and/or arising out of entry onto the Property pursuant to this Ongoing Authorization to Enter on Property.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# SAMPLE PLOT PLAN

