

REVISED 8-18-2021

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.

General Property Information:

Shown

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

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

Proposed Property Improvements

Shown

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

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 from of property will be _____ feet.
 (Center of street at center of 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 proposed structure(s).
Position of 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 building height of _____feet above the center of the road level of _____ which fronts the property, will not exceed the maximum
(Your street here)
building height of your lot, per Exhibit "A" of the Restrictive 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, set-backs, height, minimum square footage, location of utilities, and foundation requirements) which do not comply with the provisions of these 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

10' minimum setback requirement to rear property line

Show dimensions of plot lines in feet

25' minimum setback requirement to high water Line of lakes or canal

Deck Height _____ ft.

Foundation Lines (Show footage) _____ ft.

HOUSE
1 Story - 900 sq. ft. Minimum Main Living Area
Multiple Story - 700 sq. ft. Minimum Main Living Area

Shed 10' x 12'

5' minimum setback to side property (10' when a street)

5' minimum setback to side property, (10' when a street)

Deck Width _____ ft.

Septic Tank

Primary Drainfield

Reserve Drainfield

Garage

Show dimensions of plot lines in feet

Show dimensions of plot lines in feet

10' Front Property line setback minimum except where less allowed by Surfside Covenants.

Name _____

Div. _____ Blk. _____ Lot _____

SURFSIDE ADDRESS: _____

MAILING ADDRESS: _____

Water Box

Show dimensions of plot lines in feet

Street Front Property Line

GOOD NEIGHBOR GUIDELINES DURING CONSTRUCTION

1. **Communication** – Inform your neighbors what you're planning to do. In case the work gets too noisy, and it will, they at least won't be finding it out on the day itself. Keeping them informed also gives them a chance to plan around your construction.

2. **Providing Access** – Sometimes, access to the worksite would mean cutting through somebody else's property. Sometimes, having trucks and equipment around your house would mean denying your neighbors access to theirs. Whatever the case may be, discuss it beforehand with your neighbors. If possible, schedule your construction around their busy hours so you give as little disturbance to their lives as possible.

3. **Safety Issues** – Safety can also be a source of concern for both you and your neighbors. This is especially true if they have small children or pets who might get in the way of your exterior remodeling and roofing contractors. Talk to your team of professionals about their safety measures and make sure to give your neighbors a friendly heads-up as well.

4. **Quiet Times**– Remind your construction crew that quiet times in the neighborhood is from 10pm to 7am. Work should not start before or continue after those times.

5. **Clean work site** – Please remind your work crews that all garbage must be pickup daily; that includes food wrappers from lunches. We have a dense population of wildlife that rummage through dirty sites and will knock over garbage cans dragging the garbage across the neighborhood.

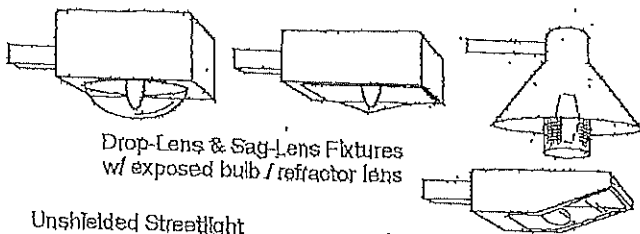
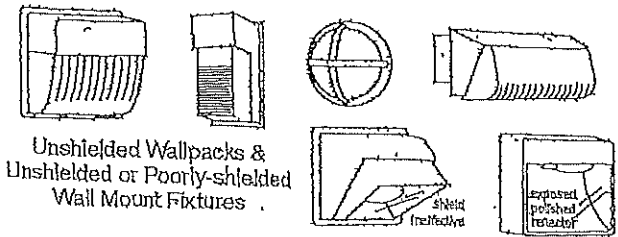
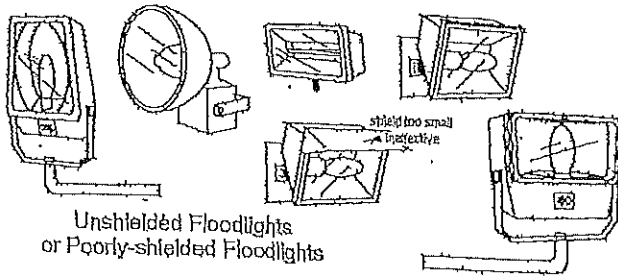
6. **Once work is completed** – Take the time to, again, canvass the neighborhood. Go door to door and thank each neighbor in person for their patience during your remodel.

Examples of Acceptable / Unacceptable Lighting Fixtures

21

Unacceptable

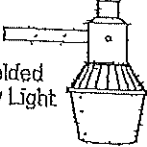
Fixtures that produce glare and light trespass



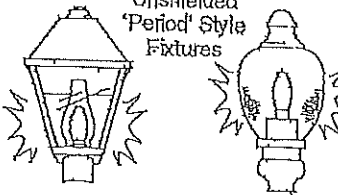
Unshielded Streetlight



Unshielded Security Light



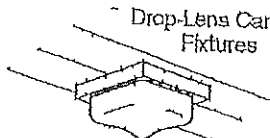
Unshielded 'Period' Style Fixtures



Unshielded PAR Floodlights

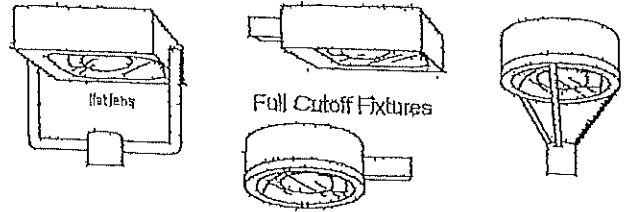


Drop-Lens Canopy Fixtures

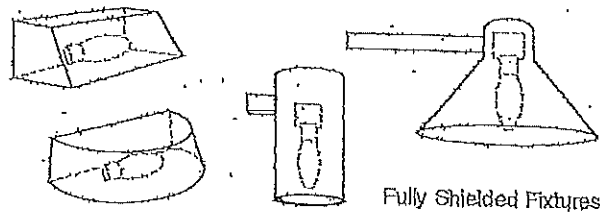
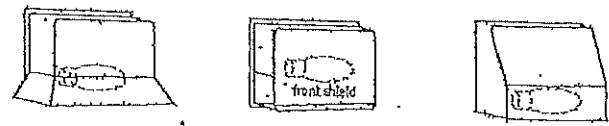


Acceptable

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



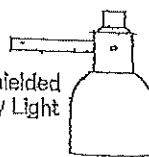
Fully Shielded Wallpack & Wall Mount Fixtures



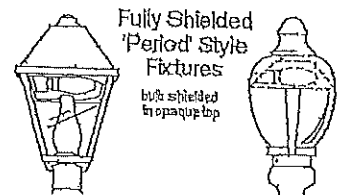
Full Cutoff Streetlight



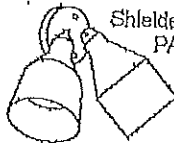
Fully Shielded Security Light



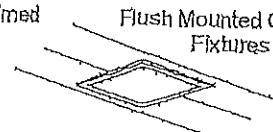
Fully Shielded 'Period' Style Fixtures



Shielded / Properly-aimed PAR Floodlights



Flush Mounted Canopy Fixtures



Copyright Bob Crella BC 1032

ADDITIONAL EXAMPLES

UNACCEPTABLE



Upward Oriented Landscaping Floodlight

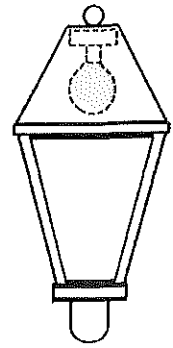
ACCEPTABLE



Partially Shielded Low Voltage Landscape Light

What Is a Fully Shielded Light Fixture?

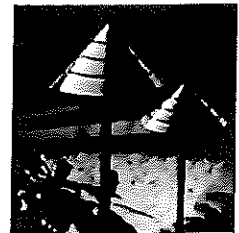
A fully shielded (full cut-off) light fixture has a solid barrier (cap) at the top of the fixture in which the lamp (bulb) is located. The fixture is angled so the lamp is not visible below the barrier (no light visible below the horizontal angle).



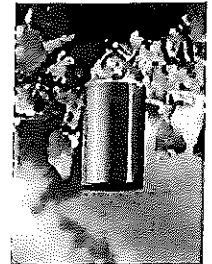
The goal of fully shielded light fixtures is to prevent the following:

1. Light trespass, which makes problems for neighboring and distant properties.
Unshielded light travels much further than people realize.
2. Glare, which can cause discomfort or temporary blindness.
3. Sky glow, which keeps all of us from enjoying the splendor of the night sky.

Many different fully shielded light fixtures are available for all lighting situations and complement buildings with various architectural styles. All actually provide more light on the ground since energy is no longer being wasted by lighting the sky. Timers and sensors protect neighbors while alerting owners and others to potential problems. Landscapes require downlighting rather than uplighting for full shielding.



Special care must be taken in selecting fixtures for buildings on hillsides, as even meeting the "horizontal angle" requirement is not sufficient to protect owners of properties lower than the hillside site. Non-clear glass and lamps with the lowest wattage or lumens possible help prevent light trespass.



The photos are all examples of "fully shielded" fixtures:

