



Town of Jupiter Island

APPEALS TO TOWN COMMISSION



Applications for appeals to be considered by the Town of Jupiter Island Town Commission (the "Commission") are processed by the Building Department for properties located inside the Town Limits. This handout is intended to acquaint applicants with the process and the requirements for filing an application.

The Commission is an elected citizen body consisting of five members. Three members constitute a quorum. Public hearings are generally held one day during each month when needed for the purpose of reviewing appeals. This hearing is normally heard at 9:00 AM in the Town Hall, 2 Bridge Road, Hobe Sound, Florida 33455.

PLEASE READ AND COMPLETE THE ATTACHED APPLICATION. BE SURE TO ANSWER ALL QUESTIONS CAREFULLY AS THE ADMINISTRATIVE OFFICIAL RESERVES THE RIGHT TO REJECT ANY APPLICATION WHICH IS IMPROPERLY FILLED OUT OR INCOMPLETE. THE SIGNATURE OF THE PROPERTY OWNER OR PERSON WITH DOCUMENTED POWER OF ATTORNEY MUST SIGN THE APPLICATION FORM. ALSO, A COMPLETED OWNER'S AFFIDAVIT MUST BE ATTACHED TO THE APPLICATION FORM.

FEES AND SUBMITTAL INFORMATION

Submittal Copies: 2 complete sets of 24x36 and 12 complete sets of 11x17 and 1 set of 8½ x 11.

Fees: \$1,000.00 Make checks payable to the Town of Jupiter Island.

Filing Deadline: Any day of the month by 12:00 Noon. Applications will be heard by the "Commission" within sixty (60) days after filling of such application.

Submit to: Building Department
Town of Jupiter Island
2 Bridge Road
Hobe Sound, Florida 33455
772 545-0150 Phone
772 545-0188 Fax

APPEALS

Whenever it is claimed, the Commission is authorized to hear appeals from decisions of the Board of Adjustment (BOA); and hear appeals from decisions of the Impact Review Committee (IRC). Notice of the appeal shall be in writing and filed within thirty (30) days after the decision has been rendered by the responsible Town body under the code.

IN ORDER TO BE ELIGIBLE TO FILE AN APPEAL, THE APPLICANT MUST FILE A WRITTEN APPEAL STATING THE REASONS FOR WHICH THEY FEEL THAT THE CODE HAS BEEN MISCONSTRUED OR WRONGLY INTERPRETED IN THE BOA'S AND/OR IRC'S DECISION. COPIES OF BOTH THE BOA'S AND/OR IRC'S DECISION AND THE APPLICANT'S REASONS FOR APPEALING THAT DECISION MUST ACCOMPANY THE APPLICATION.

REVIEW BY THE TOWN COMMISSION

During its public hearing, the Commission shall decide an appeal with a concurring vote of three-fifths of the fully constituted members, which shall be necessary to reverse any order, requirement, decision or determination. Appeals filed pursuant to this section shall be based on the record of the proceedings below and shall not be presented de novo. The time allotted for presentation of an appeal shall be determined by the chairperson. The commission shall have the authority to render a final decision in regard to the matter being heard or in its sole discretion remand the matter back to the body from which the appeal was taken with direction from the Commission.

Should you have any questions about the variance or appeal process, please contact us at:

Town of Jupiter Island
Building Department
2 Bridge Road
Hobe Sound, FL 33455

772 545-0150 Phone
772 545-0188 Fax



Town of Jupiter Island



APPEALS TO TOWN COMMISSION APPLICATION

The undersigned owner(s) of the following described property hereby petition the Town Commission to make a determination of the following:

NATURE OF THE REQUEST: (Please Print or Type)

Appeal To: Article: Division: Section:
Appeal To: Article: Division: Section:

- () Impact Review Committee
() Board of Adjustment
() Other (Specify):

FEE: \$1,000 (Please make check payable to the Town of Jupiter Island)

PERSON AGGRIVED as shown in the official County Records (please attach current tax bill & deed):

Name:
Mailing Address: Street Address
City State Zip
Phone #: Fax #:

AGENT (If Applicable, notarized power of attorney must be attached):

Name:
Mailing Address: Street Address
City State Zip
Phone #: Fax #:

DESCRIPTION OF PROPERTY / SUBJECT LOCATION / AREA (If Applicable):

Street Address:
Tax Parcel Number: Zoning:
Legal/General Description:

Attach separate piece of paper if necessary

AFFECTED ARTICLE AND SECTION (list the wording of the section as it applies):

Which requires: _____

Attach separate piece of paper if necessary

EXPLANATION OF APPEAL (describe what you are trying to appeal):

I have made this appeal in order to: _____

Attach separate piece of paper if necessary

Information as contained within the attached checklist MUST be provided and accepted by the Town of Jupiter Island in order for this appeal to be considered. Additional information as required by the administrative official or as attached by the applicant constitutes a part of this appeal.

I hereby certify that I am the owner of property involved in the above described appeal request of the BOA's and/or IRC's decision and that the information set forth is true and correct.

BY: _____
Print name

Signature of Owner or Agent—**REQUIRED**

Appeal's Checklist if Applicable Documentation

- ↗ Completed Application
- ↗ Complete Record on Appeal
- ↗ Explanation for grounds on Appeal
- ↗ Clear and concise letter explaining the Appeal
- ↗ Power of Attorney (notarized, if applicant/representative is other than the owner)
- ↗ Check to the Town of Jupiter Island for \$1,000.00