



**Town of Jupiter Island**  
**VARIANCES AND APPEALS**



Applications for variances or appeals to be considered by the Town of Jupiter Island Board of Adjustment (the "Board") 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 Board is an appointed citizen body consisting of eight members (five members and three alternate members) appointed by the Town Commission. Three members constitute a quorum. Public hearings are generally held on the last Monday of each month for the purpose of reviewing variances or 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 11 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: The fifteenth day of the month by 12:00 Noon. Applications will be heard by the "Board" approximately forty-five days after deadline for applications.
- Submit to: Building Department  
Town of Jupiter Island  
2 Bridge Road  
Hobe Sound, Florida 33455  
772 545-0150 Phone  
772 545-0188 Fax

## **VARIANCES / ALTERNATIVE DEVELOPMENT STANDARDS / FLOOR AREA INCREASES**

These terms represent a request for relaxation of the required terms of the code or ordinance involved where such a request will not be contrary to the public interest, as called out in Article X of the Land Development Regulations of the Town of Jupiter Island.

### **APPEALS**

Whenever it is claimed that the true intent or meaning of any of the codes or ordinances (which are eligible to be heard by the Board of Adjustment) has been misconstrued or wrongly interpreted, the property owner or his duly authorized agent may appeal the decision of the administrative officer of the code involved to the Board. Notice of the appeal shall be in writing and filed within thirty (30) days after the decision has been rendered by the responsible administrative officer under the code.

IN ORDER TO BE ELIGIBLE TO FILE AN APPEAL, THE APPLICANT MUST FIRST OBTAIN A WRITTEN DECISION OR DETERMINATION FROM THE APPROPRIATE ADMINISTRATIVE OFFICER. THEN, WITHIN THIRTY (30) DAYS OF THE DECISION, THE APPLICANT MUST FILE A WRITTEN APPEAL STATING THE REASONS FOR WHICH HE FEELS THAT THE CODE HAS BEEN MISCONSTRUED OR WRONGLY INTERPRETED IN THE ADMINISTRATIVE OFFICIAL'S WRITTEN DECISION. COPIES OF BOTH THE ADMINISTRATIVE OFFICIAL'S WRITTEN DECISION AND THE APPLICANT'S REASONS FOR APPEALING THAT DECISION MUST ACCOMPANY THE APPLICATION.

### **PUBLIC NOTIFICATION**

Notice of public hearing is posted as required by law and mailed to residents within one thousand feet (1000') of the property. The notice explains the specific nature of the variance requested, the requirements under the affected code, as well as the time, date and location of the public hearing. Any interested party is invited to attend the meeting, and may present testimony or written arguments.

### **DECISION OF THE BOARD OF ADJUSTMENT**

During its public hearing, the Board may receive testimony from Town staff, applicants and other proponents, opponents, or any other interested party, after which the Board votes its decision. Every decision of the Board shall be final and is recorded in the Board's official minutes. Any person or party aggrieved by the Board's decision may seek remedy as described within the Town regulations.

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**  
**VARIANCES AND APPEALS**



The undersigned owner(s) of the following described property hereby petition the Board of Adjustment and Appeals to make a determination of the following:

**NATURE OF THE REQUEST:** (Please Print or Type)

Variance / Appeal To: Article: \_\_\_\_\_ Division: \_\_\_\_\_ Section: \_\_\_\_\_  
Variance / Appeal To: Article: \_\_\_\_\_ Division: \_\_\_\_\_ Section: \_\_\_\_\_

- ( ) Land Development Regulations
- ( ) Florida Building Code
- ( ) Code of Ordinances
- ( ) Other (Specify): \_\_\_\_\_

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

**PROPERTY OWNER,** 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:**

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: \_\_\_\_\_

---

**EXPLANATION OF REQUEST (describe what you are trying to accomplish):**

I have made this request in order to: \_\_\_\_\_

---

---

---

**OWNERS AFFIDAVIT, HARDSHIP STATEMENT:**

IN SEEKING THIS VARIANCE, I CONTEND THAT THE FOLLOWING HARDSHIP WOULD RESULT IF THE ORDINANCE PROVISIONS WERE STRICTLY ENFORCED AND MY HARDSHIP WAS DENIED:

---

---

---

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

I hereby certify that I am the owner of property involved in the above described variance request or appeal of an administrative decision and that the information set forth is true and correct.

BY: \_\_\_\_\_

Print name

\_\_\_\_\_  
Signature of Owner or Agent—**REQUIRED**

---

## **Variations / Appeals Checklist of Documentation**

- Completed Application
- Directory of documents with each exhibit identified
- Property Deed (recorded)
- Power of Attorney (notarized, if applicant/representative is other than the owner)
- Current Survey (within 180 days, sealed), per regulations
- Complete construction plans (sealed) per regulations – Maximum size 24" X 36"
  - a. Floor Plan
  - b. Elevations
  - c. Building elevations shown relative to the initial measuring point in NGVD and overall site plan
  - d. Landscape plan showing buffers and planting schedule
  - e. Civil engineering plan showing septic system, stormwater management, drainage, and compliance with concurrency management standards
- All plans must be provided in electronic format as well (Call for details)
- Clear and concise letter explaining the request
- Responses to the required LDR standards
- Elevations showing all heights in NGVD (sealed) per regulations
- Letter addressing the Standards as contained in Article X (Alternative Development Standards, Variations, Floor Area Increases)
- Check to the Town of Jupiter Island for \$1,000.00
- Other related documents and exhibits clearly labeled
- Complete breakdown of all square footages for the existing property and the proposed