



## Town of Jupiter Island

### APPLICATION FOR DEVELOPMENT REVIEW COMMITTEE



Applications for Development Review Committee (an internal staff review) are considered by the Town of Jupiter Island 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 Development Review Committee (DRC) is a staff review of an application prior to an Impact Review Committee (IRC) hearing, and in some cases before a Board of Adjustment (BOA) hearing. DRC reviews are for the purpose of reviewing development applications and the potential impacts on the infrastructure of the Town, surrounding properties, the neighborhood and compliance with characteristics of the area of the proposed development. DRC applications will be accepted throughout the month, but the applicant must be aware of the advisory board schedules and their required application submittal dates and understand that comments received as part of the DRC review will need to be incorporated into the application and plans that form the application to the IRC or BOA.

**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**

DRC Submittal: 5 sets with 24x36 survey, site plans, civil plans, and preliminary construction plans.

Fees: \$500.00 – Please make check payable to the Town of Jupiter Island.

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

## **DEVELOPMENT REVIEW**

The primary purpose of the Development Review process is to examine a development application that will be made to the Impact Review Application or Board of Adjustment Application. The goal of the DRC review is to identify potential adverse impacts on the infrastructure of the Town, surrounding properties, the neighborhood and compliance with characteristics of the area of the proposed development.

## **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 Impact Review Committee) has been misconstrued or wrongly interpreted, the property owner or his duly authorized agent may appeal the decision of the Development Review Committee to the Board of Adjustment. Notice of the appeal shall be in writing and filed within thirty (30) days after the decision has been rendered by the Development Review Committee.

## **REVIEW BY THE DEVELOPMENT REVIEW COMMITTEE**

Approximately two weeks after the DRC application submittal, the applicant will receive written comments from Town staff, and other interested parties. The reviews will be conducted by the Building Department, Public Safety, Public Works, and SMRU.

Contact:

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**  
**APPLICATION FOR DEVELOPMENT REVIEW**



*(Submit 5 copies)*

The undersigned owner(s) of the following described property hereby request the Town Development Review Committee to make a determination of the following:

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

- ( ) New development on vacant land
- ( ) Re-development of previously developed land
- ( ) Renovations of existing structures
- ( ) Additions to existing structures on previously developed land
- ( ) Other (Specify): \_\_\_\_\_

**FEE:** \$500.00 (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

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

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

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**

\_\_\_\_\_

## **Development Review Checklist of Documentation**

- Completed Application
- Power of Attorney (notarized, if applicant/representative is other than the owner)
- Current Survey (within 180 days, sealed), per regulations
- Preliminary construction plans – Maximum size 24" X 36"
  - a. Floor Plan
  - b. Elevations
  - c. Building elevations shown relative to initial grade in NGVD and overall site plan
  - d. Construction staging plan:
    - Office
    - Sanitary facilities
    - Dumpster(s)
    - Material storage
    - Parking
    - Protected areas (fencing, dunes, off limits areas, etc.)
  - e. Preliminary landscape plan showing buffers.
  - f. Civil engineering plans
- Clear and concise letter explaining the request
- Check to the Town of Jupiter Island for \$500.00
- Other related documents and exhibits clearly labeled
- Complete breakdown of all square footages for the existing property and the proposed
- 5 sets with 24x36 survey, site plans, civil plans, and preliminary construction plans.

The Development Review process is intended to give staff an opportunity to view and analyze proposed construction plans for potential adverse impacts to the Town's infrastructure.

Determinations reached by the Development Review Committee are specific to that project. Sufficiency of proof of conformity rests with the applicant. If the committee is not satisfied with the information presented or finds additional information is required to properly evaluate the application, the application may be deferred. It is in your best interest to provide as much information as possible in a timely evaluation of your application.