



Town of Jupiter Island

APPLICATION FOR IMPACT REVIEW COMMITTEE



Applications for Impact Review are considered by the Town of Jupiter Island Building Department and, in most cases, the Impact Review Committee, 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 Impact Review Committee is an appointed citizen body consisting of seven members appointed by the Town Commission. Three members constitute a quorum. Public hearings are generally held on the first Thursday of each month for the purpose of reviewing development applications and the potential impact on the infrastructure of the Town, surrounding properties, the neighborhood and compliance with characteristics of the area of the proposed development. This hearing is normally held on the first Thursday of the month at 9:00 AM at 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 13 complete sets of 11x17 and 1 set of 8½ x 11.

Filing Deadline: The fifteenth day of the month by 12:00 Noon. All applications for large improvements and new construction are required to be reviewed by the Development Review Committee prior to this submittal. If changes are requested by the Town, the applicant will have two weeks to resubmit the application and plans with the requested changes.

Fees: \$1,000.00 – 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 Phone
772 545-0188 Fax

IMPACT REVIEW

The primary purpose of the Impact Review process is to examine for potential adverse impact on the adjacent area and neighborhood, those uses having characteristics identified as possessing the potential for negative impact, and to ensure such uses are so located, sited and designed that they do not infringe upon the privacy and other values of their neighborhood.

Before applying for a development permit for the purpose of erecting, altering or converting any building, or any part thereof, or altering the use of any land, or before requesting that a letter of no objection or similar approval is sent to any governmental agency, a property owner must first complete a review by the Development Review Committee and then proceed to an Impact Review hearing in accordance with the procedures set forth in the Land Development Regulations.

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 administrative officer or the Impact 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 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 (1,000') of the property. The notice explains the specific nature of the request, as stated by the applicant and/or modified by staff to meet the legal requirements of the advertisement as well as the time, date and location of the public hearing. Any interested party is invited to review the documents provided and/or attend the meeting, and may present testimony or written arguments.

DECISION OF THE IMPACT REVIEW COMMITTEE

During its public hearing, the Impact Review Committee may receive testimony from Town staff, applicants and other proponents, opponents, or any other interested party, after which the Board votes its decision.

An approval for the plans presented is good for a period not to exceed twelve (12) months during which a permit must be obtained and construction started. If a permit incorporating the ruling is not obtained and construction started within the twelve-month period, the permission is no longer recorded in the

Board's official minutes. Additionally, all decisions containing requirements or restrictions are required to be filed as a deed restriction running with the land in the property record of Martin County. 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

**APPLICATION FOR
IMPACT REVIEW**



The undersigned owner(s) of the following described property hereby petition the Impact 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: \$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

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**

Impact Review Checklist of Documentation

- Completed Application
- Property Deed (recorded)
- Power of Attorney (notarized, if applicant/representative is other than the owner)
- Current Survey (within 180 days, sealed), per regulations
- 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. Construction staging plan:
 - Office
 - Sanitary facilities
 - Dumpster(s)
 - Material storage
 - Parking
 - Protected areas (fencing, dunes, off limits areas, etc.)
 - e. Landscape plan showing buffers and planting schedule, tree survey, and R/R/R schedule
 - f. 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)
- Complete landscape/hardscape/streetscape plans (sealed) per regulations, must include graphic illustrations with proposed structures. Document may be required to be recorded.
- Photo renderings of the proposed building(s)
- Elevations showing all heights in NGVD (sealed) per regulations
- Responses to the required LDR standards
- Clear and concise letter explaining the request
- Letter, pictures, surveys and any other documentation to show conformity with neighborhood character, and a complete list of experts to be heard at the hearing
- 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
- 2 full sets of 24x36 and 11 sets of 11x17 and 1 set of 8½ x 11.

The Impact Review process is intended to give the community an opportunity to view and analyze proposed construction for potential adverse impacts. To this end, specific documents required for your project or development may be different than other projects. Previous submissions may be available at the building department for review in order to assist you. It is recommended you attend meetings prior to your submission being heard in order to understand the intent and actions of the Committee. Each project is authorized, denied, or authorized with conditions based on the testimony and information provided. Decisions reached by the Impact Review Committee at the meeting regarding that specific project are specific to that project. All decisions of the committee are final and restrictions placed on the development or property may be required to be filed in the Court Records as a deed restriction running with the land in perpetuity. Specific example of the types of materials to be used, graphic illustrations of the proposed construction, and the inherent character existing in the surrounding properties are all items to be reviewed. 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 to a future meeting. It is in your best interest to provide as much information as possible in a professional manner to permit proper and timely evaluation of your project.