



Town of Jupiter Island



PRELIMINARY/FINAL SUBDIVISION BOARD OF ADJUSTMENT RECOMMENDATION

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: 3 complete sets of 24x36 and 11 complete sets of 11x17 and 1 set of 8½ x 11.

Fees: \$4,000.00. 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

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.

Should you have any questions about the subdivision 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
PRELIMINARY/FINAL
SUBDIVISION
BOARD OF ADJUSTMENT
RECOMMENDATION**



FEE: \$4,000 (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 SUBDIVISION (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**

Please Note:

After recommendation by the Board of Adjustment, the Town will require 15 copies of 11 X 17 sets for the Town Commission Meeting.

Subdivision Checklist of Documentation

- Completed Application with application fee
- Directory of documents with each exhibit identified
- Property Deed (recorded)
- Clear and concise letter explaining the request
- Power of Attorney (notarized, if applicant/representative is other than the owner)
- A preliminary plan of the proposed subdivision
- A current survey of land and existing structures in the proposed subdivision
- A survey of existing and proposed topography in the proposed subdivision
- If utilities or utility easements are included in the proposed subdivision, utility company review and acceptance letters are required
- If the application is for a major subdivision, a traffic engineering study that includes trip generation, traffic control devices and sign locations area required
- If the application involves impacts to environmentally sensitive land or water resources or material changes to existing drainage, an environmental impact study is required
- If the proposed plat covers only a portion of the applicant's entire contiguous holding, a sketch showing the prospective street layout and proposed use for the remaining property that is contiguous to the proposed subdivision is required
- If common landscape areas are provided, a general landscape plan and tree planting plan for the common landscape areas is required
- If the lots in the subdivision will be served by new septic systems:
 1. Percolation tests for each lot, and
 2. A map showing all proposed individual disposal systems, and
 3. Full specifications of the individual disposal systems
- Soil bearing capacity tests, where necessary to determine whether areas dedicated for rights-of-way are appropriate for such use.

