



APPLICATION FOR ADMINISTRATIVE APPEAL *

TOWN OF JUPITER

DEPARTMENT OF PLANNING AND ZONING

210 MILITARY TRAIL, JUPITER, FL 33458

PHONE: (561) 741-2323 FAX: (561) 744-3116

Extension requested: First 12 month extension Second 12 month extension

GENERAL INFORMATION

General description of appeal: _____

If appeal is related to a specific development, name of development: _____

PROPERTY INFORMATION

This section should be completed only if the appeal is related to a specific development. Appellants of code interpretations do not need to complete this section.

Property Control Number (PCNs). Attach separate sheet, if necessary. _____

Location of property (include proximity to closest major road or intersection): _____

Property's street address: _____

Property's owner(s): _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____ E-mail: _____

APPLICANT INFORMATION

Name of applicant: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____ E-mail: _____

Check (✓) here if applicant is contract purchaser. Written consent is required from the property owner if a contract is pending to purchase the property.

AGENT INFORMATION

A statement of authority is required. All correspondence, invoices and refunds will be addressed to the agent.

Agent: _____ Name of Firm: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____ E-mail: _____

*An appointment must be scheduled with a staff member of the Department of Planning and Zoning to submit this application. Please call (561) 741-2323 to schedule an appointment.

REQUIRED INFORMATION

Seven (7) copies of all typewritten correspondence, *including this application form*, drawings, etc., plus one reduced (8 ½ x11 inch) copy shall be submitted to the Department of Planning and Zoning. **In addition to submitting paper copies, electronic plans must be submitted as one PDF file. Failure to provide the required number of copies shall result in postponement of consideration of the application.**

If applicable, section number(s) of the Town of Jupiter Code for which the appeal is requested:_____

Date administrative decision was rendered (include copy of correspondence):_____

Applicant’s typewritten justification for the appeal of staff’s administrative decision. Attach additional sheets if necessary._____

Affidavits from architects, engineers, or other professionals associated with the project regarding the expenditure of fees for the preparation of building and/or engineering plans. This information shall include the contract for hire and copies of all invoices paid to date.

Written verification from other local government agencies (if applicable) indicating that applications for permits/approvals have been filed and are under review.

Proof of payment of all applicable fees, pursuant to an executed water service agreement with theTown of Jupiter Utilities Department.

Proof of payment of all applicable outstanding plan review and escrow fees.

Copy of the building permit(s) received or applied for from the Town of Jupiter and status.

Documentation (e.g. revised plans) verifying that the following minimum code requirements (as they exist at the time of application for the extension) are satisfied:

- | | |
|--|---|
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Vegetation and environmental preservation |
| <input type="checkbox"/> Sign regulations | <input type="checkbox"/> Off-street parking and loading requirements |
| <input type="checkbox"/> Traffic performance standards | <input type="checkbox"/> Indiantown Road Overlay Zoning District regulations |
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> All other applicable ordinances of the Town of Jupiter |
| <input type="checkbox"/> US Highway One/Intracoastal Waterway Corridor Zoning District (US1/ICW) regulations | |
| <input type="checkbox"/> Any other requirements determined by the Director of Community Development to be appropriate: | |

All plans, drawings, etc. submitted shall be full size (minimum size of 24 X 36 inches), drawn at a scale of one inches equals 20 feet (unless otherwise approved), and signed, sealed, or certified as appropriate. **Plans shall be collated, stapled and folded.** All correspondence must be submitted in typewritten form.

REQUIRED SIGNATURES

My signature on this document affirms that I understand and will comply with the provisions and regulations of the code of the Town of Jupiter, Florida. I further certify that all the information contained in this application and all documentation submitted herewith is true to the best of my knowledge and belief. Further, I understand that the application, attachments and review fees become part of the official records of the Town of Jupiter and are not returnable.

Signature(s) of applicant(s)	Printed Name(s)	Date
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Signature of agent	Printed Name	Date
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Signature(s) of property owner(s) REQUIRED (If statement of authority is not attached)	Printed Name(s)	Date
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