



APPLICATION FOR VARIANCE*
TOWN OF JUPITER
DEPARTMENT OF PLANNING AND ZONING
210 MILITARY TRAIL, JUPITER, FL 33458
PHONE: (561) 741-2323 ❖ FAX: (561) 744-3116

VARIANCE REQUESTED

Code section for which variance is requested: _____

Description of the variance requested: _____

PROPERTY INFORMATION

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

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

Acreage: _____ **Property's street address: _____

APPLICANT INFORMATION

Property owner(s): _____

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

Phone: _____ Fax: _____ E-mail: _____

Applicant, if other than owner(s): _____

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: _____

RECIPIENT OF SURPLUS ESCROW

Name: _____ 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.**
****Addresses are assigned by the Building Department. If an address has not been assigned to the property, please call (561) 741-2460 to request an address**

REQUIRED SUPPORTING INFORMATION

Seven (7) copies of this application, unless otherwise noted, and each of the following shall be provided **in collated sets**: (Unless waived during the pre-application conference required for all applications, per 27-113). **In addition to submitting paper copies, electronic plans must be submitted as one PDF file. Abacoa projects require an additional copy of the application and each of the following.**

- Legal description of property
- Location Map
- (1) Typed list and set of mailing labels for property owner abutting property owners.
- Survey completed within one year of application (1 copy must be signed and sealed)
- Justification addressing the following seven (7) criteria for granting a variance:

1. Special conditions and circumstances exist which are peculiar to the land, structure of building which is the subject of the variance application and which are not applicable to other lands, structures or buildings in the same zoning district.
2. The special conditions and circumstances do not result from the actions of the applicant.
3. Literal interpretation of the provisions of these land development regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district, under the terms of these regulations, and would work unnecessary and undue hardship on the applicant.
4. The variance granted is the minimum variance that will make possible the use of the land, building, or structure.
5. The granting of the variance is not contrary to the Town’s Comprehensive Plan.
6. The granting of the variance will be in harmony with the general intent and purpose of these land development regulations.
7. The granting of the variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

Failure to provide the required items above will render the application incomplete and delay consideration of the application. All plans, drawings, etc. submitted shall be full size (minimum size of 24 x 36 inches), drawn at a scale of one inch 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.

OPTIONAL SUPPORTING INFORMATION

Check with the staff of the Department of Planning and Zoning to determine if any of the following additional information is required to be submitted with this application.

- Site Plan
- Miscellaneous elevation details/schematics
- Copy of current recorded plat, if applicable
- Provide photographs (where applicable) to further explain the nature of the request
- Traffic impact statement or study (4 copies required, signed and sealed by an engineer registered by the State of Florida)
- Landscape plan (signed and sealed)
- Provide application for vegetation and environmental preservation

REQUIRED SIGNATURES

My signature on this document affirms that I understand and have complied 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)	Print Name(s)	Date
Signature of agent	Print Name(s)	Date
Signature(s) of property owner(s) Required (if statement of authority is not attached)	Print Name(s)	Date