



# APPLICATION FOR SITE DEVELOPMENT\*

## TOWN OF JUPITER

DEPARTMENT OF PLANNING AND ZONING

210 MILITARY TRAIL, JUPITER, FL 33458

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

Check (✓) all that apply:     Use By Right                       Site Plan Review                       Special Exception  
    Planned Unit Development                       Subdistrict Master Plan                       Amendment

### GENERAL INFORMATION

General description of request (include name of project or development): \_\_\_\_\_

Size of project (total # of dwelling units and/or square feet): \_\_\_\_\_

### 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) 741-2286 or (561) 741-2460 to request an address**

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**LAND USE & ZONING**

Future land use designation: \_\_\_\_\_ If in an overlay, which sector? \_\_\_\_\_  
Zoning district \_\_\_\_\_ If in an overlay, which subdistrict \_\_\_\_\_  
Existing use(s) \_\_\_\_\_ Proposed use(s): \_\_\_\_\_

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**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
- Copy of current recorded plat, if applicable
- Site plan (2 additional 11x17)
- Miscellaneous elevation details/schematics
- Drainage statement (3 copies required, signed and sealed by an engineer registered by the State of Florida)
- Traffic impact statement or study (4 copies required, signed and sealed by an engineer registered by the State of Florida)
- Provide a check to "Palm Beach County Board of County Commissioners" for the traffic review.
- Survey completed within one year of application (1 copy must be signed and sealed)
- Map indicating the location of the property in relation to closest major intersections or roads
- Exterior building elevation drawings for north, south, east and west sides (2 additional 11x17)
- Completed "Public School Concurrency Application and Service Provider Form" (Residential Developments Only)
- Provide Utility Concurrency Reservation letter (Water Department)
- Recorded warranty deed or other proof of ownership
- Disclosure statement
- Statement of use (detailed descriptions of request or use)
- Landscape plan (signed and sealed) (2 additional 11x17)

**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.

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**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.

- Environmental assessment study (3 copies required)
  - Market analysis (see Sec. 27-139(d), Town Code)
  - Provide photographs (where applicable) to further explain the nature of the request
  - Provide application for vegetation and environmental preservation
- Tree Inventory

**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
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Signature of agent	Print Name(s)	Date
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Signature(s) of property owner(s) Required (if statement of authority is not attached)	Print Name(s)	Date
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