



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

GENERAL INFORMATION

General description of request: _____

PROPERTY INFORMATION

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

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

**Property's street address (not required if road right-of-way): _____

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: _____

LAND USE & ZONING

Future land use designation: _____ Zoning district: _____

Existing use(s): _____ Proposed use(s): _____

*An appointment must be scheduled with a staff member of the Division 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) 741-2670 or (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 to be abandoned
- Copy of current recorded plat, if applicable
- Property appraisal (3 copies only)
- Typed list and set of mailing labels for property owners within 300 feet (1 copy of each)
- Survey completed within one year of application date (1 copy must be signed and sealed)
- Map indicating the location of the property in relation to closest major intersections or roads
- Justification of how the proposal meets the criteria for abandonment (Sec. 27-97 of the Code of Ordinances)
- Written confirmation from each affected utility (e.g., Florida Power and Light, Southern Bell, Loxahatchee River
- Warranty deed or other proof of ownership
- Statement of use (detailed description of request or use)
- Photographs of the property from each side

Failure to provide the required number of copies shall result in postponement of 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 Division of Planning and Zoning to determine if any of the following additional information is required to be submitted with this application.

- Site plan (Seven (7) full size (24 x 36 inches) copies required)
- Completed unity of title form (1 copy)
- Other:

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)	Please Print	Date
Signature of agent	Please Print	Date
Signature(s) of property owner(s) required (if statement of authority is not attached)	Please Print	Date