



APPLICATION FOR LAND USE APPROVAL*

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: Voluntary Annexation Comprehensive Plan Map Amendment Rezoning

PROPERTY INFORMATION

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

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

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

LAND USE & ZONING

Present future land use designation: _____

Proposed future land use designation: _____

Present zoning district: _____

Proposed zoning district: _____

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

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: _____

*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) 741-2670 or (561) 741-2460 to request an address.

SURROUNDING USES

Attach a separate sheet indicating the current land uses adjacent to the property for which consideration is requested. This information should include, where applicable, the name of the shopping center, business, residential sub Department, etc., or the type of residential unit (single-family, multi-family, etc.) or if the property is vacant, for the properties located to the north, south, east, and west.

REQUIRED SUPPORTING INFORMATION

Seven (7) copies of this application and each of the following shall be provided in collated sets: **In addition to submitting paper copies, electronic plans must be submitted as one PDF file.**

- Legal description of property
- Copy of current recorded plat, if applicable
- Voluntary annexation affidavit***
- 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
- Narrative indicating how request complies with the comprehensive plan
- Typed list and set of mailing labels for property owners within 300 feet of the property (1 copy of each)
- Warranty deed or other proof of ownership
- Statement of use (detailed description of request)
- Traffic impact statement or study (3 copies required)

Failure to provide the required number of copies may result in postponement of consideration of the application. 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.

- Environmental assessment study (3 copies required)
- Provide photographs (where applicable) to further explain the nature of the request
- 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)	Printed Name(s)	Date
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Signature of agent	Printed Name(s)	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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***For voluntary annexation applications only. Pursuant to Sec. 27-1 of the Code of Ordinances of the Town of Jupiter, an annexation affidavit is a written verification, in letter form, certifying: (1) that the applicant, or applicants, owns all of the property proposed to be annexed; (2) the consent of the owner to have the property annexed; and (3) that the owner or applicant will comply with all appropriate provisions of town ordinances and *Florida Statutes*. Such written verification shall be notarized.