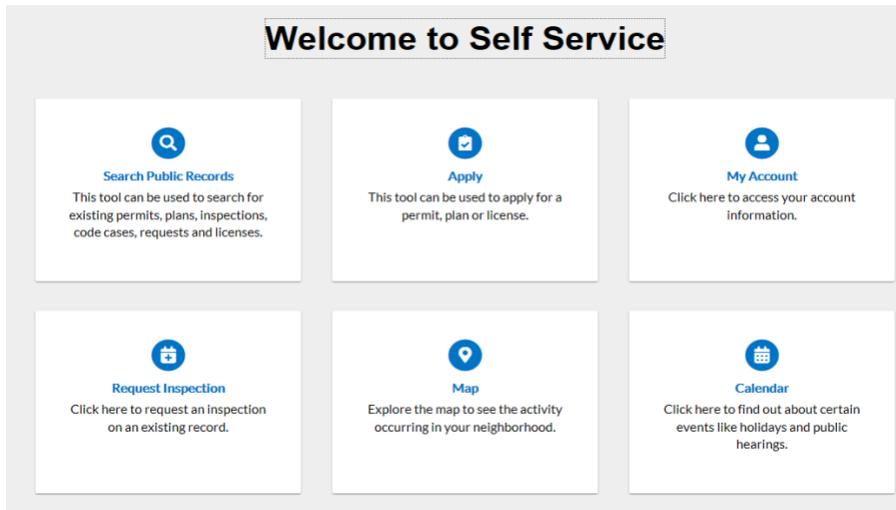


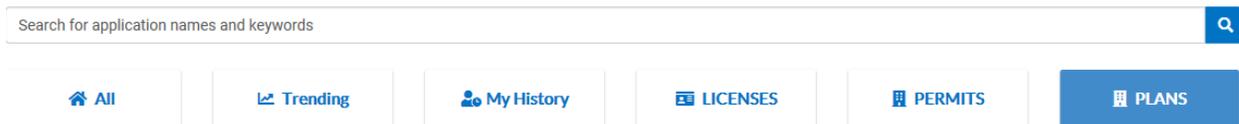
DOCUMENT REVIEW – Turnover document reviews, Maintenance of Traffic (MOT), Easements, Deeds, etc.

1. Once registered on the [Town of Jupiter Community Development System](#), log into your account and click on 'Apply' as shown below.

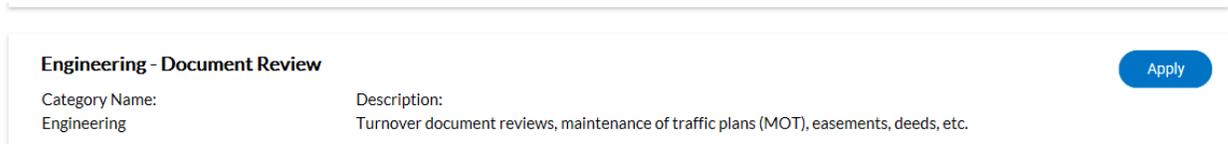


2. Click box labeled 'Plans' and scroll down to 'Engineering - Document Review' and click Apply; see captures below.

A. Application Assistant



B.

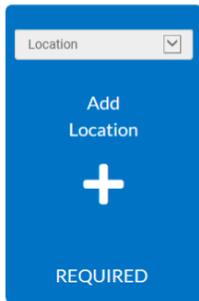


3. **LOCATION** - Click plus(+) sign to add location/address.

A.

LOCATIONS

The Location must be within the Town of Jupiter and the Parcel/PCN must begin with the City Code 30.



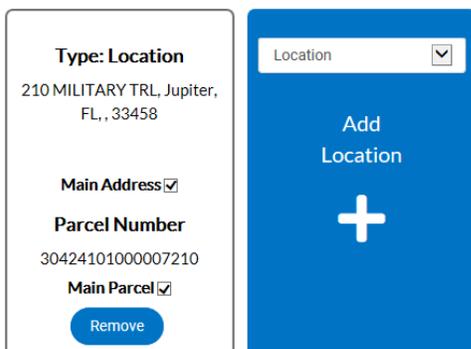
B. Search address and select desired location by clicking Add or enter the address manually by clicking on "Enter Manually"



C. If an additional address is needed you may do so at this time. Choose the address type from the dropdown box and repeat directions in step 3A. Click Next to proceed to Plan Details.

LOCATIONS

The Location must be within the Town of Jupiter and the Parcel/PCN must begin with the City Code 30.



4. **PLAN DETAILS** – Make sure the plan type has the correct plan type selected (plan type should automatically populate). Please provide a detailed description of the proposed work in the Description box. Leave the Valuation field blank, the fees will be calculated based on the number of documents provided for review (\$70 p/document). Click Next to proceed to Contacts.

PLAN DETAILS

Turnover document examples: Warranty Deed, Right of Way Maintenance Agreement, Bill of Sale, Lighting Agreement, etc.

* Plan Type

* Description

Valuation

5. **CONTACTS** – Please provide all contact types for your application. The Owner is required and you may add any additional contacts if needed. Click the plus(+) sign to add contacts; for adding additional contacts choose contact type from the dropdown box and then click the plus(+) sign. Search contact; if the contact is not shown, click Enter Manually. Click Next to proceed to More Info.

CONTACTS

Please provide all contact information.

<p>Applicant</p>  <p>ENG Department (You) Town of Jupiter 210 Military Trail, Jupiter, FL, .</p>	<p>Owner</p> <p>Add Contact</p> <p>+</p> <p>REQUIRED</p>	<p>Owner <input type="text"/></p> <p>Add Contact</p> <p>+</p>
---	--	---

If searching for an existing contact:

Add Contact As : Owner

[Search](#) [Enter Manually](#) [My Favorites](#)

Search

Sort

Favorite	First Name	Last Name	Address	Company	Email	Action
<input type="checkbox"/>	Chrystal	Atwell		Town of Jupiter - Engineering	EE31D739-E829-490F-86FD-13907AE5539D	Add

If entering contact manually:

[Search](#) [Enter Manually](#) [My Favorites](#)

Enter Manually

* First Name

* Last Name

Company Name

Email

* Home Phone

* Mobile Phone

* Business Phone

[Submit](#)

6. **MORE INFO** – Enter Project Name and Development/HOA if applicable. Please enter the number of turnover documents being submitted for review in the ‘How many turnover documents submitted for review’ box. Once the application is signed electronically click Next to proceed to upload all documents for review.

MORE INFO

General | Top | Main Menu

[TOJ Fee Schedule](#) [TOJ Fee Schedule](#)

Project Name:

Development/HOA:

How many turnover documents submitted for review?

*Electronic Signature Per 668.50(2)(h),F.S.:

Electronic Signature Per 668.50(2)(h),F.S.: is required.

BackSave Draft Next

7. **ATTACHMENTS** – Please upload all turnover documents needing to be reviewed. Click the plus(+) sign and attach required documents. You may also provide additional Supporting Documents if needed. Click on the dropdown box and choose any additional documents you would like to add and then click the plus(+) sign to add that document. Click Next to proceed to Review and Submit.

Attachments

Please upload all required turnover documents

Turnover Documents
Add Attachment

+

Supported:
pdf, jpg, png, jpeg, gif, tiff, doc, d
ocx, xls, xlsx, txt

REQUIRED

Supporting Documents ▼

Add Attachment

+

Supported: .pdf

BackSave Draft Next

8. **REVIEW AND SUBMIT** - Please ensure that all information was entered in correctly and then click Submit. If additional information needs to added, click either the Back button or Save Draft. Save Draft will save the application to your Dashboard/Account.



9. **SUCCESSFUL SUBMITTAL** - Once application is submitted successfully you will see the screen shown below. Any applicable fees will added by Town Staff. Once staff adds the fees the invoice will show up in your Dashboard/Account. Click Continue to Plan.



10. **CONTINUE TO PLAN** - You may click 'Continue to Plan' to view everything shown below. Throughout the life of the application and once permit is issued you may navigate to this screen thru your Dashboard to view the status of application submittal, Review Process, Fees Due, Inspections, Reviewer Comments and more.

