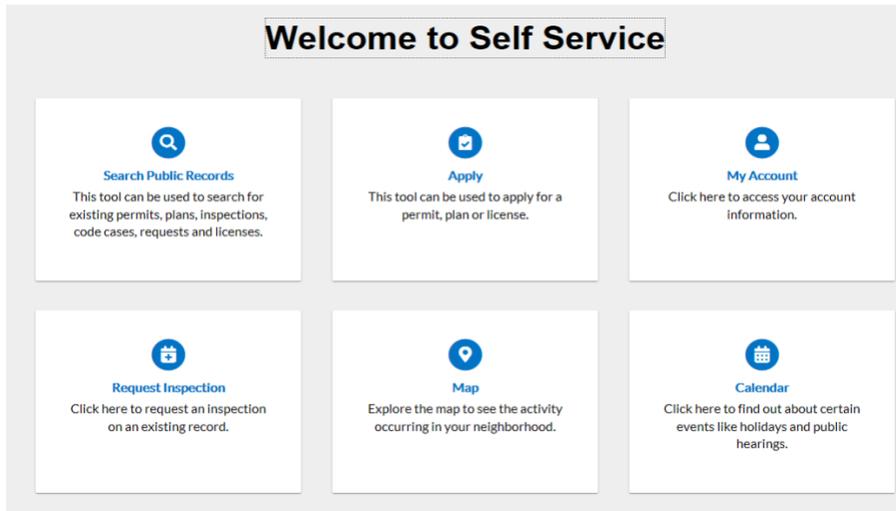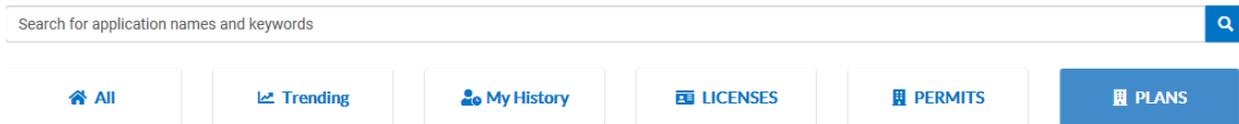# EU PLAN SUBMITTAL – Larger scale land development or redevelopment projects associated with Planning & Zoning site plan approval.

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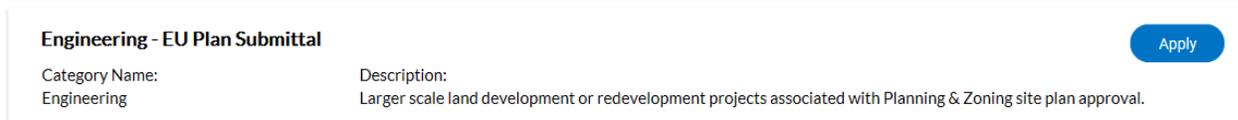
Welcome to Self Service

Search Public Records
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.

Apply
This tool can be used to apply for a permit, plan or license.

My Account
Click here to access your account information.

Request Inspection
Click here to request an inspection on an existing record.

Map
Explore the map to see the activity occurring in your neighborhood.

Calendar
Click here to find out about certain events like holidays and public hearings.

2. Click box labeled **'Plans'** and scroll down to 'Engineering – EU Plan Submittal' and click Apply; see captures below.

A.

Application Assistant

Search for application names and keywords 🔍

| 🏠 All | 📈 Trending | 👥 My History | 🎫 LICENSES | 🏢 PERMITS | 🏢 PLANS |

B.

Engineering - EU Plan Submittal   Apply

Category Name: Description:
Engineering   Larger scale land development or redevelopment projects associated with Planning & Zoning site plan approval.

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.

Location ▼
Add Location
+
REQUIRED

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

Search	Enter Manually

Address Information

Search `210 Military` 🔍

Address	Action
1025 MILITARY TRL 210 Jupiter FL 33458	Add
2055 MILITARY TRL 210 Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add
210 MILITARY TRL Jupiter FL 33458	Add

C. If an additional address needs to be added you may do so at this time. Choose the address type from the dropdown box and repeat directions in step 4. 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.

Type: Location

210 MILITARY TRL, Jupiter, FL, , 33458

Main Address ☑

Parcel Number

30424101000007210

Main Parcel ☑

Remove

Location ▼

Add Location

➕

4. **PLAN DETAILS** – Make sure the plan type has the correct application type selected (application type should automatically populate). Please provide a detailed description of the proposed work in the Description box. Please provide the valuation of the proposed work. Click Next to proceed to Contacts.

PLAN DETAILS

If Valuation is NOT applicable to the application you are submitting, please place a '1' in the Valuation field below.

* **Plan Type**   Engineering - EU Plan Submittal ▼

* **Description**

* **Valuation**

Back   Save Draft   Next

5. **CONTACTS –** Please provide all contact types for your application. The Owner is required at time of application and the Contractor is required before permit can be issued. You may also 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, including Owner and Contractor.

Applicant	Owner	Agent ⌄
ENG Department (You)	Add Contact	Add Contact
Town of Jupiter		
210 Military Trail, Jupiter, FL, ,	**+**	**+**
	REQUIRED	

Back   Save Draft   Next

If searching for an existing contact:

Add Contact As : Owner

Search   Enter Manually   My Favorites

Search Chrystal   🔍

Sort Relevance ⌄

Favorite	First Name	Last Name	Address	Company	Email	Action
☆	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 -** Please read More Info Instructions on application page and below.

   A.

   MORE INFO

   Applicant must provide cost estimate for proposed work. One (1) copy of Palm Beach County (PBC), FDOT permit or any other applicable permit(s) which are required for connection or modification to PBC or FDOT Right-of-Way shall be submitted. One (1) copy of SWFMD Permit and other water management agency permits shall be submitted.

   B. Helpful links provided as shown below

Plan/Plat Submittal Requirements	Plan/Plat Submittal Requirements
TOJ Eng/Utilities Permit Checklist	TOJ Eng/Utilities Permit Checklist
TOJ Standard Details	TOJ Standard Details
TOJ Fee Schedule	TOJ Fee Schedule
South FL Water Mgmt District	South FL Water Mgmt District
PBC	PBC
FDOT	FDOT

   C. Provide Project Name if applicable. For the Construction Type click on dropdown box and select Commercial, Residential or Mixed Use (both commercial & residential). See below.

Project Name:	
*Construction Type:	∨

   Construction Type: is required.

D. Choose ALL Work Categories that apply to your application.

*Work Category

☐	Addition to Existing
☐	Asphalt Overlay
☐	Drainage
☐	Dredge/Fill
☐	Driveway
☐	Exfiltration Trench
☐	Franchise Utilities
☐	New Construction
☐	Parking Lot/Paving
☐	Plat RCP
☐	Repair Existing
☐	Re-Plat
☐	Sanitary Sewer
☐	Sealant
☐	Sidewalk
☐	Street Construction
☐	Striping
☐	Swale

E. If the job contains an Engineer's Cost Estimate for Drainage, enter the Engineer's estimate without any symbols.

Engineers Cost Estimate for Drainage: $ 2000

F. Provide the Number of Acres, Number of Units and the Engineers Cost Estimate for Drainage as applicable. Type your Electronic Signature and click Next to proceed to uploading applicable documents.

Number of Acres:

# of Units:

Engineers Cost Estimate for Drainage: $

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

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

7. **ATTACHMENTS –** Upload all required documents and any additional documents you may want to provide. Click the plus(+) sign to add required documents. 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 documents.

Engineering Plan	Cost Estimate	Maintenance of Traffic ▼
Add Attachment	Add Attachment	Add Attachment
+	**+**	**+**
Supported: .pdf	Supported: .pdf,.jpg,.png,.jpeg,.gif,.tiff,.doc,.docx,.xls,.xlsx,.txt,	Supported: .pdf
REQUIRED	REQUIRED	

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.

Back   Save Draft   Submit

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.

✅ **Your plan was successfully created!**

Continue to plan

Fees

$0.00

View Details   Add to Cart

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.

Plan Number: 19-001496-EU

Plan Details | Tab Elements | Main Menu

| Type: | Engineering - EU Plan Submittal | Status: | Received - JCDS | Project Name: | |

Summary | Locations | Fees | Reviews | Inspections | Attachments | Contacts | Sub-Records | Holds | Meetings | More Info

Progress

0%
Completed

- Completed
- In Progress
- Not Started

Fees

$0.00

View Details | Add to Cart

Workflow

○ Approved PZ Site Plan

○ Link to Permit Cases

○ Link to Plan Cases

○ Supporting Docs

○ Assess Engineering Fees

○ Assess Storm Water Fees

○ Assess Water Fees

○ RS-Engineering / Stormwater / Water Review

○ Permit Issued (Eng)

Available Actions

No Actions