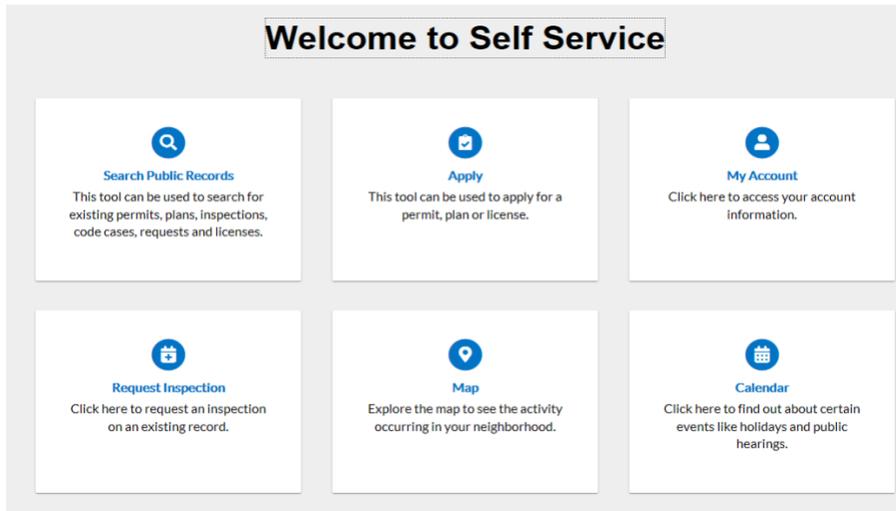


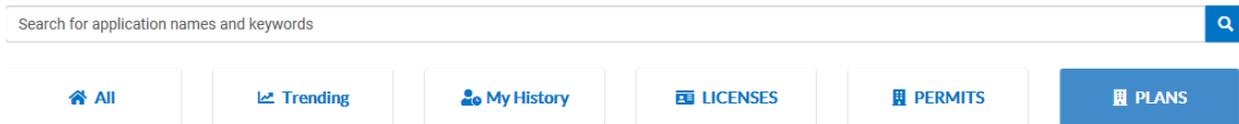
ENGINEERING – SUBDIVISION PLAT – All division of land into two or more lots, tracts or parcels or transfer of ownership by sale or other means

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

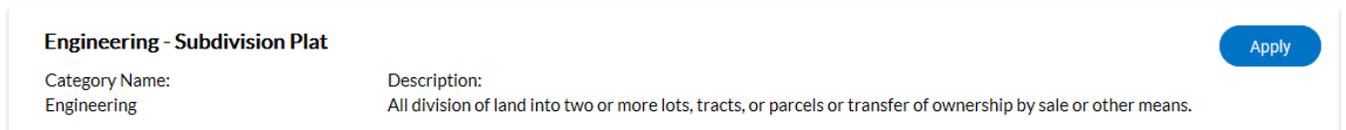


2. Click box labeled 'Plans' and scroll down to 'Engineering – Subdivision Plat' and click Apply; see captures below.

A.
Application Assistant



B.



- 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.

The screenshot shows two components. On the left is a white location card with a thin border. It contains the following text: 'Type: Location', '210 MILITARY TRL, Jupiter, FL, , 33458', 'Main Address' with a checked checkbox, 'Parcel Number', '30424101000007210', 'Main Parcel' with a checked checkbox, and a blue 'Remove' button at the bottom. On the right is a blue vertical button with a white dropdown menu at the top showing 'Location'. Below the dropdown, the text 'Add Location' is centered above a large white plus sign.

- 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. Leave the valuation field blank, fees will be generated by Town Staff. Click Next to proceed to Contacts.

PLAN DETAILS

The screenshot shows three input fields. The first is 'Plan Type' with a dropdown menu showing 'Engineering - Subdivision Plat'. The second is 'Description' with a large empty text box. The third is 'Valuation' with an empty text box.

Back

Save Draft

Next

5. **CONTACTS** – Please provide all contact types for your application. The Owner is required at time of application. 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



ENG Department (You)
Town of Jupiter
210 Military Trail, Jupiter, FL, .

Owner

Add Contact

+

REQUIRED

Agent

Add Contact

+

Back
Save Draft
Next

If searching for an existing contact:

Add Contact As : Owner

Search
Enter Manually
My Favorites

Search

Sort: Relevance

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

6. MORE INFO -

A. Helpful links provided as shown below

[TOJ Engineering Plat Submittals](#) [TOJ Engineering Plat Submittals](#)

[TOJ Standard Details](#) [TOJ Standard Details](#)

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

B. Provide Plat Type (Commercial, Residential or Mixed Use) and Work Category (Plat or Replat)

Plat Type:

*Work Category

<input type="checkbox"/>	Plat
<input type="checkbox"/>	Re-Plat

Work Category is required.

C. Enter the number of Plat pages (fees are calculated by # or pages) and type in you electronic signature. Click Next to proceed to uploading attachments.

*# of Plat Pages / Sheets:

of Plat Pages / Sheets: is required.

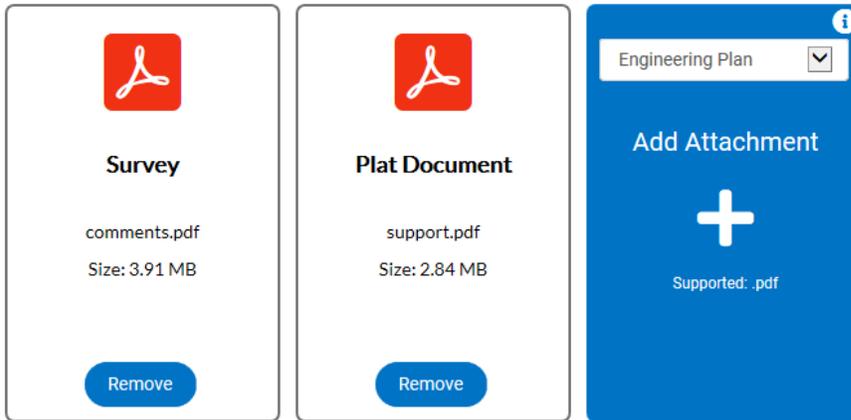
*Electronic Signature Per 668.50(2)(h),F.S.:

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

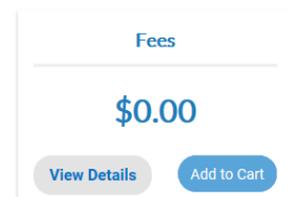
If application is a replat of previously platted property, then original plat must be provided.



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.



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: 19-001501-EU

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Engineering - Subdivision Plat	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

- Submittal Checklist - Scheduled for 07/10/2019
- Approved PZ Site Plan
- Fee Assessed
- Plat Plan Review
- Comment Deficiency Letter Sent
- Approval Letter Sent
- Subdivision Plat Final Documentation Checklist
- Subdivision Plat Final Approval
- Execute Mylar Plat (Both Applicant and Engineer)

Available Actions

- Request Inspection
Site Visit to Check RPM [Request](#)