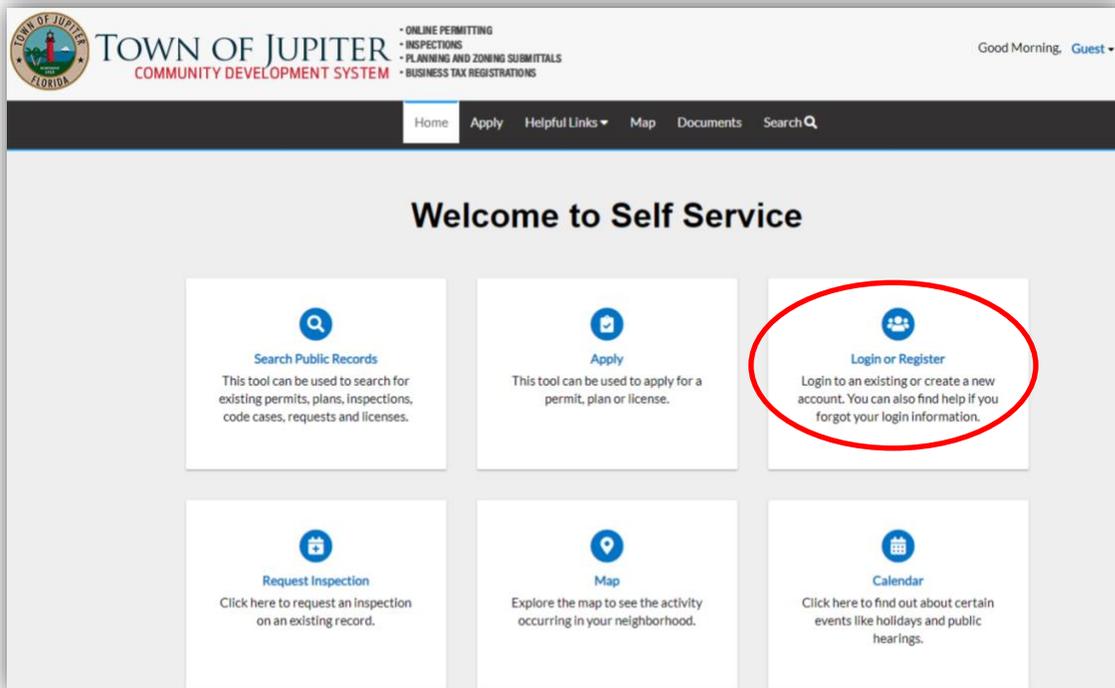


Instructions on how to use the Jupiter Community System website.
How to submit for an P&Z Application

1. Navigate to the Town's website <https://www.jupiter.fl.us>
2. Click on **Online Services**

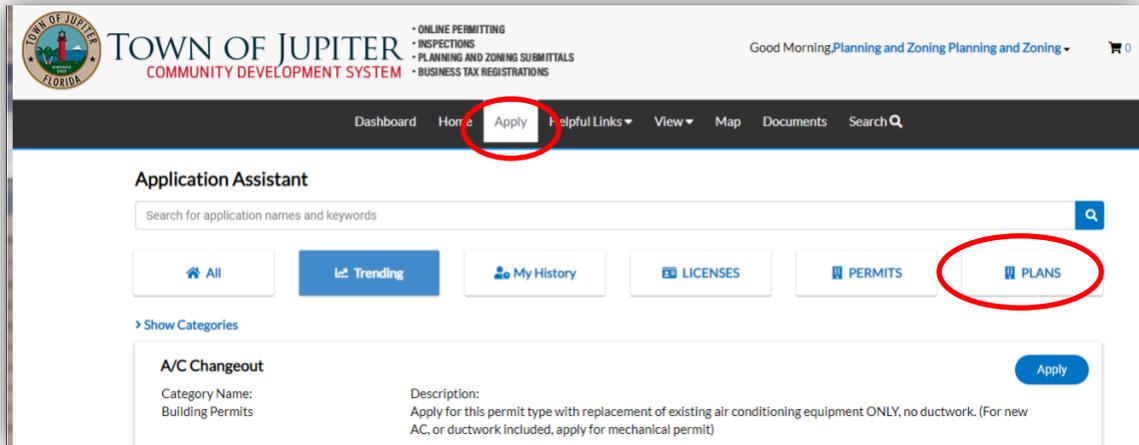


3. Click on **permits** and it will take you to the Jupiter community Development system (JCDS).
4. Click on **login or register**, see below:
 - If you're a new customer, you will need to register for an account. Click on **register** and type in your email address.
 - If you're an existing customer, you will need to re-register for an account. It is important that you enter the same email address that is currently being used for your existing account so that your new registration can be automatically linked to your existing account.
 - Once you have re-registered, you can now click on **login** in the future to access your account by entering a username/email address and password.

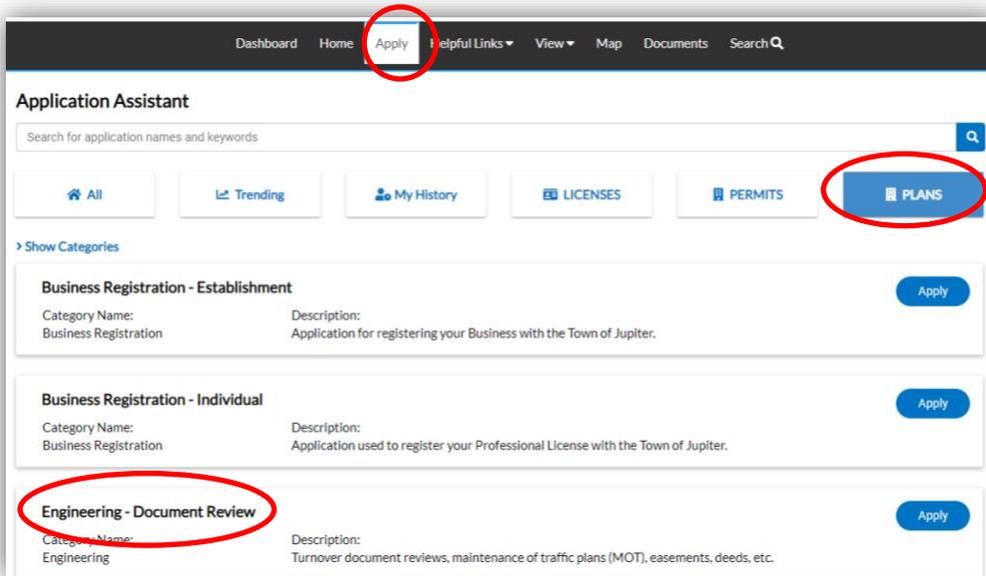


Instructions on how to use the Jupiter Community System website.
How to submit for an P&Z Application

5. Click on apply to submit a new application.

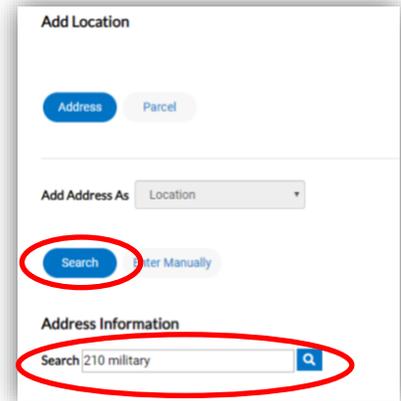
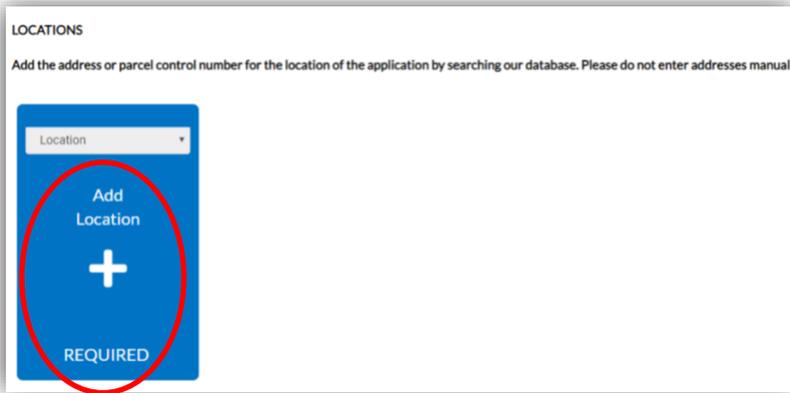


6. If you know the type of application you will be submitting, you can click on the appropriate tab. For all Planning and zoning applications, business tax receipts, and engineering permits, click on the **plans** tab. Note that all the applications start with the department and then application type. Click on **apply** for the appropriate application type.

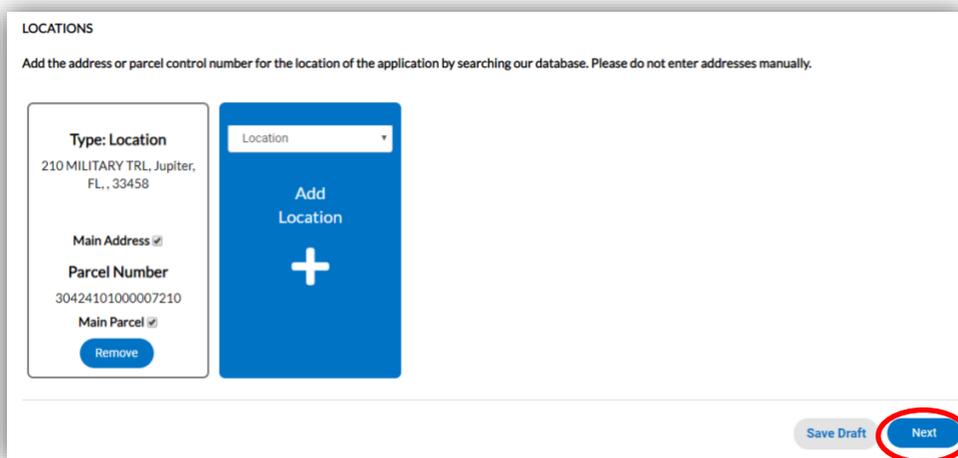


Instructions on how to use the Jupiter Community System website.
How to submit for an P&Z Application

7. Location – Click **Add location**, select address or parcel and enter the address or parcel of the project. Always search the Town’s database and do not add locations manually. When searching an address, only enter the building number and street name. Click the magnifying glass. Find the desired location and click **add**.



8. If you are finished adding locations then click **next**.



Instructions on how to use the Jupiter Community System website.
How to submit for an P&Z Application

9. Plan details - Enter the description of the application request and include the square footage if applicable. If square footage is not applicable, enter zero.

PLAN DETAILS

Provide a brief description of your request below.

* Plan Type: Planning & Zoning - Site Plan and oth

Description: site plan amendment to change the use of Bay 1 from retail to restaurant

Square Feet: 1000

Back

10. Contacts - Add contacts that are associated with this project such as Owner, Agent, Applicant, etc. Search the Town's database for the contacts first and if you not able to find them then you can add them manually. Click the drop down menu to select the contact type then search the database.

CONTACTS

Search to add contacts that are associated with this application which may include property owner, agent, etc. If a contact is not found in your search, click enter manually to add the contact. Note that you can click the star next to the contact to save them as favorite to be used on future application submittals.

Applicant: Agent

Planning and Zoning
Planning and Zoning (You)
Town of Jupiter
210 Military Trail ,

Add Contact

Back Save Draft Next

Instructions on how to use the Jupiter Community System website.
How to submit for an P&Z Application

11. More info - Enter any applicable information for the proposed request.

MORE INFO

Enter any applicable information below regarding your application. Additional information can be added by attaching documents in the next step

General Info | Top | Main Menu

Select Type:

Number of Acres:

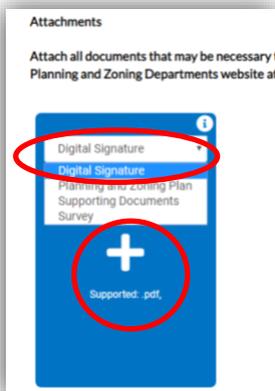
NOTE: A pre-application meeting is required with the Planning and Zoning Department prior to being able to submit your specific development application. NOTE: Any additional documents may be uploaded

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

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

Back Save Draft Next

12. Attachments – Add all documents necessary for your application. Any questions on the required documents please go to <https://www.jupiter.fl.us/181> or contact staff. For Planning and Zoning applications, each of the files should be grouped by document type such as statement of use, site plan, landscape plan, etc. For example, if there are five pages to the site plan it should be uploaded as one file and not five separate files. Include the date the file is being uploaded into the file name (ie. Site plan_6.27.19). Before adding files, click the drop down to select the appropriate file category. Each file can be dragged on to the blue box or you can click on the plus symbol to browse the file on the computer.



Instructions on how to use the Jupiter Community System website.
How to submit for an P&Z Application

13. Review the information that has been entered. Click the **back** button to change information, click **save draft** if you want to finish completing the application at another time, or click the **submit** button.

Locations	
Location	210 MILITARY TRL, Jupiter, FL, 33458
Parcel Number	30424101000007210
Basic Info	
Type	Planning & Zoning - Site Plan and other applications
Description	site plan amendment to change the use of Bay 1 from retail to restaurant
Square Feet	1000
Applied Date	06/12/2019
Contacts	
Applicant	Planning and Zoning Planning and Zoning Town of Jupiter 210 Military Trail ..
More Info	
General Info	
Select Type:	Commercial
Number of Acres:	20
NOTE: A pre-application meeting is required with the Planning and Zoning Department prior to being able to submit your specific development application	
NOTE: Any additional documents may be uploaded	
Electronic Signature Per 668.50(2) (h).F.S.:	Test signature
Top Main Menu	

14. Once you click the **submit** button you will see the following screen. Click **Continue to plan**.

✔ **Your plan was successfully created!**

After Town Staff has confirmed that your application is complete, an email will be sent to request the required review fees.

[Continue to plan](#)

Fees

\$0.00

[View Details](#) [Add to Cart](#)

Instructions on how to use the Jupiter Community System website.
How to submit for an P&Z Application

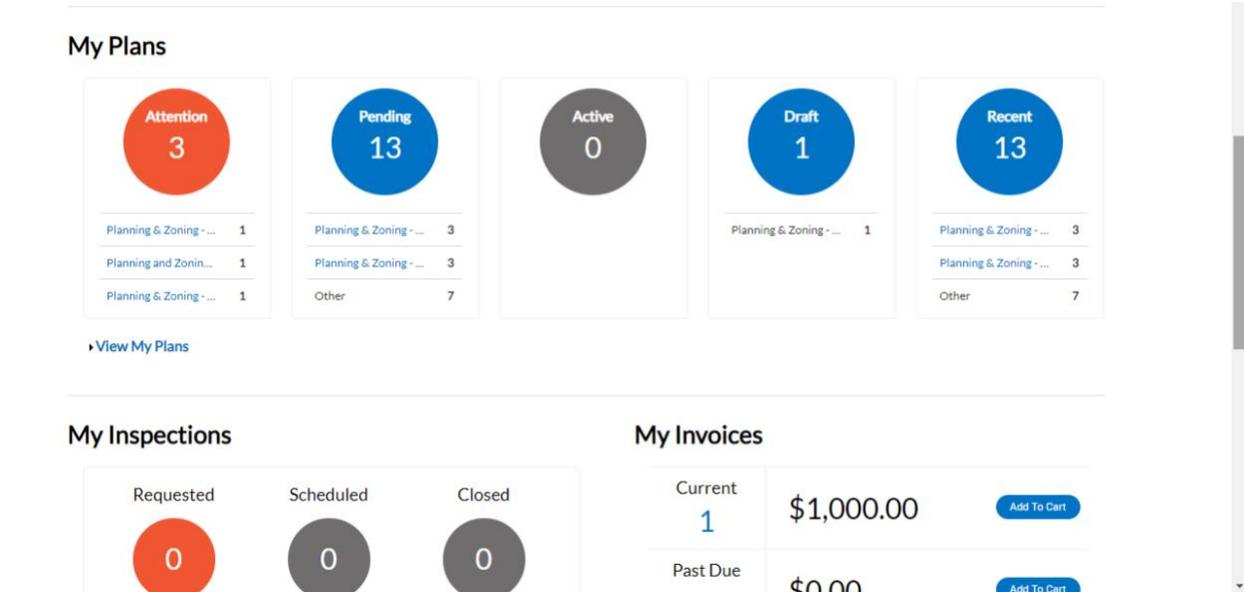
15. This screen gives you an overview of your new submittal.

The screenshot displays a web interface for a planning application. At the top, it shows the Plan Number: PZ-19-00003866 and navigation links for Plan Details, Tab Elements, and Main Menu. Below this is a header section with three fields: Type (Planning & Zoning - Site Plan and other applications), Status (Received - JCDS), and Project Name (with a dropdown arrow). A horizontal menu contains buttons for Summary (highlighted), Locations, Fees, Reviews, Inspections, Attachments, Contacts, Sub-Records, Holds, Meetings, and More Info. The main content area is divided into three columns: Progress, Workflow, and Available Actions. The Progress column features a donut chart showing 0% completed, with a legend for Completed (green), In Progress (blue), and Not Started (grey). Below the chart is a Fees section showing \$0.00 with buttons for View Details and Add to Cart. The Workflow column lists 'Active Code Violation' with a radio button. The Available Actions column shows 'No Actions' with an information icon.

Instructions on how to use the Jupiter Community System website.
How to submit for an P&Z Application

Dashboard

1. The dashboard is an overview of all applications that have been submitted and/or have been saved as a draft.



2. Below a break down of the what each circle means:
 - Attention – Applications under this category requires action to be taken to either pay fees or resubmit files.
 - Pending – These applications are under review.
 - Draft – Applications under this category were saved as drafts and have yet been submitted for review.
 - Recent – These applications were recently submitted.

Instructions on how to use the Jupiter Community System website.
How to submit for an P&Z Application

Resubmitting files.

1. On the dashboard, click the circle that says attention. This is where all applications that require some action/response from the applicant. On the right side, a general reason is given as to what needs to be completed to move the review forward. Click on the desired application.

My Plans

Display: Attention Select Case Type: Sort: Plan Number

Plan Number	Project	Address	Plan Type	Status	Attention Reason
PZ-19-00003855		210 MILITARY TRL Jupiter, FL 33458	Planning & Zoning - Administrative Appeal	Attention, Recent, Pending	On Hold Unpaid Fees
PZ-19-00003863		825 CENTER ST Jupiter, FL 33458	Planning & Zoning - Zoning Determination Letter	Attention, Recent, Pending	Failed Reviews
PZ-19-00003867		210 MILITARY TRL Jupiter, FL 33458	Planning and Zoning Site Plan - DRC Minor Modification Minor	Attention, Recent, Pending	Resubmit File

Results per page: 10 1 - 3 of 3

2. The reviews tab will have a red exclamation mark if there are comments on the plans that need to be added. If there is a red exclamation mark on the attachments tab then it requires that a plan be resubmitted.

Plan Number: PZ-19-00003871

Plan Details | Tab Elements | Main Menu

Type: Planning & Zoning -
Vegetation Removal Status: In Review Project Name:

Progress

20% Completed

Completed
In Progress
Not Started

Workflow

RS-Vegetation Removal Submittal

Available Actions

Resubmit File

Statement of Use, SPR SUB- 2011
Next Version: 3

Fees

\$0.00

Instructions on how to use the Jupiter Community System website.
How to submit for an P&Z Application

3. The status of each of the reviews will be listed. See comments section to see any comments added by a reviewer. Markups on the plans are not viewable here. See next step on how to access markups.

Plan Number: PZ-19-00003863 

[Review Detail](#) | [Review Items](#) | [Main Menu](#)

Review Type: Completeness Check - Zoning Determination Letter	Status: Correction(s) Required	Version: 1
Received Date: 06/12/2019	Due Date: 06/12/2019	Completed Date: 06/12/2019

Review Items Sort: Review Type 

Review Type	Status	Due Date	Completed Date	Assigned To	Review Item
Completeness Check	Correction(s) Required	06/12/2019	06/12/2019	Meyer Peter	

Results per page: 10 | 1 - 1 of 1 | << | 1 | >>

[Comments](#) | [Recommendations](#) | [Corrections](#) | [Review Detail](#) | [Review Items](#) | [Main Menu](#)

Comments

No comments to display.

Recommendations Sort: Number

Number	Recommendation	Created On
No records to display.		

Corrections Sort: Correction Order

No corrections to display.

4. Click on the attachments tab to see the files that have markups. Click on the file name to open the file and view the markups.

Type: Planning & Zoning - Vegetation Removal Status: In Review Project Name: ▼

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) | **[Attachments](#)** | [Contacts](#) | [Sub-Records](#) | [Holds](#) | [Meetings](#) | [More Info](#)

[Attachments](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

Attachments Sort: Needs Action

At least one file needs to be resubmitted.

 Supporting Documents Statement of Use for Version: 2 Status: Corrections Added Resubmit Instructions: Peter Meyer: see comments on plan Resubmit History	 Digital Signature Drainage Statement-2019_05-28_v1_v1.pdf Version: 1 Status: Under Review	 Planning and Zoning Plan Site plan- 2019_05-28_v2_v1.pdf Version: 1 Status: Under Review	 Survey WFH Plan- 2019_05-28_v1_v1.pdf Version: 1 Status: Under Review	Digital Signature Add Attachment + Supported: .pdf Submit
--	--	---	--	--

Instructions on how to use the Jupiter Community System website.
How to submit for an P&Z Application

5. Below is the file with a markup added.



revised plan submitted

RECEIVED
12/04/2018
PLANNING & ZONING

Statement of Use for Modification to Home Depot Expansion Approval

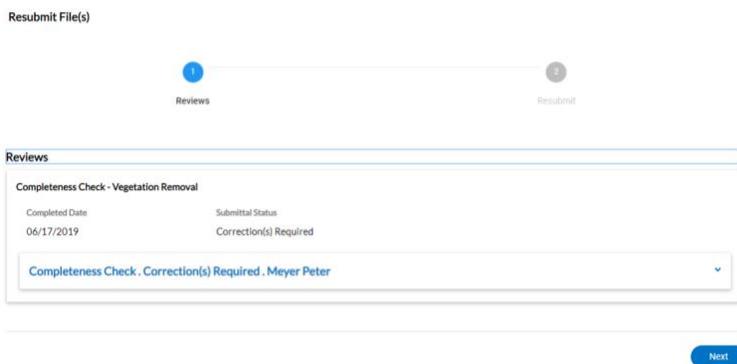
11/30/18

The Town Council by Resolution 51-18 approved an expansion of 39,575 square feet for the Home Depot Store at 1694 West Indiantown Road. The expansion is to be accomplished by demolishing the vacant Sports Authority building, which has been located next door to The Home Depot; and expanding the existing store into the former Sports Authority location ("the Expansion").

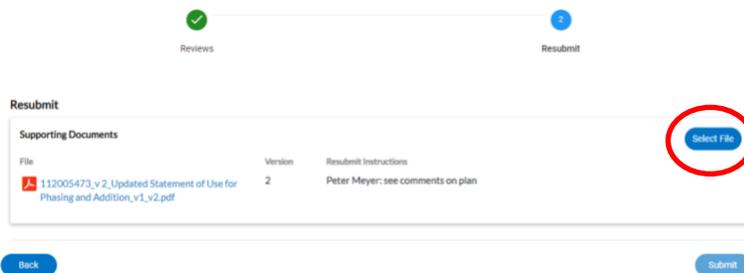
Modifications to the Special Exception Analysis

Home Depot, by a minor site amendment, wishes to modify the elevation of the Expansion as approved by Resolution 51-18 to show a 983 square foot extension of a portion of the front facade of the building. This extension will accommodate an increase to the existing "Buy-On-

6. When ready to resubmit, click on resubmit under the summary or attachments tab.

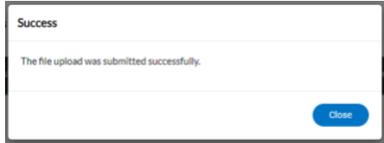


7. Click **select file** to resubmit the revised version of the file. A window will open to browse the files on your computer.



8. Once you selected the file, make sure it says version two and then click **submit**. Click the **cancel** button if the wrong file was uploaded. A success window will appear when the file has been uploaded successfully.

Instructions on how to use the Jupiter Community System website.
How to submit for an P&Z Application



9. Continue resubmitting all required files and click submit and a message will appear that the file upload was successful. The submittal has now been sent to the Town for review.

Plan Number: PZ-19-00003871

Plan Details | Tab Elements | Main Menu

Type: Planning & Zoning - Vegetation Removal Status: In Review Project Name: [Dropdown]

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

Attachments | Next Tab | Plan Details | Main Menu

Attachments Sort: Needs Action

✓ The file upload was submitted successfully.

 Planning and Zoning Plan Architecture-2019_05-28_v2_TCI markko_v1.pdf Version: 1 Status: Under Review	 Digital Signature Drainage Statement-2019_05-28_v1_v1.pdf Version: 1 Status: Under Review	 Planning and Zoning Plan Site plan-2019_05-28_v2_v1.pdf Version: 1 Status: Under Review	 Supporting Documents 112005473_v2_Updated Statement of Use for Version: 3 Status: Under Review History	 Survey WFH Plan-2019_05-28_v1_v1.pdf Version: 1 Status: Under Review
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