



## Town of Jupiter Island



### PRELIMINARY / FINAL SUBDIVISION

**PLEASE READ AND COMPLETE THE ATTACHED APPLICATION. BE SURE TO ANSWER ALL QUESTIONS CAREFULLY AS THE ADMINISTRATIVE OFFICIAL RESERVES THE RIGHT TO REJECT ANY APPLICATION WHICH IS IMPROPERLY FILLED OUT OR INCOMPLETE. THE SIGNATURE OF THE PROPERTY OWNER OR PERSON WITH DOCUMENTED POWER OF ATTORNEY MUST SIGN THE APPLICATION FORM. ALSO, A COMPLETED OWNER'S AFFIDAVIT MUST BE ATTACHED TO THE APPLICATION FORM.**

#### **FEES AND SUBMITTAL INFORMATION**

Submittal Copies: 2 complete sets of 24 x 36 and 11 complete sets of 11 x 17 and 1 set of 8 1/2 x 11.

Fees: \$2,000.00 Make checks payable to the Town of Jupiter Island.

Filing Deadline: The fifteenth day of the month by 12:00 Noon. Applications will be heard by the "Board" approximately forty-five days after deadline for applications.

Submit to: Building Department  
Town of Jupiter Island  
2 Bridge Road  
Hobe Sound, Florida 33455  
772 545 0150 Phone  
772 545 0188 Fax

#### **PUBLIC NOTIFICATION**

Notice of public hearing is posted as required by law and mailed to residents within one thousand feet (1000') of the property. The notice explains the specific nature of the subdivision requested, the requirements under the affected code, as well as the time, date and location of the public hearing. Any interested party is invited to attend the meeting, and may present testimony or written arguments.

Should you have any questions about the subdivision process, please contact us at:

Town of Jupiter Island  
Building Department  
2 Bridge Road  
Hobe Sound, FL 33455

772 545 0150 Phone  
772 545 0188 Fax



**Town of Jupiter Island**



**PRELIMINARY / FINAL  
SUBDIVISION APPLICATION**

**CHECK ONE -** \_\_\_\_\_ **PRELIMINARY SUBDIVISION** \_\_\_\_\_ **OR** \_\_\_\_\_ **FINAL SUBDIVISION** \_\_\_\_\_

**FEE:** \$2,000 (Please make check payable to the Town of Jupiter Island)

**PROPERTY OWNER**, as shown in the official County Records (please attach current tax bill & deed)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address

City

State

Zip

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**AGENT:** (If Applicable, notarized power of attorney must be attached)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address

City

State

Zip

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**DESCRIPTION OF PROPERTY:**

Street Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

Legal/General Description \_\_\_\_\_

Attach separate piece of paper if necessary

**EXPLANATION OF SUBDIVISION (describe what you are trying to accomplish):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Information as contained within the attached checklist MUST be provided and accepted by the Town of Jupiter Island in order for this application to be considered. Additional information as required by the administrative official or as attached by the applicant constitutes a part of this application.

I hereby certify that I am the owner of property involved in the above described subdivision request and that the information set forth is true and correct.

BY: \_\_\_\_\_

Print name

\_\_\_\_\_

Signature

## Subdivision - Checklist of Documentation

- Completed Application with application fee
- Directory of documents with each exhibit identified
- Property Deed (recorded)
- Power of Attorney (notarized, if applicant/representative is other than the owner)
- Clear and concise letter explaining the request
- A preliminary plan of the proposed subdivision
- A current survey of land and existing structures in the proposed subdivision
- A survey of existing and proposed topography in the proposed subdivision
- If utilities or utility easements are included in the proposed subdivision, utility company review and acceptance letters
- If the application is for a major subdivision, a traffic engineering study that includes trip generation, traffic control devices and sign locations
- If the application involves impacts to environmentally sensitive land or water resources or material changes to existing drainage, an environmental impact study
- If the proposed plat covers only a portion of the applicant's entire contiguous holding, a sketch showing the prospective street layout and proposed use for the remaining property that is contiguous to the proposed subdivision
- If common landscape areas are provided, a general landscape plan and tree planting plan for the common landscape areas
- If the lots in the subdivision will be served by new septic systems:
  1. Percolation tests for each lot, and
  2. A map showing all proposed individual disposal systems, and
  3. Full specifications of the individual disposal systems
- Soil bearing capacity tests, where necessary to determine whether areas dedicated for rights-of-way are appropriate for such use