



Town of Jupiter Island

APPEAL TO TOWN COMMISSION PROCESS

Applications for appeals to be considered by the Town of Jupiter Island Town Commission are processed by the Building Department. The Commission is authorized to hear appeals from decisions of the Development Review Board (DRB). Notice of the appeal shall be in writing and filed within thirty (30) days after the decision has been rendered.

During its public hearing, the Commission shall decide an appeal with a concurring vote of three-fifths of the fully constituted members, which shall be necessary to reverse any order, requirement, decision or determination. Appeals filed pursuant to this section shall be based on the record of the proceedings below and shall not be presented de novo. The time allotted for presentation of an appeal shall be determined by the chairperson. The commission shall have the authority to render a final decision regarding the matter being heard or in its sole discretion remand the matter back to the body from which the appeal was taken with direction from the Commission.

The applicant must file, in writing, stating the reasons they feel the code has been misconstrued or wrongly interpreted in the DRB decision. Copies of the original application and decision being appealed must be attached.

Complete the attached application. The administrative official reserves the right to reject any application which is improperly filled out or incomplete. A completed owner's affidavit must be attached to the application.

FEES AND SUBMITTAL INFORMATION

Fees: \$1,000.00 (payable to the Town of Jupiter Island).

Filing Deadline: Any day of the month by 12:00 Noon. Applications will be heard within sixty (60) days after completion.

Submittal Copies:

(2 complete sets of 24x36 and 12 complete sets of 11x17 and 1 set of 8½ x 11)

- Complete Application (next page)
- Clear and concise letter explaining the Appeal
- Notarized Power of Attorney, if applicable
- Current tax bill & deed

Submit to: Building Department: 2 Bridge Rd, Hobe Sound FL 33455



Town of Jupiter Island

APPEAL TO TOWN COMMISSION APPLICATION

PROPERTY:

Street Address: _____

Tax Parcel Number: _____ Zoning: _____

Legal/General Description _____

AGENT:

Name: _____

Mailing Address: _____

Phone #: _____ Email: _____

PROPERTY OWNER:

Name: _____

Mailing Address: _____

Phone #: _____ Email: _____

AFFECTED CODE ARTICLE AND SECTION (written out):

EXPLANATION OF APPEAL (Please attach letter)

I hereby certify that I am the owner of property involved in the above-described appeal request of the DRB's decision and that the information set forth is true and correct.

Signature of Owner or Agent—**REQUIRED**

Printed Name

Date