



TOWN OF JUPITER INLET COLONY

A MUNICIPAL CORPORATION

BUILDING AND ZONING COMMITTEE - SUBMITTAL CHECKLIST

Review and approval of plans by the Building and Zoning Committee is required before an application for a building permit for new construction will be accepted. All items below must be submitted to the town a minimum of two weeks before the meeting in order to proceed to the Committee for review. The following items must clearly depict the information requested and provide the necessary calculations and dimensions. Attached a copy of this checklist to the submittal package with the fee.

- 1. COVER SHEET - with sheet index
- 2. SURVEY - of existing conditions and easements, signed and sealed, less than one-year old
- 3. SITE PLAN - of proposed conditions, including:
 - total lot area
 - total floor area - two-story residences, see Zoning Code Sec. 10.1.(A) and (E)
 - building setbacks, including second story setbacks (if applicable)
- 4. HARDSCAPE PLAN – including:
 - location and identification of all impervious areas
 - existing and proposed lot occupancy calculations – see Zoning Code Sec. 10(C)
- 5. BUILDING ELEVATIONS - including:
 - finished floor elevation
 - maximum height of each building or structure, measured from the average finished grade
 - pitch or slope of all roofs
 - height of all exterior walls
 - foundation plan and roof plans
 - window calculations (minimum 10%) and open air balconies - see Zoning Code Sec. 10.1.(D)
- 6. GRADING AND DRAINAGE PLAN - prepared by a licensed engineer using NAVD 88 datum
 - Elevation Certificate required for new construction on waterfront lots, optional all other
 - V-Zone Design Certificate required for new construction in Flood Zone VE (oceanfront)
- 7. LANDSCAPE PLAN - including:
 - percentage and location of front yard to be covered with landscape material
 - percentage and dimensions of driveway consisting of turf and/or artificial turf
 - maintenance access to rear yard
- 8. CONSTRUCTION MANAGEMENT PLAN - addressing:
 - parking, construction hours, screening, dust control, traffic management, signage, etc.
 - construction schedule, per Zoning Code Sec. 4-2(a)(5) – Term of building permits
- 9. .DWG CAD FILES - of survey, site plan, hardscape plan, & building elevations on thumb drive
 - plus one set of entire submittal in .pdf format
- 10. APPLICATION AND CONSENT FORM – plus two hard copies of plans submitted at town hall
 - attach a brief narrative of the proposed project or modifications on letterhead
- 11. FEE SCHEDULE – make check out to the Town of Jupiter Inlet Colony:
 - Initial B&Z Application - \$500.00
 - Waiver - \$250 per request
 - Variance - \$1000.00 per request
 - Modification or change - \$75.00 per sheet

If you have any questions, please contact the Planning and Zoning Administrator.