

A Guide to Buying and Building in Jupiter Inlet Colony



This handy reference for buyers, owners, realtors, and contractors describes the Town's process and codes and suggests neighborly things to know and do while renovating or building in JIC.

Founded in 1959, Jupiter Inlet Colony has long been known as a low-key beach Town that cherishes community without conformity.

Our residents include young families, retirees, professionals, and snowbirds. Neighbors look out for neighbors; we prize our independence from gated-community rules. JIC values security (ranked the safest Town in Florida) but because we are a Town our roads are public. We do not live behind gates. We have a caring culture; our lifestyle can be described as carefree. People don't move here to show the size of their house or wallet. For residents, the Town's understated charm is about living in a uniquely beautiful environment bordered by the Indian River, Inlet, and Atlantic. If people do not prize that as a primary reason to live here, they usually move on.

This Guide helps acquaint you with the culture of the Town. It offers practical advice about building and remodeling. There are suggestions for a sustainable and neighborly approach to building or renovating in our Town. Following them will be appreciated.

Our team at Town Hall — our Planning and Zoning Consultant, Building Official and Plan Reviewer, our volunteer Building and Zoning Committee — and I stand ready to assist you. Just call 561-746-3787.

Please find the Town Code of Ordinances and Zoning Code here:
<https://tinyurl.com/x7zc2sy3>

Welcome to our community.

Mayor Dan

Mayor Dan Comerford

How are plans for new homes and remodels reviewed?

JIC does not have an architectural review board. Our Planning and Zoning Consultant, Dr. Bill Whiteford, Building Official and Plan Reviewer, Buck Evans, and our volunteer Building and Zoning Committee review plans and enforce our codes.

When it comes to building, we appreciate the ethos expressed in the Town of Palm Beach building code. Paraphrased, it states "you may not build any residence that is either too similar or too dissimilar to the neighboring residences."

There is no cookie-cutter template in JIC, but the Committee is not likely to approve something that is inconsistent with the Town's look and feel. To guide you, the Town has an Impact Ordinance that the Building and Zoning Committee uses to help you and surrounding neighbors find an amicable agreement that protects both the homeowners' desire to build the home of their dreams and residents' desires to maintain the Town's look and feel. Read more at Ordinance 02-2021.



Getting your plans approved

JIC has an easy process. It is led by Dr. Bill Whiteford, who was PBC's Zoning Director for many years and now consults with towns such as ours. The process is outlined in the Building and Zoning Committee Permit Application.

Those applying should make sure that plans are fully completed when presented — from shovel in the ground to final landscaping. This will move the approvals process along more easily and quickly. It is not efficient to continually “revisit the revises” in the Building and Zoning meetings. It just slows the process.

When creating plans, please keep the following in mind:

- Ensure that your house plan includes enough garage and driveway space for the vehicles you own so that you are not parking on your lawn. There is no parking on lawns nor overnight parking on streets. We encourage service providers to park in driveways, not on the road when possible.
- JIC encourages permeable driveways. Installing them can help protect your property and landscaping during heavy rains by accelerating drainage. See photo on page 3.
- The Town encourages soft exterior and landscape lighting. If you are building or renovating on Ocean Drive, ensure that you are compliant with Palm Beach County ERM's sea turtle and sand protection codes regarding lighting and dune preservation: <http://www.pbcgov.com/uldc/Article14.htm>.



Permeable driveways help prevent road flooding during Florida's heavy rains.

- Place a set of plans at Town Hall so residents can see what is proposed. In the spirit of cooperation, it is a good idea to meet your neighbors and show them your plans. The Town will notify owners of surrounding houses on both sides of the street and invite them to comment on the plans. If your design is complex, consider having your architect create a 3-D digital or constructed model so folks can see where it sits on the lot in relation to neighbors' properties.

Placing worksite signage

Signs may be placed on site once a permit is issued. Signs must be removed once the Certificate of Occupancy has been issued.



Allow for a gravel strip that is the lot width x minimum 15' from the valley gutter to accommodate construction parking.

Plan for construction parking

The Town requires a temporary gravel strip that is the lot width x minimum 15' from the valley gutter inward of the lot to accommodate construction parking. Vehicles must be parked on the same lot as the home under construction perpendicular to the right of way — Ordinance 04-2021.

Follow all traffic regulations

In JIC, the streets are our sidewalks. Please drive the speed limit. Take care around walkers, bikers, skateboarders. Stop at STOP signs. Please inform all who work on your site that the JIC Police rigorously patrol our streets and enforce our traffic ordinances.

Demolishing a structure

A permit is required. Once you have your permit, please alert neighbors at least a day in advance of demolition so that they can take appropriate action to protect outdoor areas, cars and furniture and prepare for the noise. Let neighbors know estimated duration of demolition.

Our streets are our sidewalks. Please follow speed limit and come to a full stop at STOP signs.



Consider installing fencing to protect work site and neighbors

Plastic-sheeted metal chain link is suggested for several reasons: it secures the site when no one is working and protects neighbors from dust and sand, especially in high winds. Many PBC gated communities and the Town of Palm Beach require this type of fencing. JIC does not require it, but strongly recommends this type of fence for your work site.

A plastic-sheeted metal chain link fence secures the site and protects neighbors. Note the conforming wide parking area for construction vehicles.



Maintain your empty lot

If construction does not start within a month of demolition, JIC Code requires that the lot must be sodded and kept mowed. If an existing lawn is to undergo a weedkiller application treatment in anticipation of resodding, neighbors should be notified in advance so that they can take precautions for their children and pets.

Let neighbors know when construction will start

Inform neighbors of the scope and estimated duration of construction, whether a complete rebuild or renovation. Begin your communications early — it will see you to a happy ending with the Town and your new neighbors. It is a good idea for your construction project manager to give neighbors their cell and email to facilitate communication and alert you to any problems that might arise when the project manager is off site.

Issue Noisy Day and Gritty Day Alerts

During construction, there are many noisy days when cement trucks, or day-long pounding or grinding can be heard next door even with windows closed. Similarly, during heavy winds, some operations at a construction site can shower the neighbors with sand, sawdust, filings, and other grit. Please ask your project manager to alert neighbors when especially noisy or gritty days are ahead so that they can make appropriate plans, whether to work elsewhere for the day, or protect outdoor furniture and pools.

If work on the site results in a mess on the neighbor's terrace, windows, walls, and walkways, you might offer a friendly power wash to clean up. Some construction grit is simply not removable with a daily hosing or a sweeping with a broom.



Eliminate excess worksite noise

Construction noise is inevitable, but loud music from boom boxes is frowned upon.

Keep valley gutters clear

JIC requires a 10-foot deep concrete/paver driveway apron area from the site to the road to prevent dirt and debris from entering the valley gutters. During heavy rain and winds, have the construction manager monitor daily to ensure that sand, soil, and construction debris does not enter. If the valley gutters are clogged, please unplug them. There are instances, such as demolition, when permeable sand trapping material should be inserted into the valley gutter drains.



Our streets are our sidewalks. Please keep them clean.

Tidy up the road-facing worksite at the end of each day

Secure your fencing. Sweep the valley gutters and road for nails and other debris that can cause flat tires and injury to walkers and pets.

Provide garbage cans with secure lids for food trash

Please instruct workers to place food waste in garbage cans, not in dumpsters. Disposing food into an open container attracts rats, raccoons, and other critters. Please ask workers not to toss foods or bones into the construction site, side hedges, or the Town right-of-way to prevent dogs from snatching them on their walks. The site is not a garage dump.

Empty dumpsters when full and portable toilets weekly

Only Waste Management dumpsters are permitted in JIC. We are a community that gets much of its exercise on our streets. Walking in Town, one notices when portable toilets stun the nose, especially in summer heat. Portable toilets should be emptied on a weekly basis, and more often if large crews are on site. Portable toilets are required to be screened.



“We’re sorry Captain Matthews! We were just hurrying home for lunch!” JIC Police rigorously patrol our streets and enforce our traffic ordinances.

There is no parking or waiting at job sites prior to 8 am on weekdays, 9 am on Saturday.



Observe JIC work hours

Work hours are 8 am to 5 pm Monday to Friday and 9 am to 5 pm on Saturdays. There is no parking or waiting at job sites prior to 8 am. Workers must leave jobsites by 5pm. No work is permitted on Sundays nor on approved legal holidays.

JIC Police will stop all workers from entering the Town until the approved time. With limited parking available at the Town entrance, workers should avoid entering JIC before the approved start time.

Provide business registration to Town Hall

All businesses, including sole proprietors are required to register and obtain a business tax registration from Town Hall. A business that fails to register could be forced to stop all work.



Mayor Dan and the friendly staff at Town Hall are always ready to assist.

Use e-mail to communicate when possible

All permits must provide an email contact to Town Hall. Email is an efficient way to communicate with the Town's Building and Code Enforcement departments.

Copy Town Hall on communication between owner and neighbors regarding construction

Please copy Kevin Lucas, Town Administrator, at lucask@jupiterinletcolony.org to ensure that everyone stays in the loop and that there is no confusion or misdirection during the process.



JIC is ranked the safest town in Florida, thanks to JIC's Police Force and residents' cooperation and vigilance.

Certificate of Occupancy

The Building Official issues it at the end of the construction.

Welcome and thank you!

JIC is a friendly place to build – and live. We thank you for your compliance with our Town codes. We will appreciate it if you follow our neighborly suggestions. Our Town Hall staff is always ready to assist. Contact them at 561-746-3787.



Please find the Town Code of Ordinances and Zoning Code here:

<https://tinyurl.com/x7zc2sy3>



**This Guide was created by
Jupiter Inlet Colony's Building
and Zoning Committee:**

**Earl Fischer, Chair; Russell Bourne,
Vice-Chair; Bill Gilbane, Butch Harper.
Editor, Leanna Landsmann;
Design, Cathy Sanchez.
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