



**Martin County, Florida Growth Management Department
DEVELOPMENT REVIEW DIVISION
2401 SE Monterey Road, Stuart, FL 34996
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Tower Site Plan Checklist

Please include the following items in the order shown below. **If any item is not included, please identify the item and the reason for its exclusion.** Links to specific forms are included with some items, noted in blue font.

REQUIRED FORMAT

All applications for development must be reviewed for completeness, prior to the acceptance of the application for distribution to staff for review. The application must include the documents listed in subsection 10.2.B., the disclosure of ownership interests described in 10.5.D.1, and the completeness review fee.

All documents and plans shall be submitted digitally, on one disc or flash drive (flash drive preferred). The digital version of plans shall be a .pdf at a minimum of 24x36 inches and 300 dpi (not a scanned copy). **Bookmark all the documents and plans in the order they appear in the Checklist.** Do not provide electronic signatures on any documents as they create errors in the bookmarked PDFs.

Provide electronic files of master and/or final site plans and survey in AutoCAD 2010 or later (dwg format). The coordinate positions within this file are to be rotated and translated to state plane coordinates in the North American Datum of 1983(NAD83) adjustment of 2011, Florida State Plane East Zone, US Survey Feet or currently approved datum.

Electronic files are also required for PAMP layers and protected trees. See individual checklist items for more information.

Submit only one paper set of plans and documents for completeness review.

For full submittal following determination of completeness, one paper packet (8 1/2x11-inch) of documents must be submitted. Include **three** (3) full-size folded (not rolled) hard copies of construction plans and **two** (2) full-size folded hard copies of all other plans. Certain documents require raised seal and wet signatures as described in the specific checklist item.

FEE: Initial applications shall be accompanied by a completeness review fee. Once staff determines, in writing, the application is complete, the full application fee as established by BOCC resolution shall be submitted with the application. Checks are made payable to the Martin County Board of County Commissioners. [Development Review Fee Schedule](#)

REQUIRED DOCUMENTS

1. **APPLICATION:** Application signed by the owner or the entity having power of attorney from the owner to act on his/her behalf, pursuant to section 10.5.B. In addition to identifying the entities that comprise the development team, the names of each individual who is authorized to submit documents during the development review process must be listed on the application and power of attorney forms.
[Development Review Application](#)
2. **DIGITAL SUBMITTAL AFFIDAVIT:** Affidavit, signed by the applicant or agent, certifying the digital application is an exact duplicate of the hard copy.
[Digital Submittal Affidavit](#)
3. **COPYRIGHT PERMISSION TO DUPLICATE MATERIALS FORM:** Individual permission to duplicate copyright materials form as required to comply with public record requests for such items as site plans and surveys. Each consultant that has a copyright on any documents/plans needs to fill out an individual form.
[Permission to Duplicate Copyright Materials](#)
4. **NARRATIVE:** Project summary including a brief description of the project, the location and size of the subject property, preserve and landscape areas. If the application is for an amendment, outline the major changes being requested. Include a request specifying a request for reservation, deferral or an exemption of public facilities. [MARTIN COUNTY, FLA., LDR, Article 5, Division 2].
5. **ALTERNATIVE COMPLIANCE:** A landscaping alternative compliance request justification statement that identifies deviations to the code and the alternative provisions offered, if applicable.
6. **TOWER REPORT:** Tower engineering report as required by Section 4.794.A., LDR.
7. **TOWER ILLUSTRATION:** Tower color illustrations as required by Section 4.794.B., LDR: Color photo digitized simulations showing the proposed site of the tower including all attached or associated WTCF equipment, with a photo-realistic representation of the proposed tower as it would appear viewed from the closest residential property or properties and from adjacent roadways. Include the following items:
 - a. Photo must be taken from the actual tower location, not from Google, Bing or any other type of internet generated mapping or photo program
 - b. Provide distance photo was taken from proposed site accurate within one foot
 - c. Accuracy of photo simulated proposed tower equals 1/20 of tower height and width; certified by a Florida licensed Surveyor.
 - d. Clearly show the ground location and elevation of photo simulated proposed tower
8. **TOWER SHARED USE:** An application for a tower shall include a letter of intent, in a form approved by the County, committing the tower owner and successors to allow the shared use of the tower if additional users agree in writing to meet reasonable terms and conditions for shared use.

9. **TOWER CO-LOCATION INFEASIBILITY:** Documentation of the infeasibility of tower co-location. An application for a tower shall contain adequate documentation that co-location on an existing approved tower, of any type, or on an existing building or structure, has been attempted and is not feasible as required by Section 4.794.D., LDR
10. **TOWER FAA RESPONSE:** A copy of the Federal Aviation Administration response to the submitted "Notice of Proposed Construction or Alteration," or its replacement, or certification from a qualified professional engineer that FAA review and approval is not required.
11. **TOWER DESIGN STATEMENT:** A sealed statement from a qualified professional engineer, licensed in the State of Florida, that the design of the proposed tower complies with the tower design standards as set forth in Section 4.797.B.1, LDR.
12. **TOWER FCC LICENSES:** Copies of all currently valid FCC licenses for the proposed facility.
13. **TOWER INVENTORY:** Each applicant for a WTCF shall provide the County with an inventory report of the applicant's existing WTCFs located within the county and for a distance of one mile beyond the County limits.
14. **POWER OF ATTORNEY:** A notarized power of attorney authorizing an agent to act on the owners' behalf.
15. **DISCLOSURE OF INTEREST AFFIDAVIT:** Provide a completed financial disclosure of interest affidavit form pursuant to Sec. 10.5.D.1.
[Disclosure of Interest Affidavit](#)
16. **UNITY OF TITLE:** A completed, unexecuted, draft unity of title including the full legal description, total site acreage and parcel control number(s).
[Unity of Title Form](#)
17. **RECORDED DEED:** A copy of the recorded deed(s) for the subject property.
18. **PROPERTY TRANSFER:** A certification of any property transfer since the property was deeded to the current property owner. If there has not been a property title transfer since the recorded deed, provide a certified statement that no title transfer has occurred.
19. **LEGAL DESCRIPTION:** Full legal description including parcel control number(s) and total acreage.
20. **SITE LOCATION MAP:** Include all adjacent and internal roadways, surrounding properties and a clear site boundary.
21. **REAL PROPERTY (IF APPLICABLE):** Applicant may be required to submit documents to be reviewed and approved by the Real Property Division prior to Development Order or consideration by the BOCC. Documents may include: Title Commitment, Sketch and Legal Description, Boundary Survey and ESA Phase I Report.

22. **EXCAVATION FILL AND HAULING:** Engineer's Opinion of Probable Excavation, Fill and Hauling signed and sealed by a licensed Florida professional engineer and if practicing through a duly authorized engineering business, the name, address and certification of authorization number of the engineering business.

[Excavation Fill and Hauling](#)

23. **STORMWATER REPORT OR CALCULATIONS:** Stormwater management report that is originally signed and sealed (electronic signature not accepted). The report cover sheet and index sheet shall be signed and sealed; the report must clearly demonstrate compliance with Article 4, Division 9, Section 4.383, Martin County Land Development Regulations and its referenced Stormwater Management and Flood Protection Standards for Design and Review.

24. **STORMWATER MAINTENANCE PLAN:** Stormwater maintenance plan shall be included pursuant to Section 4.386, Land Development Regulations, Martin County.

25. **ENVIRONMENTAL ASSESSMENT:** Assessment of native upland habitats, delineated wetlands, and listed species on property, pursuant to Section 4.32., Land Development Regulations, to include wetlands off-site within 100 feet of the property line and within 200 feet of any proposed excavation greater than two feet in depth. (Note: A Phase One ESA does not satisfy this requirement.)

26. **ENVIRONMENTAL WAIVER:** When appropriate. (Separate fee required, see fee schedule)

[Environmental Waiver Application](#)

27. **PRESERVE AREA MANAGEMENT PLAN:** If the environmental assessment identifies wetlands or native habitats that are required to be preserved on site. Also provide an electronic file (DWG) with a corresponding metadata: e.g., a text file describing the layers of the preserve areas (wetlands, wetland buffer, upland preserve boundary, parcel boundary).

28. **PROPOSED WATER SOURCES:** Proposed utilities and irrigation water sources including any proposed use of wells and septic systems.

29. **UTILITY RELATED CALCULATIONS:** Utility-related calculations (as applicable) including lift station, fire flow (non- residential), irrigation (if using potable or reclaimed) and grease interceptor sizing.

REQUIRED PLANS

30. **PREVIOUSLY APPROVED SITE PLANS:** Copies of any previously approved site plans.

31. **SITE PLAN:** Hard and digital copies (DWG files) of the proposed final site plan including consistent data tables and detail sheets. Any new streets must be clearly labeled with proposed street names in accordance with Article 4, Division 17.

32. **BOUNDARY SURVEY:** Hard copy and DWG file of a boundary survey of the entire site including the legal description, parcel control number(s) and acreage, with a date of last field work within 180 days of the date of this application. The boundary survey must be an original, signed and sealed by a licensed Florida Professional Surveyor and Mapper and must reference the current title commitment, list all easements and encumbrances of record, and show all those easements and encumbrances that affect the property and are plottable.
33. **TOPOGRAPHIC SURVEY:** Topographic survey of the project site that extends a minimum of 200 feet outside the proposed limits of construction (or until a discernible drainage basin boundary is reached). The topography must be collected at an interval adequate to generate one-foot contours. The date of the field survey must be within 180 days of the date of this application; the survey must be originally signed and sealed by a licensed Florida professional surveyor and mapper.
34. **CONSTRUCTION PLANS:** Originally signed and sealed by a licensed Florida professional engineer and if practicing through a duly authorized engineering business, the name, address and certification of authorization number of the engineering business. Include land clearing and erosion control plan. Electronic signature not accepted.
35. **LANDSCAPE PLANS:** As prepared by a licensed landscape architect.
36. **TREE SURVEY:** A Boundary/Topographic survey that identifies protected native trees: 1. Any hardwood native tree having a diameter of eight inches DBH or greater; and, 2. Any native hardwood tree four-inch DBH or greater or any native softwood, including pine trees, eight-inch DBH or greater which is located in the perimeter area of any development site. Provide an electronic file (DWG) to include a CSV file of individual protected trees containing tree species, DBH, horizontal location, tree identifier (number), and state plane coordinate system.

NOTE TO APPLICANT and/or AGENT:

**PUBLIC NOTICE REQUIREMENTS:
[MARTIN COUNTY, FLA., LDR, Article 10, Section 10.6]**

PROJECT NOTICE SIGN: Following the completeness review, not more than ten days after a development application has been determined to be complete, the development property must be posted with a notice sign. The applicant shall submit a certified statement of installation and photos to the project coordinator.

MAILING OF NOTICE: A list of property owners meeting the distance requirements of Section 10.6.E(1), certified by an attorney or title company must be provided to the County **no later than 2 weeks prior** to the date and time of the public hearing.

PROCEDURES FOR PUBLIC MEETINGS AND HEARINGS:

The applicant must submit an affidavit attesting to the compliance with the mailing requirements in Section 10.6.E., during the public hearing. The certified list of property owners shall not be submitted during the public hearing.

RESOURCES: [Martin County Development Review Webpage](#)