



Martin County, Florida Growth Management Department
COMPREHENSIVE PLANNING DIVISION
2401 SE Monterey Road, Stuart, FL 34996
772-288-5495 www.martin.fl.us

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Comprehensive Plan Text Amendment 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 SUBMITTAL FORMAT

All applications for Comprehensive Plan text amendment 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 this checklist.

IMPORTANT: APPLICATIONS FOR TEXT AMENDMENTS AND FUTURE LAND USE MAP AMENDMENTS MUST BE SUBMITTED AS TWO SEPARATE APPLICATIONS. IF THERE ARE CONCURRENT TEXT AMENDMENT AND FUTURE LAND USE MAP AMENDMENT APPLICATIONS FOR A PROJECT, THEY MUST BE PACKAGED AND SUBMITTED SEPARATELY.

Please submit a hard copy cover letter stating the intent of the application and the appropriate application fee to the Growth Management Department. Please ensure the cover letter includes contact information for the property owner's representative or appropriate person to serve as the point of contact for this application.

Upon submittal of the hard copy cover letter and application fee, staff will provide the contact person/agent listed on the cover letter with a project-specific link to a Sharebase folder where the contact person/agent can upload the digital documents (hard copy submittals of the full application package are no longer necessary). **Bookmark in the order they appear in the checklist.** Do not provide electronic signatures on any documents as they create errors in the bookmarked PDFs.

FEE: Initial applications shall be accompanied by the appropriate application fee. Checks are made payable to the Martin County Board of County Commissioners. [Comprehensive Planning Fee Schedule](#)

REQUIRED DOCUMENTS CHECKLIST

1. **APPLICATION:** Application signed by the owner or the entity having power of attorney from the owner to act on their behalf. 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. [Comprehensive Plan Text Amendment Application](#)
2. **PROPOSED TEXT AMENDMENT:** Applications for text amendments must present the proposed changes to the Comprehensive Growth Management Plan in the context of existing Plan policy. Text proposed for addition must be shown underlined. Text proposed for deletion must be shown ~~stricken~~.
**NOTE: If any figures in the Comprehensive Plan are proposed to be amended as part of the application, they must also be shown as ~~stricken~~ if proposed for deletion and new or amended figures identified as proposed.*
3. **JUSTIFICATION STATEMENT:** A justification statement for the proposed amendment that cites how the amendment is consistent with the goals, objectives, and policies of the Comprehensive Growth Management Plan and the Martin County Land Development Regulations
4. **POWER OF ATTORNEY:** A notarized power of attorney authorizing an agent to act on the property owner's behalf.
5. **DISCLOSURE OF INTEREST AFFIDAVIT:** Provide a completed financial disclosure of interest affidavit form. [Disclosure of Interest Affidavit](#)
6. **OTHER RELEVANT DATA AS APPROPRIATE:** Depending on the nature of the proposed text amendment, include other supporting documentation that would justify the request.

SITE-SPECIFIC TEXT AMENDMENTS SHALL ALSO INCLUDE THE FOLLOWING:

7. **RECORDED DEED:** A copy of the recorded deed(s) for the subject property.
8. **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 by an attorney/title company that no title transfer has occurred.

9. **LEGAL DESCRIPTION:** Full legal description including parcel control number(s) and total acreage.
10. **LAND USE BREAKDOWN:** Acreage of the subject parcel or parcels per future land use category.
11. **SITE LOCATION MAP:** Include all adjacent and internal roadways, surrounding properties and a clear site boundary.

NOTE TO PROPERTY OWNER 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 Comprehensive Planning Webpage](#)

Reviewed By: _____ (Staff use only)
Growth Management Dept.: (772) 288-5495