



Martin County, Florida Growth Management Department
COMPREHENSIVE PLANNING DIVISION
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772-288-5495 www.martin.fl.us

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Comprehensive Plan Future Land Use Map 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 Future Land Use Map (FLUM) 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 his/her 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 FUTURE LAND USE MAP AMENDMENT:** Applications for FLUM amendments must indicate the proposed future land use designation for the subject parcel(s) compared to the existing future land use designation, and include the future land use designations of the surrounding properties.
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. **RECORDED DEED:** A copy of the recorded deed(s) for the subject property.
7. **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.
8. **LEGAL DESCRIPTION:** Full legal description including parcel control number(s) and total acreage. If the request is for more than one land use designation, the legal description must be formatted to identify each designated land use separately.
9. **LAND USE BREAKDOWN:** Acreage of the subject parcel or parcels per existing and proposed future land use category.
10. **SITE LOCATION MAP:** Include all adjacent and internal roadways, surrounding properties and a clear site boundary.
11. **SOILS SURVEY MAP:** A Soils Map with the subject property outlined in red. Soil Survey map sheets can be obtained from the Natural Resources Conservation Services at <https://websoilsurvey.nrcs.usda.gov/app/>.
12. **FLOOD INSURANCE RATE MAP:** A current Flood Insurance Rate map with the subject property outlined in red. The Flood Insurance Rate Map sheets are available on the County's website. Search for "FEMA Flood Insurance Rate Maps."
13. **TRAFFIC STUDY:** A traffic study demonstrating the worst-case scenario effects of the proposed future land use map amendment on the adopted minimum Levels of Service. This type of traffic analysis is different than a traffic analysis that may be submitted with a concurrent Development Review application.
14. **SCHOOL IMPACT WORKSHEET (RESIDENTIAL ONLY):** A school impact worksheet is to be included for all FLUM amendments that request a residential future land use designation.
15. **WATER & SEWER AVAILABILITY WORKSHEET:** To be completed by a licensed professional engineer and if practicing through a duly authorized engineering business, the name, address,

and certification of authorization number of the engineering business.

16. **BOUNDARY SURVEY:** A boundary survey of the subject property in CAD format, in the correct coordinate system, that is compatible with the County's GIS system.
17. **OTHER RELEVANT DATA AS APPROPRIATE:** Depending on the nature of the proposed FLUM amendment, include other supporting documentation that would justify the request.

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: The draft notification letter and a list of property owners meeting the distance requirements of Section 1.11.B of the Comprehensive Plan, certified by an attorney or title company must be provided to the County for staff to review **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 1.11.B of the Comprehensive Plan 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