Checklist	Checklist #:
Engineering Services	Revision #:
Master Site Plan Review1 External	Effective Date: January 28th, 2025

The following checklist is provided as a resource to developers and engineers to aid in the preparation and approval of engineering documents for Master Site Plan reviews. The information presented covers the most common items encountered in Master Site Plan reviews, however it is not inclusive of all Martin County Land Development requirements.

Divison 8 : Excavating, Filling, and Mining

Excavation & Fill:

☐ Engineer's opinion of probable excavating, filling, and hauling provided (Excavation, Fill & Hauling Form)

Minimum Distances from Open Body of Water

☐ 50' from road right-of-way (4.347.A.1)

☐ 20' from property line (4.347.A.2)

☐ Demonstrate no wetland impacts (4.347.A.3)

☐ 75' from well or septic system (4.347.A.4)

Maximum waterbody depth

☐ 20' maximum depth below control water elevation (4.347.A.6)

☐ Geotechnical report required when depth exceeds 15' below control water elevation (4.347.A.6)

Mining 2:

General

☐ Excavated material classified as sand per ASTM D-2487 (4.348.A.1)

☐ 100-acre minimum site size (4.348.A.2)

☐ Maximum depth 40' & 30' above Upper Floridan Aquifer confining unit (4.348.B.5)

Sampling:

☐ Geotechnical report provided (4.348.A.3)

☐ Minimum of 2 onsite monitoring wells (4.348.A.3.d)

☐ Background groundwater sampling provided (4.348.A.3.d)

☐ Background chlorides <250 mg/l (4.348.A.3.d)

☐ Background TDS <920 mg/l (4.348.A.3.d)

*1 Does not apply to projects within a designated Community Redevelopment Agency
*2 Applicable to projects that meet the criteria for a commercial mining operation

Minimum Distances from Water Control Elevation:

- ☐ 100’ from road right-of-way w/ Type 5 Buffer (4.348.B.1)
- ☐ 300’ from road right-of-way w/out Type 5 Buffer (4.348.B.1)
- ☐ 100’ from property line w/ Type 5 Buffer (4.348.B.2)
- ☐ 300’ from property line w/out Type 5 Buffer (4.348.B.2)
- ☐ Demonstrate no wetland impacts (4.348.B.3)
- ☐ 300’ from well or septic system (4.348.B.4)

Divison 9 : Stormwater Management

Stormwater Management Report:

- ☐ Signed & sealed (4.384.A.2)
- ☐ Design certification language included (4.384.A.2)

Stormwater Narrative:

- ☐ Perimeter conditions and presence or absence of on or off-site flows
- ☐ Soil & vegetation types
- ☐ Wet season water table (seasonal high)
- ☐ Measures for addressing hardpan layer (if applicable)
- ☐ Legal Positive Outfall
- ☐ Measures for detention, retention, or infiltration
- ☐ Means of meeting stormwater attenuation requirements
- ☐ Means of meeting water quality requirements

Existing Site Information:

- ☐ Map or figure identifying dimensions, locations, and elevations of areas of vegetation, impervious surfaces, roads, buildings, watercourses, water bodies, water management facilities, and wetlands and adjacent wetlands, development, or significant features(4.384.A.3.a.1)
- ☐ Topography, sufficient to be mapped to 1-foot contour intervals, that extends a minimum of 200 feet off the site (or to a discernible basin boundary) with elevations referenced to NAVD88 (4.384.A.3.a.2)
- ☐ Map or figure of drainage basin(s) and size(s) and related flow paths
- ☐ Perimeter conditions along each side presented with narrative of the presence or absence of on or off-site flows (1.4.A.2.c)
- ☐ Soil & vegetation types (4.384.A.3.a.3)
- ☐ Wet season water table (seasonal high) provided with supporting documentation (4.384.3.c.(1))
- ☐ Presence /Absence of hardpan layer

Stormwater Calculations:

- ☐ Detailed description of the measures for detention, retention, or infiltration (4.384.A.3.c, 1.4.A, and 1.4.B)
- ☐ Lowest finished floor elevation established above 100-yr, 3-day event (4.385.B.15)
- ☐ Analysis of surface and ground water levels, site soil storage, and proposed changes (1.4.B.2.f.(5))
- ☐ Soils percolation rate w/ supporting documentation (4.384.A.3.c.(3))
- ☐ Rainfall intensity w/ supporting documentation (SFWMD ERP Applicant's Handbook)
- ☐ Available soil storage (SFWMD ERP Applicant's Handbook)

Legal-Positive Outfall:

- ☐ Substantiate and analyze presence or absence of legal positive outfall within narrative (4.385.C.1 and 1.4.A.2.d)
- ☐ Legal Positive Outfall: Peak discharge rate and volume below pre-development conditions for the 25-year, 3-day storm event (4.385.B.4, 4.385.D.1, and 4.385.D.3)
- ☐ No Legal Positive Outfall: Full on-site retention of a 100-year, 72-hour storm (4.385.C.1.c)
- ☐ No Legal Positive Outfall w/ conveyance to roadside ditch: Full on-site retention of a 100-year, 24-hour storm (4.385.C.1.c)

Attenuation:

- ☐ Pre-development runoff rate analyzed (if legal positive outfall has been substantiated) and supporting documentation provided3 (1.4.A.3.e)
  - ☐ Previously permitted rate or;
  - ☐ Historic 0.20 to 0.30 CFS/acre
- ☐ Timing of discharges (4.385.D.2)
  - ☐ Model nodal diagram provided
  - ☐ Model inputs/outputs provided
  - ☐ Detailed time stage model runs provided

Water Quality:

- ☐ 3 inches required treatment volume4,5 (4.385.F.4)
- ☐ Half treatment volume recovered between 24 hours and five days (4.385.F.4)
- ☐ 90 percent of 25-year 72-hour day total runoff volume recovered in 12 days (4.385.F.4)
- ☐ 14-day minimum wet season residence time for wet detention (4.385.F.4.b.1)
- ☐ Plan for erosion and sedimentation control with type and location of control measures; the stage of development installed or used; and provisions for inspections and maintenance (1.4.B.2.f.(3))

Divison 10 : Flood Protection:

Stormwater Management Report:

- ☐ Special Flood Hazard Areas and floodway boundaries identified (4.426.A.(1) and 4.431.B)
- ☐ Floodway encroachment analysis provided when in regulatory floodway (4.432.D)

Divison 14 : Parking & Loading

General:

- ☐ Minimum number spaces provided (4.623, 4.624, and Table 4.14.1)
- ☐ Parking rate adjustment required if # of spaces deviates by more than 20% (<51 spaces) or 10% (>51 spaces) (4.623.A and 4.625)
- ☐ Back-out parking prohibited in public right-of-way except when speed <30 mph or land use single-family or duplex (4.626.B and Standard Detail R-81)
- ☐ Minimum size spaces and aisle width (4.627.A, 4.627.B, and Table 4.14.2)
- ☐ Front yard minimum setback: 10' (<2-acre parking area), 15' (>2-acre parking area), 25' (offsite parking) (4.627.C.2.a)
- ☐ Side yard minimum setback: 10', 15' (nonresidential adjacent to residential) (4.627.C.2.b)
- ☐ Parking in excess of thresholds are pervious (4.625.A)
- ☐ Minimum number and size loading spaces (4.626.B.4.b, 4.626.B.4.c, and 4.626.B.4.d)

Drive-Through Facilities:

- ☐ Minimum number and size queuing spaces (4.627.F.1 and 4.627.F.2)
- ☐ Bypass lane provided if one-way traffic flow is used (4.627.F.3)

Divison 19 : Roadway Design

General:

- ☐ Road ownership and maintenance identified as private or public on the Master Site Plan (4.843.I)
- ☐ Minimum right-of-way width provided (4.843.B.3 and Table 4.19.1)
- ☐ Provide typical roadway section for all proposed roadways
- ☐ Informational: In conjunction with eventual Final Site Plan, an Open Road application is required if unopened rights-of-way will be added to the County road inventory
- ☐ Informational: In conjunction with eventual Final Site Plan, a Right-of-way Use Permit application is required if work will occur in a County right-of-way
- ☐ Informational: In conjunction with eventual Final Site Plan, Right-of-way Maintenance Agreement may be required for non-standard features within the County right-of-way (e.g. paver crosswalks)

**3 The condition which existed before any alteration of the topography or vegetation by development affected the rate, volume, timing, quality, or direction of surface or groundwater flow for the 25-year, 3-day event*
**4. 3 inches over total impervious area less lakes, preserves, and wetlands; roof areas included*
**5. 1 Ac-Ft of required volume = 1 Ac-Ft dry retention volume = 1¼ Ac-Ft dry detention volume = 1½ Ac-Ft wet detention volume*

Road Design:

- ☐ Minimum intersection fillet (4.843.B.4)
- ☐ Minimum lane and buffer width (4.843.C, Table 4.19.2, and Detail R-41)
- ☐ Approved road end treatments used (Detail Series R-90)
- ☐ Minimum intersection radii met (4.843.E and Table 4.19.5)
- ☐ Streetlight installation or modification in County right-of-way (Detail R-130)
- ☐ Traffic signal installation or modification in County right-of-way (Detail Series R-150 and R-160)

Mobility:

- ☐ Sidewalks provided on both sides of all roadways except roadways classified as local or residential which require sidewalks on one side (4.843.G.3)
- ☐ 6’ minimum unobstructed sidewalk width (4.843.G.1, Detail R-41, and Detail Series R-120)
- ☐ Sidewalks located 1’ from right-of-way line (4.843.G.3)
- ☐ Bicycle and pedestrian mobility provided (4.844.B)
- ☐ Equestrian connection to greenways where applicable (4.844.C)

Access/Connectivity:

- ☐ Connected neighborhoods without cut-through traffic (4.844.A)
- ☐ Minimum separation between access points (4.845.B and Table 4.19.6)
- ☐ Access outside intersection or acceleration/deceleration lanes or tapers (4.845.C)
- ☐ Cross access and pedestrian access to adjacent commercial or office properties and existing developed properties (4.485.D, 4.485.E, Comp Plan Policy 5.2A.13, 5.2A.14, 5.2A-15)

Driveways:

- ☐ Residential lots not accessed from arterials and major collectors (4.485.F)
- ☐ Left and right turn lanes required on two-lane undivided facilities posted 35 MPH or greater (4.485.G.2)
- ☐ Alignment of access points across roadway (4.485.G.5 and Table 4.19.7)
- ☐ Throat length, throat width, and return radius (Table 4.19.8 and Table 4.19.9)
- ☐ Driveways located outside acceleration/deceleration lanes or tapers (8.485.G.3)

Master Site Plan:

- ☐ Existing and proposed easements shown
- ☐ 10’ minimum drainage easement provided over all shared side lot swales

Other Documents:

- ☐ Boundary and topographic survey with field date within 180 days of submittal (4.912.C)

Consistency among Survey, Master Plan, Final Site Plan, Construction Plans, Stormwater Report, and PUD Agreement

- ☐ Subdivision name
- ☐ Site acreage and annotation
- ☐ Lot numbering and annotation
- ☐ Location, size, and type of easements (include side lot swales)
- ☐ Right-of-way widths and improvements
- ☐ Buffers
- ☐ Sidewalks
- ☐ Parking
- ☐ Ingress / Egress
- ☐ Traffic Control
- ☐ Water Management Tracts
- ☐ Impervious and pervious areas
- ☐ Available soil storage areas

ADA Compliance

Sidewalks / Pedestrian Facilities / Accessible Routes:

- ☐ Pedestrian connection to perimeter sidewalk

Accessible Parking:

- ☐ Minimum # of stalls provided (ADA Standards for Accessible Design 208)
- ☐ Accessible parking must be spread out among all accessible entrances (ADA Standards for Accessible Design 206)
- ☐ Accessible parking is located on the shortest accessible route to the accessible entrance (ADA