



MARTIN COUNTY, FLORIDA DEVELOPMENT REVIEW STAFF REPORT

A. Application Information

HOBE SOUND DUPLEXES MINOR FINAL SITE PLAN

Applicant:	Palm Beach Capital Consultants, LLC, Matt Basaraba
Property Owner:	Palm Beach Capital Consultants, LLC, Matt Basaraba
Agent for the Applicant:	HJA Design Studio, LLC, Erika Beitler
County Project Coordinator:	Elizabeth (Liz) Nagal, AICP, CNU-A, Development Review Administrator
Growth Management Director:	Paul Schilling
Project Number:	H094-012
Record Number:	DEV2023070005
Report Number:	2024_0104_H094-012_Staff_Report_Final
Application Received:	08/04/2023
Transmitted:	08/08/2023
Date of Report:	01/04/2024

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B. Project description and analysis

This is a request by HJA Design Studio, LLC on behalf of Palm Beach Capital Consultants, LLC for minor final site plan approval to develop eight duplex buildings that will consist of sixteen single-family units on an approximately 2.15-acre undeveloped site located south of SE Mars Street, north of SE Neptune Street, approximately 260 feet west of SE Federal Highway, in Hobe Sound. The property is in the multifamily subdistrict of the Hobe Sound CRA. Included in this request is a Certificate of Public Facilities Reservation.

C. Staff recommendation

The specific findings and conclusion of each review agency related to this request are identified in Sections F through T of this report. The current review status for each agency is as follows:

Section	Division or Department	Reviewer	Phone	Assessment
F	Comprehensive Plan	Liz Nagal	320-3056	Non-Comply
F	ARDP	Liz Nagal	320-3056	Comply
G	Development Review	Liz Nagal	320-3056	Non-Comply
H	Urban Design	Liz Nagal	320-3056	N/A
H	Community Redevelopment	Jana Cox	288-5461	Comply
I	Property Management	Ellen MacArthur	221-1334	Non-Comply
J	Environmental	Shawn McCarthy	288-5508	Non-Comply
J	Landscaping	Karen Sjöholm	288-5909	Non-Comply
K	Transportation	Lukas Lambert	221-2300	Comply
L	County Surveyor	Tom Walker	288-5928	N/A
M	Engineering	Stephanie Piche	223-4858	Non-Comply
N	Addressing	Emily Kohler	288-5692	Comply
N	Electronic File Submission	Emily Kohler	288-5692	Comply
O	Water and Wastewater	James Christ	320-3034	Comply
O	Wellfields	James Christ	320-3034	Comply
P	Fire Prevention	Doug Killane	288-5633	Comply
P	Emergency Management	Sally Waite	219-4942	N/A
Q	ADA	Stephanie Piche	223-4858	Non-Comply
R	Health Department	Nick Clifton	221-4090	N/A
R	School Board	Mark Sechrist	223-1200	Comply
S	County Attorney	Elysse Elder	288-5925	Non-Comply
T	Adequate Public Facilities	Liz Nagal	320-3056	Pending

D. Review Board action

This application complies with the threshold requirement for processing as a minor development. As such, final action on this application will be taken by the Growth Management Director.

Pursuant to Sections 10.1.E. and 10.2.B.2, Land Development Regulations, Martin County, Fla. (2019), it shall at all times be the applicant's responsibility to demonstrate compliance with the Comprehensive Growth Management Plan (CGMP), Land Development Regulations (LDR) and the Code.

The applicant is required to re-submit materials in response to the non-compliance findings within this report. Upon receipt, the re-submitted materials will be transmitted for review to the appropriate review agencies and individuals that participate in the County's review process. A revised staff report will be created once the next review cycle has been completed.

E. Location and site information

Parcel number(s) and address: 34-38-42-000-195-00080-2
Existing Zoning: Hobe Sound Redevelopment Zoning District
Future land use: CRA Neighborhood
Total Site Area: 2.15-acre

Figure 1
Property Location Map



Figure 2

Zoning Map

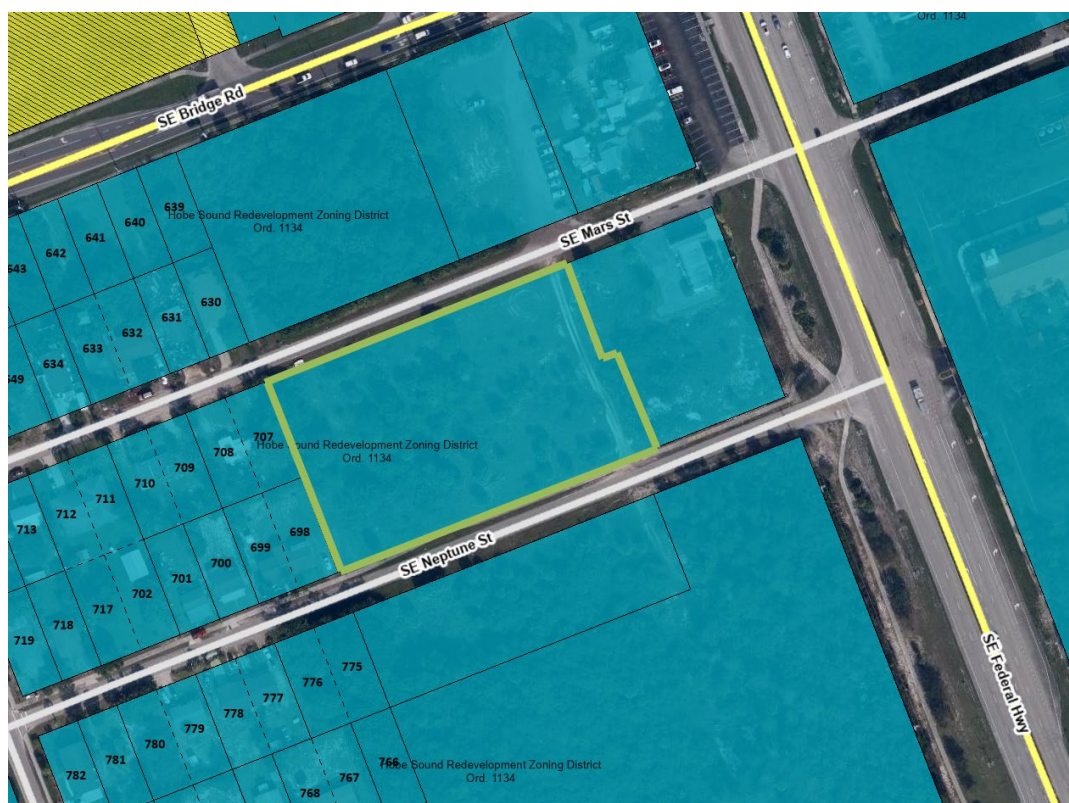
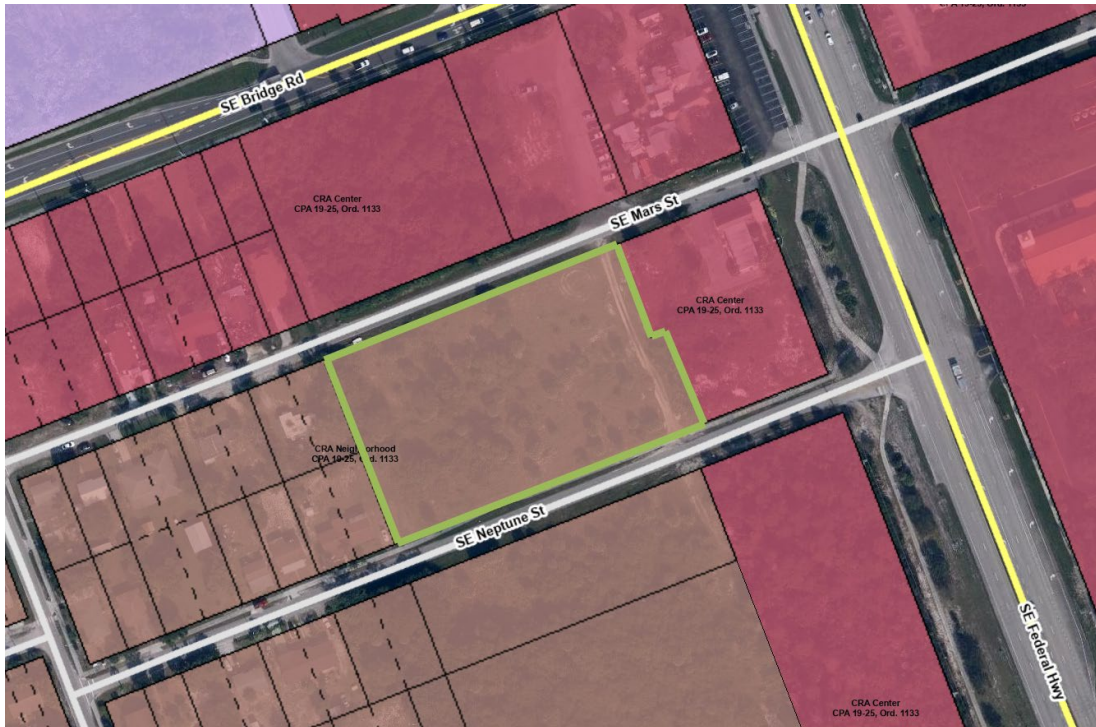


Figure 3
CRA Subdistrict



Figure 4
Future Land Use Map



F. Determination of compliance with Comprehensive Growth Management Plan requirements - Growth Management Department

Unresolved Issues:

Item #1:

General Compliance

This application cannot be deemed to be in compliance with the Martin County Comprehensive Growth Management Plan (CGMP) until the issues identified in this report have been satisfactorily resolved. MARTIN COUNTY, FLA., CGMP POLICY 4.1A.1. (2019).

G. Determination of compliance with land use, site design standards, zoning, and procedural requirements - Growth Management Department

Unresolved Issues:

Item #1:

General

1. The legal description provided, the legal description with the unity of title, and on the site plan mentions a 50 foot easement which is different from the legal description provided on the survey (no 50 foot easement mentioned). Please update as necessary.
2. See comment relating to Disclosure of Interest Affidavit in Section S of this report.
3. The narrative references the general subdistrict, please revise to reflect “multifamily” subdistrict.

Item #2:

Site Plan Data

1. All data appears to be based on future platting, please confirm this is accurate.
2. The density data references Policy 18.4E.3 and Section 12.1.04.3e, however, this policy and section do not appear to apply to this project. Please remove reference if not applicable.
3. Please provide the range of proposed front build-to-zone (11'-21').
4. The required frontage buildout percentage for an 80' lot (minus 5' side at property line setback, therefore measured off of 70') is 42'. The building is within the front build to zone, and a 70' frontage is provided. 100% frontage buildout is provided. Data can be updated to reference the buildings meeting 100% of the buildout frontage percentage.
5. The side at property line setback is based on individual lots. Please revise data.
6. The side setback for parking for duplexes is to the garages. Please revise data for parking setback to be measured from individual platted lines. The minimum side setback is 5' which is being met.
7. Height is measured to the mean of the eaves and ridge of a pitched roof. Please update based on architectural plans revised height measurement.

Lot Typical Data:

8. It appears that the open space attributed towards all the lots (21%) may be incorrect. Please confirm open space on individual lots.
9. As the lots has open space requirements that contribute to the overall 30% minimum requirement, please provide minimum lot open space or maximum lot coverage (including pool and patio areas) with the lot typical. This will impact the size of the pools on each lot.
 - a. The size of a swimming pool or other recreational facility on a residential lot shall be restricted by the minimum open space standards of the Subdistrict.
10. Provide pool setbacks. The requirements for pool setbacks are five feet side yard and rear yard setback.
11. Provide setbacks for ACs for future permit review.
12. Provided lot building coverage appears to be 52.47% (based on lot size of 9,600 sf and a structure footprint of 5,030 sf), but the typical lot data states 42%. Please clarify.
13. Height is measured to the average between eaves and ridge of a hip or gable roof. Please update.

Item #3:

Site Graphics

1. Show proposed lot lines on SP-1.
2. Please consider lighting along public sidewalk.
3. Provide open space exhibit on sheet SP-2.
4. Remove drainage pipe outlines from site plan.
5. Include height for lift station fence. Please relocate fence and gate to align with unit 8A if a fence taller than 4' is proposed.
6. Please clarify the height of the fence at the sidewalk at the edge of pond 1. 12" of open space must be left between the sidewalk and fences. 12.1.10.2.b. The fence in this location between the front of unit 5B and the sidewalk cannot exceed 4'.
 - a. Chain link fences are permitted only in rear yards, and in side yards behind the façade of a building. Chain link fences must have vegetative screening where visible from a street or public park.

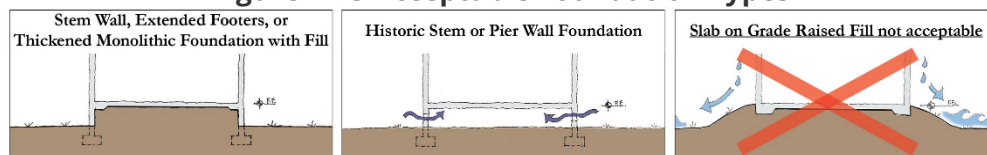
- b. Site plan is showing this as a retaining wall, the construction plans show a gate

Item #4:

Architectural

1. When residential use is proposed on the first floor of a building, elevation of the first floor at least twenty-one inches above the finished grade as measured along the front building line is required. The requirement does not apply to garages or accessory structures. Please provide dimensions to indicate compliance.
2. Please make the title of the architectural plans consistent with the other plans.
3. Height is measured to the mean of the eaves and ridge of a pitched roof. Please add dimension.
4. *Finished floor elevations of residential development.* When residential use is proposed on the first floor of a building, elevation of the first floor at least twenty-one inches above the finished grade as measured along the front building line is required. The requirement does not apply to garages or accessory structures.
 - a. Demonstrate compliance. It appears this is not being met.
5. *Foundation types.* When any building is required to be raised above existing or natural grade, a foundation type as shown in Figure 12-5 or a similar foundation type shall be provided. Raised fill outside the building footprint is not a permitted means of raising structures within the Redevelopment Zoning Districts.
 - a. This requirement was included in the pre application meeting memo. Please indicate compliance with this requirement.

Figure 12-5 Acceptable Foundation Types



Item #5

Landscape

1. *Improvements To Existing Streets.* The planting of new shade trees shall be required for project approval and shall be coordinated with existing or future CRA and County streetscape improvements.

Item #6

Plan Consistency

1. Please revise title of construction plans to reflect duplexes rather than townhomes. The site isn't on US highway 1, please revise title.
2. Please update future land use and setbacks on construction cover page to match site plan data.
3. The area calculations on the construction plan cover sheet does not match the site data (e.g. buildings stated to be 4,936 sf on construction plans, 5,030 sf on site plan)
4. AC units shown different location on construction plans than on site plan.
5. Section A-A on sheet C-3.0 shows an aluminum fence. A fence is not shown on the site plan at this location. Please clarify. If the aluminum fence continues along the side of the property, it can only be 4' in the section between the front of the building and the street and end 12" before the sidewalk.

**Additional Information:
Information #1**

No land clearing is authorized prior to the pre-construction meeting for the project. Authorization for clearing to install erosion control devices and preserve barricades will be granted at the pre-construction meeting. No additional land clearing shall commence until a satisfactory inspection of the required control structures and barricades has been obtained. Authorization for the relocation of gopher tortoises within the development, as provided for by applicable state agency permits may be granted by the Growth Management Department. MARTIN COUNTY, FLA., LDR SECTION 10.14.C. (2019)

H. Determination of compliance with the urban design and community redevelopment requirements – Community Development Department

Commercial Design

N/A - Staff review for compliance requirements associated with this area of regulations is not applicable to this project as currently proposed.

Community Redevelopment Area

Findings of Compliance:

Staff has reviewed this application and finds it in compliance as detailed within this report

I. Determination of compliance with the property management requirements – Engineering Department

Unresolved Issues:

It has been determined that the Applicant is required to provide a 10' Drainage, Access and Maintenance Easement over proposed pipe between 2 streets (North and East side) and over the 6' sidewalk. A 10' Drainage and Maintenance Easement is required over the pipe running north on the west side of the property. The following is a list of the required due diligence materials:

TITLE COMMITMENT

1. Original Title Commitment for the proposed dedication site(s).
2. The Proposed Insured is: Martin County, a political subdivision of the State of Florida
3. The Insurable Amount is subject to approval by the Real Property Division.
4. Legible copies of all documents listed on the Title Commitment as B-II Exceptions must be provided with the Title Commitment.

SURVEY – SKETCH AND LEGAL DESCRIPTION

1. Two (2) original signed and sealed Surveys of the dedication site (s).
2. The Survey must be certified to Martin County, a political subdivision of the State of Florida and to the Title Company.
3. The Survey must be prepared with the benefit of the Title Commitment and include the Commitment Number, Name of the Title Company and Date and Time of the Commitment.

4. Parcel ID number(s) must be included.

5. All title exceptions that can be plotted must be shown on the Survey.

6. The legal description for the dedication site(s) on the Survey must match the legal description on the proposed Plat or Planned Unit Development (PUD), if applicable.

7. Two (2) original 8 ½" by 11" signed and sealed Sketch and Legal Descriptions of the dedication site(s) must be provided.

J. Determination of compliance with environmental and landscaping requirements - Growth Management Department

Environmental

Unresolved Issues:

Item#1: Environmental Assessment (EA)

Please update the EA by providing the following information on listed plant and animal species:

A list of rare, endangered, threatened or species of special concern, both flora and fauna, with the potential to be found on site. Please reference both the state and federal lists, including the FDACS plant atlas list. The IPAC report and FNAI listed species finder report can also be used as a reference when creating a list specific to this property and associated vegetative communities. Describe any critical habitat found on site for protected species.

A field survey and map shall be made showing the areas of the site surveyed for listed species. Surveys shall be performed and certified as utilizing appropriate referenced survey methodologies established by the listing agencies. In addition to listed fauna, the survey shall locate specific species of rare, endangered, threatened or unique plants of limited range that have been found (e.g. four-petal paw paw in Jensen Beach sand pine scrub) so that they can be included in preserve areas.

Please have your environmental consultant contact the environmental staff identified in this report to schedule a site visit of your project or to provide for site access to corroborate the information provided in the environmental assessment.

Landscape

Unresolved Issues:

The Growth Management Department Environmental Division staff has reviewed the application and finds it **generally** in compliance with the applicable Land Development Regulations Article 12, Division 5 – Section 12.5.09 – Hobe Sound Community Redevelopment Area. [2022]. The applicant has proposed construction of a subdivision consisting of 8 duplexes.

The applicant has submitted landscape plans that provide for planting 34 trees to document compliance with Section 12.5.09 (4), Land Development Regulations, Martin County, Fla. (2004). Pursuant to this regulation a minimum of 1 tree shall be established for each 3000 sq. ft. of the total development area. The total site is 93,805 sq. ft. which requires the planting of 31 trees.

Note: While this submittal is in compliance with CRA Code requirements, there are several modifications that need to be included with submittal of final plans to correct minor errors and to allow staff to sign off with a comply recommendation.

- Landscape Data Table identifies the proposed trees to be provided as including 26 trees and 5 palms. There are no palms proposed with this project. Revise this line to indicate installation of 34 trees.
- Cited Landscape Notes should not include #'s 10-12 which are not applicable in this CRA and should be removed from this note section.
- In addition, the following notes need to be added to the plans.

"All prohibited species shall be removed from the entire site prior to the issuance of a certificate of occupancy."
(Section 4.664, LDR)

Maintenance of required landscaping.

1. Required landscaping shall be maintained so as to at all times present a healthy, neat and orderly appearance, free of refuse and debris. If vegetation which is required to be planted dies it shall be replaced with equivalent vegetation. All trees for which credit was awarded and which subsequently die, shall be replaced by the requisite number of living trees according to the standards established in the Martin County Landscape Code.
2. All landscaping shall be maintained free from disease, pests, weeds and litter. Maintenance shall include weeding, watering, fertilizing, pruning, mowing, edging, mulching or other maintenance, as needed and in accordance with acceptable horticultural practices. Perpetual maintenance shall be provided to prohibit the reestablishment of harmful exotic species within landscaping and preservation areas.
3. Regular landscape maintenance shall be provided for repair or replacement, where necessary, of any screening or buffering required as shown on this plan. Regular landscape maintenance shall be provided for the repair or replacement of required walls, fences or structures to a structurally sound condition as shown on this plan.

K. Determination of compliance with transportation requirements - Engineering Department

CRA's are designated Transportation Concurrency Exception Areas (TCEA). Development within the TCEAs shall be exempt from the County's transportation concurrency requirement. [Martin County Comprehensive Growth Management Plan, Policy 18.4D.1. (2018)]

L. Determination of compliance with county surveyor - Engineering Department

N/A - Staff review for compliance requirements associated with this area of regulations is not applicable to this project as currently proposed.

M. Determination of compliance with engineering, storm water and flood management requirements - Engineering Services Department

Unresolved Issues:

Division 8: Excavating, Filling, and Mining

1. If Dewatering is necessary, please provide the Dewatering Plan (4.343.D).
2. Provide the details regarding Swale in Construction Plans (4.347.A.5).

Division 9: Stormwater Management

1. Please provide the Design Certification language within the stormwater management report. (4.384.A.2).
2. Please provide a written narrative which describes the perimeter conditions along each side of the project with statements about the presence or absence of on or off-site flows (1.4.A)
3. Revise the plan view to identify the location of the proposed aluminum fence the location of the retaining wall with the aluminum handrail.
4. Revise plan view to include size (in acres) of proposed retention area.
5. Provide detailed description with measures for detention, retention and infiltration (4.384.A.3.c, 1.4A, and 1.4B)
6. Provide detailed analysis of surface and ground water levels, site soil storage, and proposed changes (1.4.B.f.(5))
7. The Water table was not determined and the reason for performing borings tests only up to 10 feet was unclear.
8. Provide the areas of site to be constructed and reserved for soil percolation (4.384.A.3.c.(3))
9. Please provide the timing of discharges to preclude any off-site impact for any storm event. (4.385.B.4, 4.385.D.1, and 4.385.D.3)
10. Provide water quality criteria for the Site (4.385.F.4)
11. Provide additional information documenting how perimeter containment will be met. Proposed grades are shown along the parcel perimeter but no leaders are shown. Provide clarification to the location of the proposed elevations.
12. Provide a detail or note as to how the roof drainage is being collected into on-site stormwater management system.
13. Provide a 10-foot easement over side lot swales.

Division 10: Flood Protection

1. Revise narrative of the stormwater management report to include discussion as to whether this parcel is within a Special Flood Hazard Area with a base flood elevation.
2. Demonstrate that the minimum finished floor elevation is above the 100-year, 3-day zero discharge storm event (percolation may not be utilized in this calculation). Finished floor elevation must also be 21-inches above adjacent finished grade.

Division 19: Roadway Design

1. Provide proposed sidewalk slopes demonstrating a 2% cross slope and 5% running slope are not exceeded.
2. Change HP pipe to RCP within ROW.
3. In addition to Final Site Plan approval, a Right of Way Use Permit Application will be required for this proposed development prior to scheduling a pre-construction meeting. It is recommended that the applicant submit the required Right of Way Use Permit Application at their earliest convenience, as it can be reviewed concurrently. Please contact pwdpermits@martin.fl.us with any questions regarding the right-of-way use permit application process. The application can be found at: <https://www.martin.fl.us/martin-county-services/right-way-use-permit-application>.

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

1. Provide easement over proposed pipe between 2 streets. (east and west side) and Drainage, Access Maintenance Easement over pipes.
2. Provide access easement over sidewalk.
3. The configuration of the individual lots/tracts/easements is unclear and insufficient for the review and approval of an eventual plat. Provide bearings and distances along each of the proposed lot/tract/easement lines within the boundary of the Final Site Plan. This shall be shown on the Final Site Plan and the Horizontal Control Sheet of the Construction Plans

Development Order Conditions:

1. The Owner is not authorized to haul fill off the site and must coordinate with the County Engineer regarding the routes and timing of any fill to be hauled to the site. The Owner must comply with all County excavation and fill regulations.

N. Determination of compliance with addressing and electronic file submittal requirements – Growth Management and Information Technology Departments

Addressing

Findings of Compliance:

The application has been reviewed for compliance with Division 17, Addressing, of the Martin County Land Development Regulations. Staff finds that the proposed site plan / plat complies with applicable addressing regulations. All street names are in compliance. They meet all street naming regulations in Article 4, Division 17, Land Development Regulations. Martin County, Fla. (2023).

Electronic File Submittal

Findings of Compliance:

Both AutoCAD dwg file of the site plan and boundary survey were received and found to be in compliance with Section 10.2.B.2., Land Development Regulations, Martin County, Fla. (2023).

O. Determination of compliance with utilities requirements - Utilities Department

Water and Wastewater

Findings of Compliance:

This development application has been reviewed for compliance with applicable statutes and ordinances and the reviewer finds it in compliance with Martin County's requirements for water and wastewater level of service. [Martin County, Fla., LDR, Article 4, Division 6 and 7, (2016)]

Wellfield and Groundwater Protection

Findings of Compliance:

The application has been reviewed for compliance under the Wellfield Protection Program. The reviewer finds the application in compliance with the Wellfield Protection and Groundwater Protection Ordinances. [Martin County, Fla., LDR, Article 4, Division 5] (2016)

P. Determination of compliance with fire prevention and emergency management requirements – Fire Rescue Department

Fire Prevention

Finding of Compliance

The Fire Prevention Division finds this submittal to be in compliance with the applicable provisions governing construction and life safety standards of the Florida Fire Prevention Code. This occupancy shall comply with all applicable provisions of governing codes whether implied or not in this review, in addition to all previous requirements of prior reviews.

Please provide an additional fire hydrant on Neptune St.

Emergency Preparedness

N/A - Staff review for compliance requirements associated with this area of regulations is not applicable to this project as currently proposed.

Q. Determination of compliance with Americans with Disability Act (ADA) requirements - General Services Department

Unresolved Issues:

1. Provide proposed sidewalk slopes demonstrating a 2% cross slope and 5% running slope are not exceeded.

R. Determination of compliance with Martin County Health Department and Martin County School Board

Martin County Health Department

The applicant has indicated that the proposed final site plan contains no onsite potable wells or septic disposal systems. Therefore, the Department of Health was not required to review this application for consistency with the Martin County Code requirements within the Land Development Regulations or Comprehensive Growth Management Plan. MARTIN COUNTY, FLA., LDR SECTION 10.1.E. (2019)

Martin County School Board

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THE SCHOOL BOARD OF MARTIN COUNTY, FLORIDA*Facilities Department*

District Office, 1939 SE Federal Highway, Stuart, FL 34994 • Telephone (772) 219-1200 ex.30131

**Martin County School District General School Capacity Analysis**

This general analysis is completed to meet the development review policies specified in Section 6.2.6 of the Martin County, City of Stuart, and Martin County School Board Interlocal Agreement for School Facilities Siting and Planning, and Section 17.7 Public School Facilities Element of the Martin County Comprehensive Plan.

Applicant: Palm Beach Capital Consultant, LLC. – Matt Basaraba
Project Name: Hobe Sound Duplex H094-012
Parcel # - PCN: 34-38-42-000-195-00080-2
Date: 09/07/2023
Request: Request for a General School Capacity Analysis for Hobe Sound Duplex H094-012, 16-unit community on 2.14 acres over a 2 year period, located on SE Federal Hwy. & SE Neptune St.

Student Generation Calculation:

Residential Units (2 yrs.)	16
Current Student Generation Rate	.1987
Elementary 61%	2
Middle 22%	1
High 17%	1
Total Forecasted Students	4

School Zone Enrollment & Permanent Capacity:

Enrollment Numbers below reported from FOCUS, Projections through School District CIP Application

CSA	2022-2023 (as of 2/10/23) Enrollment	2024-2025 COFTE Projected Enrollment	2024-2025 LOS Concurrency Capacity
South Zone –Hobe Sound Elementary School	466	439	828
South Zone –Murray Middle School	616	608	1202
South Zone – South Fork High School	1766	1781	2114

THE SCHOOL BOARD OF MARTIN COUNTY, FLORIDA

Facilities Department

District Office, 1939 SE Federal Highway, Stuart, FL 34994 • Telephone (772) 219-1200 ex.30131



Comments: This General School Capacity Analysis shall be used in the evaluation of a development proposal but shall not provide a guarantee that the students from the above- referenced project will be assigned to attend the particular school(s) listed. The analysis indicates the elementary, middle and high school enrollment is projected to meet the Concurrency (LOS) Level of Service capacity.

A School Concurrency Review is completed for Final Site Plan applications that include residential units.

Facilities Department
Martin County School District
1939 SE Federal Highway
Stuart, Florida 34994
Ph. 772.219.1200 Ext 30131

S. Determination of compliance with legal requirements - County Attorney's Office

Review Ongoing

Unresolved Issues:

1. List all of the members of the Weiner Family Limited Partnership on the Disclosure of Interest Affidavit.

T. Determination of compliance with the adequate public facilities requirements - responsible departments

The following is a summary of the review for compliance with the standards contained in Section 5.32.D., LDR, Martin County, Fla. (2016), for a Certificate of Adequate Public Facilities Reservation.

Potable water facilities

Service provider – South Martin Regional

Utilities

Findings – Pending Evaluation

Source - Utilities and Solid Waste Department

Reference - see Section O of this staff report

Sanitary sewer facilities

Service provider – South martin Regional

Utilities

Findings – Pending Evaluation

Source - Utilities and Solid Waste Department

Reference - see Section O of this staff report

Solid waste facilities

Findings – In Place

Source - Growth Management Department

Stormwater management facilities

Findings – Pending Evaluation

Source - Engineering Department

Reference - see Section M of this staff report

Community park facilities

Findings – N/A

Source - Growth Management Department

Roads facilities

Findings – Positive Evaluation

Source - Engineering Department

Reference - see Section K of this staff report

Public safety facilities

Findings – Positive Evaluation

Source - Growth Management Department

Reference - see Section P of this staff report

Public school facilitiesFindings – Positive Evaluation

Source - Growth Management Department

Reference - see Section R of this staff report

A timetable for completion consistent with the valid duration of the development is to be included in the Certificate of Public Facilities Reservation. The development encompassed by Reservation Certificate must be completed within the timetable specified for the type of development.

U. Post-approval requirements

After approval of the development order, the applicant will receive a letter and a Post Approval Requirements List that identifies the documents and fees required. Approval of the development order is conditioned upon the applicant's submittal of all required documents, executed where appropriate, to the Growth Management Department (GMD), including unpaid fees, within sixty (60) days of the final action granting approval.

Please submit all of the following items in a single hard copy packet and in electronic pdf format (on disk or flash drive) with the documents arranged in the order shown in the list below. The 24" x 36" plans should be submitted rolled and in separate sets as itemized below.

Item	Description	Requirement
1.	Response to Post Approval Requirements List	The applicant will submit a response memo addressing the items on the Post Approval Requirements List.
2.	Post Approval Fees	The applicant is required to pay all remaining fees when submitting the post approval packet. If an extension is granted, the fees must be paid within 60 days from the date of the development order. Checks should be made payable to Martin County Board of County Commissioners.
3.	Recording Costs	The applicant is responsible for all recording costs. The Growth Management Department will calculate the recording costs and contact the applicant with the payment amount required. Checks should be made payable to the Martin County Clerk of Court.

Item	Description	Requirement
4.	Warranty Deed	One (1) copy of the recorded warranty deed if a property title transfer has occurred since the site plan approval. If there has not been a property title transfer since the approval, provide a letter stating that no title transfer has occurred.
5.	Unity of Title	Original and one (1) copy of the current Unity of Title in standard County format if a property title transfer has occurred since the site plan approval. If there has not been a property title transfer since the approval, provide a letter stating so that no transfer has occurred.
6.	Construction Plans	One (1) 24" x 36" copy of the approved construction plans signed and sealed by the Engineer of Record licensed in the State of Florida. Rolled
7.	Approved Final Site Plan	One (1) copy 24" x 36" of the approved final site plan.
8.	Approved Landscape Plan	One (1) 24" x 36" copy of the approved landscape plan signed and sealed by a landscape architect licensed in the State of Florida.
9.	Approved Building Elevations	One (1) 24" x 36" paper copy of the approved building elevations.
10.	Digital Copy of Site Plan	One (1) digital copy of site plan in AutoCAD 2010 – 2014 drawing format (.dwg). The digital version of the site plan must match the hardcopy version as submitted.
11.	Construction Schedule	Original of the construction schedule.
12.	Engineer's Opinion of Probable Cost	Two (2) originals of the Engineer's Opinion of Probable Cost, on the County format, which is available on the Martin County website, signed and sealed by the Engineer of Record licensed in the State of Florida shall be submitted as part of the post-approval process in accordance with Section 10.11, Land Development Regulations, Martin County, Florida.
13.	Evidence of Easements	One (1) copy of documents verifying that the right-of-way, property, or easements have been accepted by the Board of County Commissioners and recorded in the public records of Martin County, Florida shall be submitted as part of the post-approval process in accordance with Section 10.11, Land Development Regulations, Martin County, Florida.
14.	Engineer's Design Certification	Original of the Engineer's Design Certification, on the County format which is available on the Martin County website, signed and sealed by the Engineer of Record licensed in the State of Florida.
15.	Flash/Thumb Drive	One (1) blank flash/ thumb drive for digital file recording.

V. Local, State, and Federal Permits

Approval of the development order is conditioned upon the applicant's submittal of all required applicable Local, State, and Federal Permits, to Martin County prior to scheduling the pre-construction meeting.

W. Fees

Public advertising fees for the development order will be determined and billed subsequent to the public hearing. Fees for this application are calculated as follows:

<i>Fee type:</i>	<i>Fee amount:</i>	<i>Fee payment:</i>	<i>Balance:</i>
Application review fees:	\$8,750.00	\$8,750.00	\$0.00
Inspection Fees:	\$4,160.00		\$4,160.00
Advertising fees*:	TBD		
Recording fees**:	TBD		
Impact fees***	TBD		

* Advertising fees will be determined once the ads have been placed and billed to the County.

** Recording fees will be identified on the post approval checklist.

*** Impact fees to be paid at time of building permit issuance.

X. General application information

Applicant/Owner: Palm Beach Capital Consultants, LLC
9508 Windy Ridge Rd.
Windermere, FL 34786

Agent: HJA Design Studio, LLC
50 SE Ocean Blvd., Suite 101
Stuart, FL 34994

Engineer of Record: Alliant Engineering, Inc.,
Joe Schofield
10475 Fortune Parkway, Ste 101
Jacksonville, FL, 32256
904-256-4866, jschofield@alliant-inc.com

Y. Acronyms

ADA.....Americans with Disability Act
AHJ.....Authority Having Jurisdiction
ARDP.....Active Residential Development Preference

BCC..... Board of County Commissioners
CGMP Comprehensive Growth Management Plan
CIE Capital Improvements Element
CIP Capital Improvements Plan
FACBC Florida Accessibility Code for Building Construction
FDEP..... Florida Department of Environmental Protection
FDOT Florida Department of Transportation
LDR..... Land Development Regulations
LPA Local Planning Agency
MCC..... Martin County Code
MCHD..... Martin County Health Department
NFPA National Fire Protection Association
SFWMD South Florida Water Management District
W/WWSA.... Water/Waste Water Service Agreement

Z. Attachments