Martin County, Florida Growth Management Department
Development Review Division
2401 South East Monterey Road, Stuart, FL 34996
772-288-5495 www.martin.fl.us

Mining Operation 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 Section 10.2.B., the disclosure of ownership interests described in 10.5.D.1, and the completeness review fee.

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.

Upon submittal of the hard copy for both completeness and full submittals/resubmittals, staff will provide the agent listed on the application with a project specific link to a Sharebase folder where the agent can upload the digital plans and documents. 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.

In addition to the plans and documents, 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.

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 such 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 the history of the property/project, the type of development being proposed, the location and size of the subject property, current zoning and future land use, request for zoning and future land use, preserve and landscape areas. If the application is for an amendment, outline the major changes being requested.
5. **Power of Attorney:** A notarized power of attorney authorizing an agent to act on the owner's behalf.
6. **Disclosure of Interest Affidavit:** Provide a completed financial disclosure of interest affidavit form pursuant to Sec. 10.5.D.1. Disclosure of Interest Affidavit
7. **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
8. **Recorded Deed:** A copy of the recorded deed(s) for the subject property.
9. **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.
10. **Legal Description:** Full legal description including parcel control number(s) and total acreage; **the parcel must not be smaller than one hundred (100) acres**.
11. **Site Location Map:** Include all adjacent and internal roadways, surrounding properties and a clear site boundary.
12. **Real Property Interest (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.
13. **Excavating, Filling, And Hauling:** Engineer's Opinion of Probable Excavating, Filling, and Hauling form 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. Excavating, Filling, and Hauling

☐ **14. Stormwater Report or Calculations:** A report whose cover and table of contents are signed and sealed by a Professional Engineer licensed in the state of Florida that clearly demonstrates compliance with Article 4, Division 9, Martin County Land Development Regulations and its referenced Stormwater Management and Flood Protection Standards for Design and Review including the measures for the detention, retention, or infiltration of stormwater, the maintenance of stormwater quality, or protection from flood damage.

☐ **15. Stormwater Maintenance Plan:** Stormwater maintenance plan shall be included pursuant to Section 4.386, Land Development Regulations, Martin County.

☐ **16. Geotechnical Report:** A report that is signed and sealed by a Professional Engineer or Professional Geologist licensed in the State of Florida that clearly demonstrates compliance with Article 4, Division 8, Martin County Land Development Regulations, including the sampling, lithologic descriptions, sieve analysis, and water quality.

☐ **17. 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).

☐ **18. 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).

☐ **19. Proposed Water Sources:** The proposed potable and irrigation water sources, including any proposed use of wells and septic systems.

Required Plans

☐ **20. Previously Approved Site Plans:** Two hard copies of any previously approved site plans.

☐ **21. Site Plan:** Hard and digital copies (DWG files) of the proposed master and/or 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.

☐ **22. Boundary Survey:** 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.

☐ **23. 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.

☐ **24. 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.

☐ **25. Landscape Plans:** As prepared by a licensed landscape architect.

☐ **26. 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.

- **Prior to finalizing the sign, a sign-proof must be provided to the project coordinator for approval** to ensure additional project information is not necessary.
- Upon installation of the sign, the applicant must 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 10.6E., during the public hearing. The certified list of property owners shall not be submitted during the public hearing.

Resources: **Martin County Development Review Webpage**