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

Pre-Application Meeting Request Process FAQs

A Pre-Application meeting request is an application process through the Growth Management Department. Pre application meetings are held during the Joint Meeting Workshop on Thursday mornings.

Upon submittal of the hard copy application, staff will contact the agent listed on the application with a Sharebase folder link for the agent to upload the digital plans and documents. Please be sure to upload a correctly bookmarked PDF.

Growth Management does not have a full online application submittal process. The Affidavit of Digital Submission refers to the electronic versions that are submitted through the Sharebase link.

Once Growth Management staff receive and process the complete application packet, a fee receipt will be sent via e-mail.

A project coordinator will then be assigned to the project. At that time, the pre app discussion will be scheduled for an internal staff meeting on a Thursday afternoon approximately 2-2½ weeks after the coordinator receives the submittal. The project coordinator will reach out to the agent listed on the application to schedule a Thursday morning joint meeting. This joint meeting will be approximately 3-3½ weeks after the coordinator receives the submittal.

Helpful Links:

Pre-Application Checklist

use the links on the checklist to supply the additional forms required

Application

use the “type of application” dropdown box to select Pre-Application

Fee Schedule

There are 2 fee options Non-PUD and PUD, please submit the appropriate fee amount made out to Martin County BOCC

Please hand deliver or mail the complete hard copy, including a submittal fee check, to:

Martin County BOCC
Growth Management Department
2401 SE Monterey Rd.
Stuart, FL 34996