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

Pre-Application Request Checklist

Required Format

Submit only one paper (8 ½ x 11- inch for documents and minimum 11 x 17-inch for plans.

Upon receipt of the paper copy, 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.

FEE: IPre-Application fees are based on whether a Planned Unit Development (PUD) review will be required. Please view the fees located at the link below. Checks are made payable to the Martin County Board of County Commissioners. Development Review Fee Schedule

Required Documents

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.

Note that some items are only applicable for Final Site Plan Review and some only for Master Site Plan Review. **If not indicated, the item is applicable for all submittals.**

☐ **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 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, square footage (non-residential), and/or number of residential units, and proposed density. If the application is for an amendment, outline the major changes being requested. Include a request specifying a request for a Certificate of Public Facilities Exemption (5.32.B.), an Affidavit Deferring Public Facilities Reservation (5.32.C.) or a request for a Certificate of Public Facilities Reservation (5.32.D.).

☐ **5. Recorded Deed:** A copy of the recorded deed(s) for the subject property.

☐ **6. Site Location Map:** Include all adjacent and internal roadways, surrounding properties and a clear site boundary.

☐ **7. 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.)

REQUIRED PLANS

☐ **8. Previously Approved Site Plans (Optional):** Copies of any previously approved site plans.

☐ **9. Site Plan (Optional, Highly Recommended):** 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.

☐ **10. Boundary Survey:** Hard copy and DWG file of a 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.

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. The applicant shall 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 10.6.E., during the public hearing. The certified list of property owners shall not be submitted during the public hearing.

Resources: **Martin County Development Review Webpage**