Road Opening Permit
Submittal Checklist & Requirements

Martin County Public Works Department
2401 SE Monterey Road, Stuart, Florida 34996
Telephone: (772) 288-5927

pwdpermits@martin.fl.us

Permit Submittal Checklist

Please contact the Public Works Department to schedule a pre-application meeting before submitting a Road Opening Permit Application.

☐ **Completed Application**

☐ **Fees ROW w Dedication: $4,300 (Application Fee: $3,050 and Compliance Fee: $1,250)**

- Make check payable to the Martin County Board of County Commissioners

☐ **Fees ROW w/o Dedication: $3,600 (Application Fee: $2,350 and Compliance Fee: $1,250)**

- Make check payable to the Martin County Board of County Commissioners

☐ **Letter of Intent**

- Explain the purpose of opening the road.
- Road Maintenance Intent (County or Private)

☐ **Construction Plans:** Signed and Sealed by a Professional Engineer licensed in the State of Florida, or a Professional Surveyor and Mapper licensed in the State of Florida.
Submit one set of plans unless a returned approved set is needed, then submit two sets of plans.

☐ **Environmental Assessment (EA):** As prepared by a qualified environmental professional to identify wetlands or listed species within the area to be developed.

☐ **Storm water Management Report:** Signed and Sealed by a Professional Engineer Licensed in the State of Florida.

☐ **Maintenance of Traffic Plans (if applicable)**

- FDOT Standard Plans, or
- Site-specific plans designed by a certified Advanced Temporary Traffic Control Provider.

☐ **Boundary and Topographic Survey:** Signed and Sealed by a Professional Surveyor and Mapper licensed in the State of Florida.

☐ **Engineer's Opinion of Probable Cost:** Signed and Sealed by a Professional Engineer licensed in the State of Florida.

☐ **Copies of all required Federal & State Permits must be provided before scheduling the preconstruction meeting:**

- SFWMD, FDOT, FDEP, etc.

Permit Application Requirements / Procedures

1. Road Eligibility (Pre-Application Meeting)

- Provide permit application, conceptual roadway plan, and letter of intent for the proposed roadway.

2. Application Submittal:

- Provide a complete application that demonstrates compliance with Roadway Design Standards, Article 4, Division 19, Martin County Land Development Regulations, and the requirements of Streets, Roads, and Bridges, Martin County Code of Ordinances, Chapter 155.
- Provide a reasonable timetable for the proposed work.
- A Maintenance Agreement may be required as determined during plan review.
- Environmental Assessment (EA) to include:
  o A timely survey provided within 90 days of site evaluation.
  o Identify any wetlands within the ROW to be developed.
  o Identify any listed species [e.g., gopher tortoise (GT)] within ROW area to be developed.

3. Post Approval : Application is Complete / Construction Begins

- The applicant must provide a security in the form of a performance bond, letter of credit, or cash, equivalent to 110% of the Engineer's Opinion of Probable Cost.
- A pre-construction meeting must be scheduled before construction begins. The permit will be issued at this meeting. Attendees should include a Martin County Public Works Inspector, the Engineer of Record, the Contractor, and any other required parties.
- Wetland mitigation documentation/agency permits (if applicable).
- Provide GT relocation permit and after-action report or updated GT survey, prior to construction (if applicable).

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- Provide GT relocation permit and after-action report or updated GT survey, prior to construction (if applicable).

4. Post Construction: Engineer's Certification / Final Inspection

- The Engineer of Record must submit a Final Certification Package that includes the Engineer's Certification of Construction Completion, As-Builts, Density Test Reports, Survey/Site Plan, and a request for final inspection. Provide one hard copy and one digital copy in .pdf format of all documents, along with CAD files. All documentation must be signed and sealed.
- Once the final inspection has passed, the Engineer of Record may request a 90% security reduction for the maintenance period. The security shall be held for 12 months but shall not expire any sooner than 15 months from the date of the Final Acceptance Inspection.
- Upon acceptance by the County Engineer, the road will be added to the County's road inventory as an open road.

5. Maintenance Period Completion and Road Acceptance into County Road Inventory

- When the maintenance period has ended, the Engineer of Record must request the release of the remaining 10% Maintenance Security.
- A security release inspection will be scheduled, and any discrepancies resolved. Once the inspection has passed, the remaining security will be released.
- The County Engineer will request the Board of County Commissioners adopt a resolution acknowledging the roads that were opened by recorded plat or road opening permits on or before June 30 and December 31 of each year. The resolution will include the road name,classification, length, limits, pavement width, material, storm water management technique, road right-of-way width, sidewalk width and location, maintenance responsibility, and other factors that the County Engineer feels suitable for the road inventory.