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

Administrative Amendment Checklist

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 (not rolled) 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

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. 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 Section 10.5.D.1. Disclosure of Interest Affidavit

- [ ] **7. Recorded Deed:** A copy of the recorded deed(s) for the subject property.

- [ ] **8. 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.

- [ ] **9. Legal Description:** Full legal description including parcel control number(s) and total acreage.

- [ ] **10. Site Location Map:** Include all adjacent and internal roadways, surrounding properties and a clear site boundary.

☐ **11. Alternative Compliance (If Applicable):** A commercial design, Article 12 or landscaping alternative compliance request justification statement that identifies modifications to the code and the alternative provisions offered, if applicable. CRA Submittal Guidelines

☐ **12. Evacuation Plan:** If the property is located within Hurricane Surge Zone the application must include an emergency evacuation plan approved by the Emergency Management Division of the Public Safety Department. The document must include the information contained within the Evacuation Plan Requirements.
Hurricane Surge Map Evacuation Plan Requirements

☐ **13. Wildfire Risk Scoresheet (Residential Only):** For residential development adjacent to existing preservation areas (e.g., State Park) or proposed preserve areas (on-site PAMP), a completed scoresheet shall be included. Florida Wildfire Risk Assessment Scoresheet

☐ **14. Excavation Fill and Hauling:** Engineer's Opinion of Probable Excavation, Fill and Hauling 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. Excavation Fill and Hauling

☐ **15. Stormwater Report or Calculations (Final Site Plan Only):** Stormwater management report that is originally signed and sealed (electronic signature not accepted). The report cover sheet and index sheet shall be signed and sealed; the report must clearly demonstrate compliance with Article 4, Division 9, Section 4.383, Martin County Land Development Regulations and its referenced Stormwater Management and Flood Protection Standards for Design and Review.

☐ **16. Stormwater Maintenance Plan (Final Site Plan Review):** Stormwater maintenance plan shall be included pursuant to Section 4.386, Land Development Regulations, Martin County.

☐ **17. Traffic Impact Analysis:** Analysis or statement 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. Development projects shall be categorized as either exempt, de minimis, or with significant impacts pursuant to Article 5, Division 3.

☐ **18. 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.)

☐ **19. Environmental Waiver:** When appropriate with Master Site Plan, or with Final Site Plan where no Master required. Contact the Growth Management Department, Environmental Division at for ENV@martin.fl.us waiver application information.

☐ **20. Preserve Area Management Plan (Final Site Plan Review):** 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).

☐ **21. Proposed Water Sources:** Proposed utilities and irrigation water sources including any proposed use of wells and septic systems.

☐ **22. Groundwater Model (For Ground/Surface Water Withdrawal):** Computer groundwater model shall be included unless the applicant can provide evidence that they have or will be granted a SFWMD permit allocating less than or equal to 3 MGM (or 100,000 GPD).

☐ **23. Utilities Water & Wastewater Service Agreement Information Form:** For projects serviced by Martin County Utilities. Water and Wastewater Service Information Sheet

☐ **24. Utility Certification:** For projects outside of Martin County Utilities area.
Utility Service Certification

☐ **25. Utility Related Calculations (Final Site Plan Only):** Utility-related calculations (as applicable) including lift station, fire flow (non- residential), irrigation (if using potable or reclaimed) and grease interceptor sizing.

REQUIRED PLANS

☐ **26. Previously Approved Site Plans:** Copies of any previously approved site plans.

☐ **27. 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.
CRA Submittal Guidelines

☐ **28. Architectural Drawings (Final Site Plan Only)**: Elevations provided by a licensed architect demonstrating compliance with commercial or residential design standards and height regulations pursuant to Sec. 3.14.

☐ **29. Floor Plans (Final Site Plan Only):** Separate plan for each floor within the proposed structures including the identification of the proposed use(s) and the area of the proposed use(s). Include square footage of each typical residential unit.

☐ **30. Lighting Plans (Final Site Plan Only):** Photometric and light pole and fixture details to show compliance with lighting requirements (if applicable).

☐ **31. 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.

☐ **32. 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.

☐ **33. Construction Plans (Final Site Plan Only):** 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.

☐ **34. Landscape Plans (Final Site Plan Only):** As prepared by a licensed landscape architect.

☐ **35. Tree Survey (Final Site Plan Only):** A Boundary/Topographic survey that identifies protected native trees: 1. Any hardwood native tree having a diameter of eight inches diameter at breast height (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 10.6.E., during the public hearing. The certified list of property owners must not be submitted during the public hearing.

Resources: **Martin County Development Review Webpage**