



Martin County, Florida Growth Management Department
DEVELOPMENT REVIEW DIVISION
2401 SE Monterey Road, Stuart, FL 34996
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Administrative Amendment Checklist

Please include the following items in the order shown below. In addition, if any item is not included, please identify the item and the reason for its exclusion in the narrative.

1. APPLICATION: Please use the new application form. [Application](#)
2. AFFIDAVIT: Complete the affidavit for digital submission. [Affidavit for digital submission](#)
3. When submitting the 8 1/2 by 11 or 14 inch documents digitally, include one disc or flash drive. Bookmark all the documents as indicated in the Application Instructions. One paper packet must also be submitted.
4. When submitting large format plans digitally, include two sets of paper plans. Each of the plans listed below should be submitted on either a disc or flash drive. Do NOT scan the plans, but save the original .dwg or other file type as a .pdf at a minimum of 24x 36 inches and 300 dpi.
5. NARRATIVE: A complete project narrative including what is being requested, the location and size of the subject property.
6. A check made payable to the Martin County Board of County Commissioners per the Development Review Fees. [Development review fee schedule](#)
7. POWER OF ATTORNEY: A notarized power of attorney authorizing an agent to act on the owner's behalf.
8. RECORDED DEED: A copy of the recorded deed(s) for the subject property and any contract for purchase of the 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.
11. UNITY OF TITLE: A draft unity of title including the full legal description, total site acreage, and parcel control number(s). [Unity of title form](#)

12. LOCATION MAP: A location map (8 1/2 x 11) showing the property and all major and minor roadways in and adjacent to the property with the property clearly outlined.
13. ADEQUATE PUBLIC FACILITIES: An adequate public facilities compliance statement; a reservation, deferral or an exemption.
14. If available, land dedication documentation.
15. STORMWATER REPORT OR CALCULATIONS: A stormwater management report that is signed and sealed in accordance with the Florida Administrative Code (F.A.C.) 61G15-23.002 by a licensed Florida professional engineer. 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: A stormwater maintenance plan shall be included within this report. Section 4.386, Land Development Regulations, Martin County. MARTIN COUNTY, FLA., LDR § 4.386
17. TRAFFIC IMPACT ANALYSIS: A traffic impact analysis or statement 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.
18. EVACUATION PLAN: An emergency evacuation plan if the property is located within Hurricane Surge Zone. [Hurricane surge map](#)
19. FIRE WILDFIRE SCORESHEET: A Florida Wildfire Risk Assessment Scoresheet. [Wildfire risk assessment scoresheet](#)
20. SCHOOL IMPACT WORKSHEET: A school impact worksheet, if a residential development. [School impact worksheet](#)
21. ENVIRONMENTAL ASSESSMENT: An environmental assessment of the property.
22. ENVIRONMENTAL WAIVER: Environmental waiver, when appropriate. [Environmental waiver application](#)
23. PAMP: A preserve area management plan, if the environmental assessment identifies wetlands or native habitats that are required to be preserved.
24. LANDSCAPING ALTERNATIVE COMPLIANCE: A Landscaping Alternative Compliance Request justification statement that identifies the proposed modifications to the code.
25. A Landscaping Alternative Compliance Request check made payable to the Martin County Board of County Commissioners per the Development Review Fees.
26. CRA ALTERNATIVE COMPLIANCE: A CRA Alternative Compliance Request justification statement that identifies the proposed modifications to the code.

27. A CRA Alternative Compliance Request check made payable to the Martin County Board of County Commissioners per the Development Review Fees.
28. UTILITIES LETTERS: Letters documenting the availability of phone, cable, electric and solid waste pick-up services for the proposed development.
29. PROPOSED WATER SOURCES: The proposed utilities and irrigation water sources including any proposed use of wells and septic systems.
30. UTILITIES WATER & WASTEWATER SERVICE AGREEMENT INFORMATION FORM: If the utility provider is Martin County Utilities, submit the completed Information Sheet. [Information sheet](#)
31. UTILITY CERTIFICATION: If the utility provider is not Martin County Utilities, submit the completed Water and/or Wastewater Utility Service Certification form. [Utility service certification](#)
32. AGENCY PERMITS:(OPTION ONE) All required federal, state and regional agency permits and approvals, or applications for pending permits and approvals. Submit all required federal, state and regional permits and approvals prior to the issuance of a development order by the County.
33. AGENCY PERMITS:(OPTION TWO) All required federal, state and regional agency permits and approvals, or applications for pending permits and approval. Submit all required federal, state and regional permits and approvals prior to the commencement of construction or development activities authorized by the County development order.
34. Electronic files of the revised final site plan in AutoCAD 2004 to 2017 (.dwg) and Adobe (.pdf) formats. The Adobe version must be 24 x 36 and 300 dpi.
35. Electronic file of the boundary survey in AutoCAD 2004 to 2017 (.dwg) format.
36. A boundary survey of the entire site including the legal description, parcel control number(s) and acreage, certified within 180 days of the date of this application, signed and sealed by a licensed Florida professional surveyor and mapper.
37. A 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 signed and sealed by a licensed Florida professional surveyor and mapper.
38. The proposed revised final site plan according to the Site Plan Template guidelines. [Site plan template](#)
39. Provide utilities-related calculations (as applicable) including lift station, fire flow (non- residential), irrigation (if using potable or reclaimed) and grease interceptor sizing.
40. Copies of any previously approved site plans.

41. A land clearing and erosion control plan on a single page 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.
42. Construction plans 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.
43. A floor plan for each floor within the proposed structures including the identification of the proposed use(s) and the area of the proposed use(s).
44. Architectural drawings including elevation drawings to demonstrate compliance with commercial and residential design standards.
45. A landscape plan.
46. A tree survey that identifies protected trees as defined in Section 4.666 of the LDR.
47. A lighting plan.
48. DISCLOSURE of INTEREST AFFIDAVIT: Please submit a completed financial disclosure affidavit form. [Section 10.5.D.1., LDR] [Disclosure of Interest Affidavit](#)

RESOURCES: [Martin County Development Review Webpage](#)