



**Martin County, Florida Growth Management Department**  
**DEVELOPMENT REVIEW DIVISION**  
**2401 SE Monterey Road, Stuart, FL 34996**  
**772-288-5495 [www.martin.fl.us](http://www.martin.fl.us)**

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## **Development Agreement**

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.

### **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 subsection 10.2.B., the disclosure of ownership interests described in 10.5.D.1, and the completeness review fee.

All documents and plans shall be submitted digitally, on one disc or flash drive (flash drive preferred). 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.

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.

**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

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. **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 reservation, deferral or an exemption of public facilities. [MARTIN COUNTY, FLA., LDR, Article 5, Division 2].
4. **POWER OF ATTORNEY:** A notarized power of attorney authorizing an agent to act on the owners' behalf.
5. **DISCLOSURE OF INTEREST AFFIDAVIT:** Provide a completed financial disclosure of interest affidavit form pursuant to Sec. 10.5.D.1. [Disclosure of Interest Affidavit](#)
6. **RECORDED DEED:** A copy of the recorded deed(s) for the subject property.
7. **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.
8. **LEGAL DESCRIPTION:** Full legal description including parcel control number(s) and total acreage.
9. **SITE LOCATION MAP:** Include all adjacent and internal roadways, surrounding properties and a clear site boundary.
10. **SCHOOL IMPACT WORKSHEET (RESIDENTIAL ONLY):** A school impact worksheet to be included for all residential master and final site plan applications. [School Impact Worksheet](#)

11. **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.
12. **CERTIFICATION OF PROPERTY SEARCH (IF PUBLIC HEARINGS REQUIRED):** A certified property owners search, meeting distance requirements as designated by Article 10 Land Development Regulations, Martin County Code must be obtained by an attorney at law or title company. Only the letter from the title company should be submitted with the formal development review submittals. To meet public records requirements, submit the addresses as a separate document prior to scheduling any public hearings.

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