



**Martin County, Florida**  
**Growth Management Department**  
**DEVELOPMENT REVIEW DIVISION**  
2401 SE Monterey Road, Stuart, FL 34996  
772-288-5501 [www.martin.fl.us](http://www.martin.fl.us)

## **Plat 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. If submitting the 8 1/2 by 11 or 14 inch documents digitally, include one disc or copy to the Digital Website with all the documents bookmarked as indicated in the Application Instructions. One paper packet must also be submitted, in addition to the digital submission.  
[Digital website](#)
- 4. If submitting large format plans digitally, include one set of paper plans. Each of the plans listed below should be submitted on either a disc or copied to the Digital Website. 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.  
[Digital website](#)
- 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. DEVELOPMENT ORDER AND EXHIBITS: The approved development order(s) and exhibits.
- 10. DECLARATION: Proposed Declaration of Covenants and Restrictions, either new, an amended version, or a supplement to the original or amended version.
- 11. DRAFT CONTRACT: A draft contract.
- 12. DRAFT SURETY: A draft surety document.
- 13. UTILITIES LETTERS: Letters documenting the availability of phone, cable, electric and solid waste pick-up services for the proposed development.
- 14. PLAT CHECKLIST: Martin County Plat Checklist Certification signed and sealed by a licensed Florida professional land surveyor.  
[Plat checklist certification](#)
- 15. Plat prepared in accordance with the criteria found in the Plat Review Checklist and exhibits.
- 16. 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.
- 17. The approved final site plan.

18. FINANCIAL DISCLOSURE: Please submit a completed financial disclosure affidavit form.  
[Section 10.2.B.3., LDR, MCC]