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

Plat/Replat Development Application 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 **two** (2) full-size folded (not rolled) hard copies of all plans. Certain documents require raised seal and wet signatures as described in the specific checklist item **(only on hardcopy documents).**

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.

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. **Development Order and Exhibits (If Project is Approved):** Approved development order(s) and exhibits for the associated project.

12. **Title Commitment:** A title commitment covering the entire site with matching legal description and total acreage, with an effective date within 180 days of the date of this application. The title commitment must (i) be issued by an attorney licensed in Florida, abstractor or a title company (ii) state that record title to the land, as described and shown on the plat, is in the name of the person, persons, corporation, or entity executing the dedication, (iii) reference all mortgages not satisfied or released of record or otherwise terminated by law and (iv) reference all existing easements and other encumbrances of record.

13. **Closure Reports:** Copies of closure report for the parent boundary and all interior parcels are included and have a relative error of closure no less than 1' in 10,000'.

14. **Declaration of Covenants and Restrictions:** New or amended version, or a supplement to the original or amended version.

15. **Draft Contract:** Draft version meeting the requirements of Section 4.913.B (MARTIN COUNTY, FLA., LDR, Article 4, Division 21).

16. **Draft Surety:** Draft version meeting the requirements of Section 4.913.B (MARTIN COUNTY, FLA., LDR, Article 4, Division 21).

17. **Plat Checklist Certification:** Martin County Plat Checklist Certification signed and sealed by a licensed Florida professional land surveyor. Plat Checklist Certification

REQUIRED PLANS

18. **Approved Site Plan:** If under review, provide current set of the site plan that matches the most recent set being reviewed by Staff.

19. **Approved Plan (RePlat Only):** Most recent approved plat prepared in accordance with the criteria found in the Plat Review Checklist and exhibits.17.

20. **Plat/Replat:** Prepared in accordance with the criteria found in Article 4, Division 21 and Chapter 177, Part 1, Florida Statutes [MARTIN COUNTY, FLA., LDR].

21. **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.

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**