



**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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## **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. 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. 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 for construction, if infrastructure has not been completed and certified, and accepted by the County Engineer or designee, as required by Section 4.913., LDR.
12. DRAFT SURETY: A draft surety document, if infrastructure has not been completed and certified, and accepted by the County Engineer or designee, as required by Section 4.913., LDR.

13. PLAT CHECKLIST: Martin County Plat Checklist Certification signed and sealed by a licensed Florida professional land surveyor. [Plat checklist certification](#)
14. Plat prepared in accordance with the criteria found in the Plat Review Checklist and exhibits.
15. 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.
16. The approved final site plan.
17. 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](#)