



Martin County, Florida Growth Management Department
DEVELOPMENT REVIEW DIVISION
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PMUV Master Site Plan 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. All documents and plans submitted to the OSA relative to the review of the master plan application pursuant to Sec. 11.7.3.B. including but not limited to:
 - A. Illustrative plan
 - B. Transect plan
 - C. Streets atlas
 - D. Conceptual stormwater plan
 - E. Concurrency data at the neighborhood level
 - F. Overall program and percentage of vested rights
 - G. Illustrations demonstrating scale and character.
4. Letter of Approval; A letter supplied by the OSA stating that all materials submitted to the OSA have been reviewed and are approved as to meeting the design and regulatory requirements of the PMUV and the OSA.
5. When submitting 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.
6. When submitting large format plans digitally, include two sets of paper plans. 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.
7. NARRATIVE: A complete project narrative including what is being requested, the location and size of the subject property.
8. A check made payable to the Martin County Board of County Commissioners per the Development Review Fees. [Development review fee schedule](#)
9. POWER OF ATTORNEY: A notarized power of attorney authorizing an agent to act on the owner's behalf.

10. **RECORDED DEED:** A copy of the recorded deed(s) for the subject property and any contract for purchase of the property.
11. **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.
12. **LEGAL DESCRIPTION:** Full legal description including parcel control number(s) and total acreage.
13. **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](#)
14. **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.
15. **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.
16. **FIRE WILDFIRE SCORESHEET:** A Florida Wildfire Risk Assessment Scoresheet.
[Wildfire risk assessment scoresheet](#)
17. **SCHOOL IMPACT WORKSHEET:** A school impact worksheet, if a residential development.
[School impact worksheet](#)
18. **ENVIRONMENTAL ASSESSMENT:** An environmental assessment of the property.
19. **ENVIRONMENTAL WAIVER:** Environmental waiver, when appropriate.
[Environmental waiver application](#)
20. **UTILITIES LETTERS:** Letters documenting the availability of phone, cable, electric and solid waste pick-up services for the proposed development.
21. **PROPOSED WATER SOURCES:** The proposed utilities and irrigation water sources including any proposed use of wells and septic systems.
22. **GROUNDWATER MODEL:** If groundwater or surface water withdrawal is proposed, a computer ground water model shall be included unless the applicant has or will be granted a SFWMD permit allocating less than or equal to 3 MGM (or 100,000 GPD) shall be granted approval for compliance to ground water protection review.
23. **PHASING PLAN:** Phasing plan with timetable for completion of each phase, when applicable.
24. **AERIAL PHOTO:** Recent aerial photograph of the site with the property clearly outlined.
25. Electronic files of the master site plan in AutoCAD 2004 to 2017 (.dwg) and Adobe (.pdf) formats. The Adobe version must be 24 x 36 and 300 dpi.
26. Electronic file of the boundary survey in AutoCAD 2004 to 2017 (.dwg) format.
27. 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.

28. 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.
29. The proposed master site plan.
30. DISCLOSURE of INTEREST AFFIDAVIT: Please submit a completed financial disclosure affidavit form. [Section 10.5.D.1., LDR] [Disclosure of Interest Affidavit](#)
31. PAMP I; first master site plan requirement.
32. PAMP II; first master site plan requirement

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