



**Martin County, Florida Growth Management Department**  
**DEVELOPMENT REVIEW DIVISION**  
2401 SE Monterey Road, Stuart, FL 34996  
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## **PMUV Final 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. 11.7.4C. The following documents **must be submitted** by the applicant to the OSA and subsequently to the County for review and approval.
  - Illustrative plan that is “to scale” and clearly illustrates a network of streets and blocks, the location of lots, and the reservation of lots for Civic Buildings and Civic Open Space;
  - Transect Zones showing the lot, block and street network;
  - Street types
  - Detailed stormwater management plan;
  - Development program and percentages of total neighborhood program and overall vested rights.
4. 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.
5. 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.
6. NARRATIVE: A complete project narrative including what is being requested, the location and size of the subject property.
7. A check made payable to the Martin County Board of County Commissioners per the Development Review Fees. [Development review fee schedule](#)
8. POWER OF ATTORNEY: A notarized power of attorney authorizing an agent to act on the owner's behalf.

9. RECORDED DEED: A copy of the recorded deed(s) for the subject property and any contract for purchase of the property.
10. 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.
11. LEGAL DESCRIPTION: Full legal description including parcel control number(s) and total acreage.
12. UNITY OF TITLE: A completed, unexecuted, draft unity of title including the full legal description, total site acreage, and parcel control number(s).
13. 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.
14. ADEQUATE PUBLIC FACILITIES: An adequate public facilities compliance statement; specifying a reservation, deferral or an exemption.
15. If available, land dedication documentation.
16. EXCAVATION FILL AND HAULING: Engineer's Opinion of Probable Excavation, Fill and Hauling 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. [Excavation fill and hauling](#)
17. STORMWATER REPORT OR CALCULATIONS: A stormwater management report that is signed and sealed in accordance with the Florida Administrative Code (F.A.C.) 61G15-23.002 by a licensed Florida professional engineer. The report cover sheet and index sheet shall be signed and sealed; the report must clearly demonstrate compliance with Article 4, Division 9, Section 4.383, Martin County Land Development Regulations and its referenced Stormwater Management and Flood Protection Standards for Design and Review.
18. STORMWATER MAINTENANCE PLAN: A stormwater maintenance plan shall be included within this report. Section 4.386, Land Development Regulations, Martin County.
19. 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.
20. FIRE WILDFIRE ASSESSMENT: A Florida Wildfire Risk Assessment.  
[Wildfire risk assessment portal](#)
21. SCHOOL IMPACT WORKSHEET: A school impact worksheet, if a residential development.  
[School impact worksheet](#)
22. ENVIRONMENTAL ASSESSMENT: An environmental assessment of the property.

23. ENVIRONMENTAL WAIVER: Environmental waiver, when appropriate.  
[Environmental waiver application](#)
24. PAMP: A preserve area management plan, if the environmental assessment identifies wetlands or native habitats that are required to be preserved.
25. PROPOSED WATER SOURCES. The proposed utilities and irrigation water sources including any proposed use of wells and septic system
26. UTILITIES WATER & WASTEWATER SERVICE AGREEMENT INFORMATION FORM: If the utility provider is Martin County Utilities, submit the completed Information Sheet.  
[Information sheet](#)
27. Electronic files of the final site plan in AutoCAD 2004 to 2017 (.dwg) and Adobe (.pdf) formats. The Adobe version must be 24 x 36 and 300 dpi.
28. Electronic file of the boundary survey in AutoCAD 2004 to 2017 (.dwg) format.
29. 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.
30. 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.
31. The proposed final site plan. [Site plan template](#)
32. Provide utilities-related calculations (as applicable) including lift station, fire flow (non- residential), irrigation (if using potable or reclaimed) and grease interceptor sizing.
33. A land clearing and erosion control plan on a single page 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.
34. Construction plans 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.
35. A floor plan for each floor within the proposed structures including the identification of the proposed use(s) and the area of the proposed use(s).
36. Architectural drawings including elevation drawings to demonstrate compliance with commercial and residential design standards.
37. A landscape plan.

38. A tree survey that identifies protected trees as defined in Section 4.666 of the LDR.
39. A lighting plan.
40. Commercial Design drawings must be prepared by a licensed architect. [Section 4.871C, LDR]
41. 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](#)