



Martin County, Florida Growth Management Department
DEVELOPMENT REVIEW DIVISION
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Pre-Application 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 documents as indicated in the Application Instructions. One paper packet must also be submitted.
4. When 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 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. RECORDED DEED: A copy of the recorded deed(s) for the subject property and any contract for purchase of the property.
8. LEGAL DESCRIPTION: Full legal description including parcel control number(s) and total acreage.
9. 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.
10. OPTIONAL - 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.

11. OPTIONAL - ENVIRONMENTAL ASSESSMENT: An environmental assessment of the property.
12. OPTIONAL - The proposed final site plan. [Site plan template](#)

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