

**Martin County, Florida
Growth Management Department
DEVELOPMENT REVIEW DIVISION**

Subdivision Development PLAT APPLICATION

A. Identification of the applicant or agent:

Applicant (property owner):

Address:

Telephone:

Applicant's agent (if applicable):

Address:

Telephone:

Parcel control number(s):

Date application prepared:

B. Application submittal:

Please check those items that are provided in the application submittal:

- ☐ 1. Letter from the applicant describing the proposed subdivision
- ☐ 2. Name that will be used for marketing the development
- ☐ 3. Legal description, including the parcel control number(s) and address, of the subject property
- ☐ 4. Notarized power of attorney (authorization for agent to act on the owner's behalf)
- ☐ 5. Copy of the recorded deed for the subject property or contract for purchase
- ☐ 6. Certification of any property transfer since the property was deeded to the applicant
- ☐ 7. Recent aerial photograph of the site
- ☐ 8. Location map showing property and nearest arterial road
- ☐ 9. Recent property survey of the site
- ☐ 10. Copy of the approved final site plan (unless submitting both concurrently)
- ☐ 11. Electronic (digital) files of the proposed plat and any associated final site plan (see Section G. 5, below)
- ☐ 12. Adequate public facilities compliance - reservation or exemption request
- ☐ 13. Certified list of property owners who will receive letter notices for the public

hearing

- ☐ 14. Martin County Plat Checklist form
- ☐ 15. Other information necessary to demonstrate compliance with Martin County's Comprehensive Growth Management Plan and Land Development Regulations

C. Proposed subdivision:

Proposed subdivision name: _____

Proposed street name(s): _____

Brief description of the proposed plat: _____

D. The plat review (see the plat checklist):

Please see the Division 21 of the Martin County Land Development Regulations, Martin County Code of Laws and Ordinances, for the complete plat requirements. A *plat checklist*, a form provided by the Growth Management Department, is to be completed and submitted with the application for plat approval. The checklist is to be signed by the surveyor responsible for the preparation of the plat. Plat review by the county may not begin until the signed *plat checklist* has been submitted.

The plat standards are provided in Sec. 4.912, Land Development Regulations, and should be consulted before submitting the plat. The following standards are provided to guide the applicant in preparing the plat.

1. Each plat must be prepared on 24-inch by 36-inch sheets of material in conformity with F.S. Ch. 177 and must contain a three-inch margin on the left side of the plat for binding purposes. The remaining three sides must have a one-inch margin.
2. The plat must be prepared under the responsible direction and supervision of a surveyor to a scale of not smaller than one inch equals 100 feet, unless the county surveyor issues prior written approval of a smaller scale, based upon good cause shown.
3. All text and numerical data on the plat must be a minimum of one-tenth inch in height, including lower case letters.
4. The first page of the plat must contain a vicinity sketch illustrating the subdivision location in reference to major roadways and adjoining properties. Plats with greater than two sheets of map information must provide a key map detail on each sheet showing the relationship of each sheet to the total plat. Each sheet of a plat must be numbered in the lower right hand corner as "Sheet _ of _" (i.e., particular sheet number out of the total number of sheets). Clearly labeled match lines are required on all multiple-sheet plats. Surveyor's notes and a legend must appear on all plat sheets.

5. PRMs must be set in the field and shown on the plat in accordance with F.S. Ch. 177 and subsection 4.912.E. At least four permanent reference monuments no more than 800 feet apart shall be placed within the platted lands and on the exterior.
6. PCPs must be set and shown on the plat in accordance with F.S. Ch. 177.
7. PRMs, PCPs and lot corners must be in place prior to final improvement inspection of subdivision improvements by the county.
8. Plat curve data may be tabulated subject to the following conditions:
 - a. External plat boundary or roadway centerline curve data may not be tabulated.
 - b. When lot line curve data are tabulated, a minimum of the arc length and the curve designation number or letter must be shown on the actual curve.
 - c. Curve tables reflecting the tabulated data must appear on the map sheet on which the curves appear.
9. Tangent line tables shall not be permitted unless the county surveyor issues prior written approval of such tables.
10. The required notes must appear on the plat.
11. If the plat or portion of the plat is in flood zones A1-30, AH, and V1-30, as shown on the applicable FEMA map, two permanent benchmarks have been established on site in an accessible location and shown and described on the plat.
12. If the plat borders on tidally affected navigable waters, it must comply fully with the requirements of F.S. Ch. 177 regarding establishment of a local tidal datum and the determination of the MHWL in the event that the MHWL is used to determine building or other setbacks required for development
13. Plats immediately bordering on tidally affected navigable waters are exempted, to the extent permitted by the provisions of F.S. Ch. 177 from compliance with the requirement of establishing the MHWL, provided that the MHWL location is not required for determining building or other setbacks required for development.
14. Each plat submitted must be accompanied by a boundary survey that is signed and sealed by the surveyor whose signature and seal appears on the plat. The date of the field survey must be less than 180 days prior to the date of initial submittal of the plat.
15. A minimum of two boundary monuments shall be tied by a closed field traverse to the nearest approved Martin County geodetic control station and azimuth mark or approved pair of Martin County adjusted traverse points or to other control points established by Global Positioning System (GPS) which meet or exceed Third Order Class I Accuracy Standards.
16. Prior to plat recordation, a CAD© file, (.dwg or .dgn format) that is capable of being converted to a Version 12 AutoCAD©-compatible Drawing Exchange Format (DXF) file, must be provided to the county, showing all final plat survey data and line annotations. The coordinate positions within this file are to be rotated and translated to state plane coordinates in the Florida East Zone, North American Datum 1983 – Adjustment of 1999 (NAD 83/99) or later, or currently approved datum, based upon the required tie-in to geodetic control.
17. The original certified corner record must be submitted to the FDEP Bureau of Surveying and Mapping, and a copy must be provided to the county surveyor. Each certified corner must indicate the state plane coordinate value of the corner, based upon the geodetic tie-in requirement of this section.
18. All properties contiguous to the property that is to be platted must be identified according to the applicable plat book and page or identified as not platted.

19. The legal description on the plat must contain the total acreage of the platted land and such acreage must be consistent with the title certification.
20. A five-inch line for the subdivision parcel control number must be provided in the upper right-hand corner of the first page of the plat.
21. The title of the plat (i.e., the name of the subdivision which is the subject of the plat) must be set forth on each page of the plat and must contain text of uniform size and type. If the plat encompasses a planned unit development (PUD), then the title on the plat shall contain the abbreviation "PUD."
22. The title of the plat must be consistent with F.S. Ch. 177.
23. All names, signatures, seals, stamps and related data on plats must be inscribed in "india" or similar indelible ink.
24. A "notice of declarations" is to be included before the "acknowledgment" and which certifies that the master homeowners association accepts the dedication and/or reservations indicated in the homeowners' association declaration of covenants and restrictions.
25. The following shall be submitted with the record plat:
 - a. Acceptable 100 percent security, if the sub-divider has not elected to construct required improvements.
 - b. In the event that improvements have been made before a record plat is submitted, a certificate from the subdivision engineer must be submitted indicating that all improvements have been constructed in accordance with the approved plans and specifications, and an affidavit is to be included that certifies the sub-divider has paid all bills for the improvements.
26. Completed *clerk of the court recording certificate* form
27. Completed *county approval* form
28. Completed *title certification* form current and properly executed
29. Completed *certificate of surveyor and mapper* form
30. Completed *certificate of ownership* form, if there is no dedication
31. Completed *certificate of ownership and dedication* form
32. Completed *mortgagee's consent to plat* form, if there is a mortgage
33. Streets and rights-of-way dedication
34. Utility easements dedication
35. Recreation areas, preserve areas, drainage easements and other common area dedications
36. Public flow-through drainage easement dedication
37. Acceptable subdivision name
38. Development order phase verified
39. Title includes PUD designation, if appropriate
40. Ingress and egress designations verified
41. Street name, prefix and suffix verified
42. Location map acceptable
43. Payment of all property taxes verified
44. Confirmation that the corporate or homeowners' association exists
45. Legal description (Exhibit A) verified
46. Reduced size of the approved site plan (Exhibit B) acceptable
47. Adequate public facilities reservation or deferral referenced
48. Preserve area management plan, properly executed, is attached
49. *Contract for construction of required improvements* form, consisting of the cost estimate

- (Exhibit A), the security (Exhibit B) and expiration date correct and properly executed
50. *Declaration of covenants and restrictions* contains common element maintenance provisions, reference to energy-saving devices, termination cites BCC approval
 51. Verified provision for common elements maintenance
 52. Plat verified as consistent with any BCC direction

E. Processing information:

1. The plat must be processed concurrently with the final site plan, or subsequent to the approval of the final site plan and comply with all state and county requirements of the comprehensive plan, the LDR and the code. Any amendment to a plat not exempt pursuant to Section 10.11.G.7, LDR, will be reviewed in the same manner as a new plat.
2. No plat will be approved which is inconsistent with an adopted final site plan.
3. The executable plat and required documents are to be submitted to the GMD director before the BCC review (see Section 10.2, LDR).
4. Following receipt of all documents and the required fees, the GMD director will distribute the appropriate documents for review and execution by appropriate county officials.
5. The record plat will be filed with the Martin County Clerk of the Court within ten working days of the submittal of all required documents.
6. In all instances, plats which have not been recorded within one year of BCC approval are considered null and void.

F. Fees:

Check the fees that are included in the payment for the application review.

- [] Plat \$1,120 plus \$5 per acre
- [] Engineering fees will be determined during the review process based on the cost estimate of site improvements. Fees are a condition of approval, due at the post-approval stage...\$ variable
- [] Advertising fees associated with the required public hearing notice in the local newspaper are determined after the ad is published, and reimbursement of the fees is a condition of approval, due at the post-approval stage.....\$ variable

G. General instructions:

The purpose of the application should be to communicate to the reviewing staff, the decision-makers, and the public what is being proposed and how the proposal meets and complies with the county's Comprehensive Growth Management Plan (CGMP) and the Land Development Regulations (LDR) of the Martin County Code of Laws and Ordinances.

1. Please organize and submit the application as a complete, "original" packet.
2. Submit one (1) original application and nine (9) identical copies if water and wastewater services will not be provided by Martin County. Submit one original and eleven (11) identical copies if water and wastewater services are to be provided by Martin County.
3. Limit the size of plans and documents to a foldable 24" x 36" format.
4. Please fold all larger document prior to submittal.

5. An electronic file of the site plan shall accompany each site plan submittal. The following standards are to guide applicants in preparing an acceptable electronic file as part of the development application.

Site Plan Application Requirements

- A. A digital site plan and digital boundary survey are required to be submitted with the final site plan application. The required digital file format for the site plan and boundary survey is AutoCad 2000© drawing format (.dwg). For other types of computer software that may be utilized by the applicant, a digital exchange file (.dxf) version 12 may be substituted. The digital version of the site plan and boundary survey must match the hardcopy version as submitted. Updated digital site plan files will be required to be submitted by the applicant during the development review process.
- B. The site plan shall be based upon and consistent with a boundary survey prepared by a licensed Florida professional surveyor and mapper within 180 days of initial site plan submittal. The boundary survey and site plan shall be based on the Florida State Plane Coordinate System, NAD83/90 as adjusted, with units in US survey feet. Specific requirements for determining state plane coordinates for the boundary survey and site plan is provided under "Boundary Survey Requirements for Site Plan Applications" at the conclusion of this section.
- C. Electronic file-naming convention - Digital file names shall be consistent with the project name as submitted on the initial application.
- D. Hand-drawings or raster images, including scanned documents, are not permitted as a substitute for the digital site plan or boundary survey requirement.
- E. Annotation layers will be used to provide attribute data on each object where text is requested. Text insertion points are to be middle justified. Where text relates to an area, the text insertion point must lie within the enclosed boundary.
- F. AutoCad blocks will not be permitted as valid data elements for site plans
- G. Units will be decimal units.
- H. No externally referenced data is permitted
- I. Scale will be 1:1
- J. No lines will be constructed with intentional gaps greater than 0.02 feet.
- K. CAD files are to be two-dimensional only.
- L. All digital data will be accompanied by a text file (metadata) file with the same name as the project name being submitted. Required information in the metadata file is to include: 1) Project name; 2) GMD project number; 3) Date; 4) Applicant contact name, telephone, and e-mail address.
- M. All digital deliverables must be submitted on CD-ROM and labeled with project name, date, and applicant contact information.
- N. Site plan drawings will contain the following distinct layers. Addition layers may be provided at the discretion of the applicant.

Data Layer	Layer Name	Data Element
Boundary text, survey calls, etc.	BOUNDARY_TXT	Annotation
Lot number(s)	LOT_NUM	Annotation
Street name(s)	STREET_NAME	Annotation

Driveway(s)	DRIVEWAY	Line
Existing easement(s)	EASEMENT_EXISTING	Line
Existing structure(s)	STRUCTURE_EXISTING	Line
Lot line(s)	LOT_LINE	Line
New easement(s)	EASEMENT	Line
New structure(s)	STRUCTURE	Line
Sidewalk(s)	SIDEWALK	Line
Street centerline	CENTERLINE	Line
Street right-of-way	RIGHT_OF_WAY	Line
Subdivision boundary line	BOUNDARY	Line
Water body(ies)	WATER	Line
Wetland(s)	WETLAND	Line
Bike path(s)	BIKE_PATH	Line
Transportation, other	TRANSPORTATION	Line
Preserve area(s)	PRESERVE_AREAS	Line

Boundary Survey Requirements for Site Plan Application

- O. Site Plan application shall be accompanied by a boundary survey signed and sealed by a Florida licensed professional surveyor and mapper within 180 days of the date of site plan submittal. Boundary survey shall be based on the Florida State Plane Coordinate System, NAD83/90 as adjusted. A minimum of two (2) boundary monuments shall be tied by Global Positioning System methods meeting Third Order Class I Accuracy Standards according to the current publication of the Federal Geodetic Control Committee (FGCC) procedures, or by a closed field traverse to the nearest approved Martin County geodetic control station and azimuth mark or approved pair of Martin County adjusted traverse points or to other control points which meet or exceed Third Order Class I Accuracy Standards of the FGCC procedures. Field traverse closure from boundary monuments to geodetic control must meet minimum technical standards set forth in Chapter 61G17-16, Florida Administrative Code.
- P. A digital version of the boundary survey as described above shall be provided with the site plan application. The boundary survey must be submitted as a master drawing in its entirety. Drawing layer standards are not required for digital boundary survey. The digital version of the boundary survey must match the signed and sealed paper copy of the survey as submitted.
6. All fee payments are to be payable to the *Martin County Board of Commissioners*.
7. Submit all applications to the Development Review Division, Growth Management Department.

I. Inquiries and comments:

If you have any question or comment regarding this application, please contact us at (772) 288-5501. We appreciate suggestions of how to improve our services.

J. Applicant or agent certification:

I have read this application, and to the extent that I participated in the application, I have answered each item fully and accurately.

I acknowledge that within ten (10) days of a determination that this application is complete, I must post a sign(s) on the property advising the public of this application. The posted sign will be in compliance with the provisions found in Section 10.6.B of the Martin County Land Development Regulations (LDR).

I certify that no land clearing, excavation and/or filling has occurred on this property, and that no clearing, excavation and/or filling will commence prior to the issuance of a *Land Clearing Permit*. I do hereby agree to perform any authorized land clearing, excavation and/or filling in accordance with the approved development order, Section 4.2 of the Land Development Regulations of the Martin County Code of Laws and Ordinances, and the Martin County Comprehensive Growth Management Plan.

Applicant's signature

Date

Printed name

NOTARY ACKNOWLEDGMENT

STATE OF _____

COUNTY OF _____

I hereby certify that the foregoing instrument was acknowledged before me this _____ day of _____, 200__, by _____. He or she () is personally known to me or () has produced _____ as identification.

Notary public signature

Printed name

State of _____ at-large