



**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)

## Timetable With Concurrency Review

**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. If submitting the 8 1/2 by 11 or 14 inch documents digitally, include one disc or copy to the Digital Website with all the documents bookmarked as indicated in the Application Instructions. One paper packet must also be submitted, in addition to the digital submission.  
[Digital website](#)
- 4. NARRATIVE: A complete project narrative including what is being requested, the location and size of the subject property.
- 5. A check made payable to the Martin County Board of County Commissioners per the Development Review Fees.  
[Development review fee schedule](#)
- 6. POWER OF ATTORNEY: A notarized power of attorney authorizing an agent to act on the owner's behalf.
- 7. RECORDED DEED: A copy of the recorded deed(s) for the subject property and any contract for purchase of the property.
- 8. PROPERTY TRANSFER: A certification of any property transfer since the property was deeded to the current property owner that is the applicant for this project.
- 9. APPROVED DEVELOPMENT ORDER: Copy of the approved development order.
- 10. AMENDMENTS: Copies of all previously authorized amendments to the development order.
- 11. PUD ZONING AGREEMENT: Copy of the approved PUD zoning agreement, if applicable.
- 12. LEGAL DESCRIPTION: Full legal description including parcel control number(s) and total acreage.
- 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; a reservation or exemption.
- 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. AMENDED CONTRACT: Provide an amended contract for required improvements and appropriate surety, if applicable. The required improvements must be supported by documentation prepared, 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.

17. DISCLOSURE of INTEREST AFFIDAVIT: Please submit a completed financial disclosure affidavit form. [Section 10.2.B.3., LDR, MCC]  
[Disclosure of Interest Affidavit](#)