



**Martin County, Florida Growth Management Department
DEVELOPMENT REVIEW DIVISION
2401 SE Monterey Road, Stuart, FL 34996
772-288-5495 www.martin.fl.us**

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Site Plan Checklist - Tower

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. The 8 1/2 by 11 inch documents shall also be submitted digitally, on one disc or flash drive. Bookmark all the documents as indicated in the Checklist. One paper packet must also be submitted.
4. When submitting large format plans digitally, 24 X 36") digitally, each of the plans 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. Include two full-size hard copies of each plan.
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. POWER OF ATTORNEY: A notarized power of attorney authorizing an agent to act on the owner's behalf.
8. RECORDED DEED: A copy of the recorded deed(s) for the subject property.
9. 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.
10. LEGAL DESCRIPTION: Full legal description including parcel control number(s) and total acreage on 8 1/2 x 11" document.
11. UNITY OF TITLE: A completed, unexecuted, draft unity of title including the full legal description, total site acreage, and parcel control number(s). [Unity of title form](#)

12. 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.
13. ADEQUATE PUBLIC FACILITIES: An adequate public facilities compliance statement; a reservation, deferral or an exemption.
14. If available, land dedication documentation.
15. 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](#)
16. 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.
17. STORMWATER MAINTENANCE PLAN: A stormwater maintenance plan shall be included within this report. Section 4.386, Land Development Regulations, Martin County. MARTIN COUNTY, FLA., LDR § 4.386
18. 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.
19. ENVIRONMENTAL ASSESSMENT: An environmental assessment of the property.
20. ENVIRONMENTAL WAIVER: Environmental waiver, when appropriate. [Environmental waiver application](#)
21. PAMP: A preserve area management plan, if the environmental assessment identifies wetlands or native habitats that are required to be preserved.
22. LANDSCAPING ALTERNATIVE COMPLIANCE: A Landscaping Alternative Compliance Request justification statement that identifies the proposed modifications to the code.
23. CRA ALTERNATIVE COMPLIANCE: A CRA Alternative Compliance Request justification statement that identifies the proposed modifications to the code.
24. UTILITIES LETTERS: Letters documenting the availability of phone, cable, electric and solid waste pick-up services for the proposed development.
25. PROPOSED WATER SOURCES: The proposed utilities and irrigation water sources including any proposed use of wells and septic systems.

26. UTILITIES WATER & WASTEWATER SERVICE AGREEMENT INFORMATION FORM: If the utility provider is Martin County Utilities, submit the completed Information Sheet.
[Information sheet](#)
27. UTILITY CERTIFICATION: If the utility provider is not Martin County Utilities, submit the completed Water and/or Wastewater Utility Service Certification form.
[Utility service certification](#)
28. Electronic files of the final site plan in AutoCAD 2010 to 2017 (.dwg) and Adobe (.pdf) formats. The Adobe version must be 24 x 36 and 300 dpi.
29. Electronic file of the boundary survey in AutoCAD 2004 to 2017 (.dwg) format.
30. PROPERTY OWNERS (Major Development requiring Public Hearings only): Certified list of property owners to be notified by letter of the public hearings, pursuant to Section 10.6.E., LDR, MCC.
31. SURVEY: 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.
32. SURVEY: 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.
33. Provide utilities-related calculations (as applicable) including lift station, fire flow (non- residential), irrigation (if using potable or reclaimed) and grease interceptor sizing.
34. Copies of any previously approved site plans.
35. 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.
36. 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.
37. Architectural drawings including elevation drawings to demonstrate compliance with commercial and residential design standards.
38. A landscape plan.
39. A tree survey that identifies protected trees as defined in Section 4.666 of the LDR.
40. A lighting plan.

41. Tower engineering report as required by Section 4.794.A., LDR.
42. Tower color illustrations as required by Section 4.794.B., LDR: Color photo digitized simulations showing the proposed site of the tower including all attached or associated WTCF equipment, with a photo-realistic representation of the proposed tower as it would appear viewed from the closest residential property or properties and from adjacent roadways. Include the following items:
 1. Raw file of all photos; including all meta data
 - a. Camera make
 - b. Camera model
 - c. F-Stop
 - d. Focal length
 - e. Image Sensor Dimensions in millimeters (height and width)
 - f. Horizontal resolution (total for native photo, not general dpi)
 - g. Vertical resolution (total for native photo, not general dpi)
 2. Photo must be taken from the actual tower location, not from Google, Bing or any other type of internet generated mapping or photo program
 3. Distance photo was taken from proposed site accurate within one foot; certified by a Florida licensed surveyor.
 4. Accuracy of photo simulated proposed tower equals 1/20 of tower height and width; certified by a Florida licensed Surveyor.
 5. Clearly show the ground location and elevation of photo simulated proposed tower.
43. Towers shared use: An application for a tower shall include a letter of intent, in a form approved by the County, committing the tower owner and successors to allow the shared use of the tower if additional users agree in writing to meet reasonable terms and conditions for shared use.
44. Tower co-location infeasibility: Documentation of the infeasibility of tower co- location. An application for a tower shall contain adequate documentation that co-location on an existing approved tower, of any type, or on an existing building or structure, has been attempted and is not feasible as required by Section 4.794.D., LDR
45. Tower FAA response: A copy of the Federal Aviation Administration response to the submitted "Notice of Proposed Construction or Alteration," or its replacement, or certification from a qualified professional engineer that FAA review and approval is not required.
46. A sealed statement from a qualified professional engineer, licensed in the State of Florida, that the design of the proposed tower complies with the tower design standards as set forth in Section 4.797.B.1, LDR.
47. Tower FCC licenses: Copies of all currently valid FCC licenses for the proposed facility.
48. Tower inventory: Each applicant for a WTCF shall provide the County with an inventory report of the applicant's existing WTCFs located within the county and for a distance of one mile beyond the County limits.

49. Disclosure of Interest Affidavit: Please submit a completed financial disclosure affidavit form.
[Section 10.5.D.1., LDR, MCC] [Disclosure of Interest Affidavit](#)
50. NOTICE SIGN: Not more than ten days after a development application has been determined to be sufficient for review, post the property with a noticing sign and submit a certified statement of installation and photos.

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