



Martin County, Florida
Growth Management Department
DEVELOPMENT REVIEW DIVISION

2401 SE Monterey Road, Stuart, FL 34996
772-288-5495 www.martin.fl.us

Vacated Plat 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. 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. If 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 copied to the Digital Website. 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.
[Digital website](#)
- 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 and any contract for purchase of the property.
- 9. Approved recorded plat.
- 10. LETTERS OF NO OBJECTION: Letters of no objection from easement users such as utilities, phone, cable, electric and solid waste pick-up services.
- 11. A survey of improvements for the affected area 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.
- 12. DISCLOSURE of INTEREST AFFIDAVIT: Please submit a completed financial disclosure affidavit form. [Section 10.2.B.3., LDR, MCC]
[Disclosure of Interest Affidavit](#)