



Martin County, Florida Growth Management Department
DEVELOPMENT REVIEW DIVISION
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Variance (Administrative) Checklist

Applicant shall submit the following items in the order shown below as one complete set in hard copy (paper) format and one complete set electronically either on a disc or flash drive. 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 revised application form. [Application](#)
2. AFFIDAVIT: Complete the affidavit for digital submission. [Affidavit for digital submission](#)
3. NARRATIVE: A complete project narrative including what is being requested, the location and size of the subject property.
4. A check made payable to the Martin County Board of County Commissioners per the Development Review Fees. [Development review fee schedule](#)
5. POWER OF ATTORNEY: A notarized power of attorney authorizing an agent to act on the owner's behalf.
6. RECORDED DEED: A copy of the recorded deed(s) for the subject property and any contract for purchase of the property.
7. 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.
8. VARIANCE JUSTIFICATION: Justification statement for variance.
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. A boundary survey (11 x 17 or larger) 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.
11. A site plan (11 x 17 or larger) illustrating what is being requested.
12. AERIAL PHOTO: Recent aerial photograph of the site with the property clearly outlined.

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