



Martin County, Florida Growth Management Department
DEVELOPMENT REVIEW DIVISION
2401 SE Monterey Road, Stuart, FL 34996
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Variance Non-Administrative

Applicant shall submit the following items in the order shown below as one complete set in hard copy (paper) format (see exceptions below) 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 new 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. BOUNDARY SURVEY: A boundary survey (24 x 36) 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. **Hard copy exception: 9 additional sets**
11. SITE PLAN: A site plan (11 x 17 or larger) illustrating what is being requested. **Hard copy exception: 9 additional sets**

12. CERTIFIED LIST OF PROPERTY OWNERS: A certified list of surrounding property owners, within 300 feet if site is inside the urban service district, or 600 feet if site is outside the urban service district, to be notified by letter of the public hearings.
13. AERIAL PHOTO: Recent aerial photograph of the site with the property clearly outlined.
14. DISCLOSURE of INTEREST AFFIDAVIT: Please submit a completed financial disclosure affidavit form. [Section 10.5.D.1., LDR] [Disclosure of Interest Affidavit](#)

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