



**Martin County, Florida Growth Management Department  
Development Review Division  
2401 South East Monterey Road, Stuart, FL  
34996 772-288-5495 [www.martin.fl.us](http://www.martin.fl.us)**

## **Zoning Change Checklist**

### **Required Format**

All applications for development must be reviewed for completeness, prior to the acceptance of the application for distribution to staff for review. The application must include the documents listed in subsection 10.2.B., the disclosure of ownership interests described in 10.5.D1, and the completeness review fee.

Submit only one paper packet (8 1/2x11-inch) of documents for completeness review and for full submittal following determination of completeness.

Upon submittal of the hard copy for both completeness and full submittals, staff will provide the agent listed on the application with a project specific link to a Sharebase folder where the agent can upload the digital plans and documents. **Bookmark all the documents in the order they appear in the Checklist.** Do not provide electronic signatures on any documents as they create errors in the bookmarked PDFs.

In addition to the plans and documents, provide electronic files of master and/or final site plans and survey in AutoCAD 2010 or later (dwg format). The coordinate positions within this file are to be rotated and translated to state plane coordinates in the North American Datum of 1983(NAD83) adjustment of 2011, Florida State Plane East Zone, US Survey Feet or currently approved datum.

**FEE:** Initial applications shall be accompanied by a completeness review fee. Once staff determines, in writing, the application is complete, the full application fee as established by BOCC resolution shall be submitted with the application. Checks are made payable to the Martin County Board of County Commissioners [Development Review Fee Schedule](#)

## Required Documents

Please include the following items in the order shown below. If any item is not included, please identify the item and the reason for its exclusion. Links to specific forms are included with some items, noted in blue font.

1. **Application:** Application signed by the owner or the entity having power of attorney from the owner to act on his/her behalf, pursuant to Section 10.5.B. In addition to identifying the entities that comprise the development team, the names of each individual who is authorized to submit documents during the development review process must be listed on the application and power of attorney forms. [Development Review Application](#)
2. **Digital Submittal Affidavit:** Affidavit, signed by the applicant or agent, certifying the digital application is an exact duplicate of the hard copy. [Digital Submittal Affidavit](#)
3. **Narrative:** Project summary including the history of the property/project, the type of development being proposed, the location and size of the subject property, current zoning and future land use, request for zoning and future land use, preserve and landscape areas, square footage (non-residential), and/or number of residential units, and proposed density. If the application is for an amendment, outline the major changes being requested. Include a request specifying a request for a Certificate of Public Facilities Exemption (5.32.B.), an Affidavit Deferring Public Facilities Reservation (5.32.C.) or a request for a Certificate of Public Facilities Reservation (5.32.D.).
4. **Power of Attorney:** A notarized power of attorney authorizing an agent to act on the owner's behalf.
5. **Disclosure of Interest Affidavit:** Provide a completed financial disclosure of interest affidavit form pursuant to Section 10.5.D.1. [Disclosure of Interest Affidavit](#)
6. **Recorded Deed:** A copy of the recorded deed(s) for the subject 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.
8. **Legal Description:** Full legal description including parcel control number(s) and total acreage.
9. **Site Location Map:** Include all adjacent and internal roadways, surrounding properties and a clear site boundary.
10. **School Impact Worksheet (Residential Only):** A school impact worksheet is to be included for all residential master and final site plan applications. [School Impact Worksheet](#)

**Note to Applicant and/or Agent:**  
**Public Notice Requirements:**  
**[Martin County, Fla., LDR, Article 10, Section 10.6]**

**Project Notice Sign:** Following the completeness review, not more than ten days after a development application has been determined to be complete, the development property must be posted with a notice sign. The applicant shall submit a certified statement of installation and photos to the project coordinator.

**Mailing of Notice:** A list of property owners meeting the distance requirements of Section 10.6.E(1), certified by an attorney or title company must be provided to the County no later than 2 weeks prior to the date and time of the public hearing.

**Procedures for Public Meetings and Hearings:**

The applicant must submit an affidavit attesting to the compliance with the mailing requirements in Section 10.6.E., during the public hearing. The certified list of property owners shall not be submitted during the public hearing.

**Resources:** [Martin County Development Review Webpage](#)