



**Martin County, Florida Growth Management Department**  
**DEVELOPMENT REVIEW DIVISION**  
2401 SE Monterey Road, Stuart, FL 34996  
772-288-5495 [www.martin.fl.us](http://www.martin.fl.us)

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## **Zoning Change 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. When submitting the 8 1/2 by 11 or 14 inch documents digitally, include one disc or flash drive. bookmarked as indicated in the Application Instructions. One paper packet must also be submitted.
4. When submitting large format plans digitally, include two sets of paper plans. Each of the plans listed below should be submitted on either a disc flash drive with #3 above. 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.
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 (8 1/2 x 11).
11. 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.
12. AERIAL PHOTO: Recent aerial photograph of the site with the property clearly outlined.

13. ASSESSMENT MAP: Martin County Property Appraiser's assessment map with the subject property outlined.
14. FUTURE LAND USE MAP: Martin County Growth Management Plan, Future Land Use Map with the subject property outlined.
15. PROPERTY OWNERS: Certified list of property owners to be notified by letter of the public hearings as required by Section 10.6.E., LDR.
16. SCHOOL IMPACT WORKSHEET: A school impact worksheet, if a residential zoning district.  
[School Impact Worksheet](#)
17. 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](#)