



Permit No: \_\_\_\_\_  
(for internal use)

**PERMIT APPLICATION CHECKLIST**  
**MARTIN COUNTY INFILL CODE COMPLIANCE**

[MARTIN COUNTY, FLA., LDR, §4.389.B (2015)]

**Infill Applicability** (use the [Infill Applicability Map](#) or the [Property Information Search](#)):

1. The lot is inside the primary urban service boundary; ***and***
2. The lot is in a subdivision without an approved Stormwater Management Plan; ***and***
3. The lot is smaller than 1 acre.

**Include the following detailed information with the Building Permit Application. If any item is not included, please identify the item and provide a reason for its exclusion in a narrative.**

1. Address or Parcel Control Number: \_\_\_\_\_
2. A Site Plan must be submitted with the following information. All elevations must reference North American Vertical Datum of 1988 (NAVD 88); the date of the last field survey must be within 180 days of the receipt of the application and so noted

**Existing Conditions**

- a. Topographic information must extend at least 10 feet beyond the limits of the lot (including finished floor elevations) and provide sufficient information within the lot limits to verify predevelopment drainage patterns
- b. Identify existing improvements and any other significant features within 25 feet beyond the limits of the lot
- c. Topographic information within the roadway right-of-way including centerline of road and the roadside swale fronting the lot
- d. A minimum of 4 elevations along each property line must be shown
- e. FEMA's Flood Insurance Rate Map (FIRM) Flood Zone and location relative to the Coastal High Hazard Area must be identified and delineated (*use this link to verify*)

**Flood Protection (Finished Floor) Elevation**

- a. 18 inches above the average crown of road, if the proposed structure is outside a FEMA Special Flood Hazard Area
- b. 1-foot above the FIRM Base Flood Elevation, if the proposed structure is within (or within 10 feet of) a FEMA Special Flood Hazard Area (*use this link to verify*)

**Lot Grading**

- a. Fill shall be limited to the minimum necessary for construction of the building. Stemwall or extended footers may be required if proposed finished floor elevation is higher than Flood Protection (Finished Floor) Elevation.
- b. Berms that block off site runoff that flows to or through the lot are not permitted.

- c. Swales must be inside the perimeter of the lot to convey runoff to the roadside having a maximum (steepest) slope of 5H:1V and a minimum depth of six (6) inches (0.5 feet).
- d. For each side of the lot, a cross section must be provided that includes: existing elevation at the lot line, proposed elevation at bottom of swale, proposed elevation adjacent to the proposed structure, and the distance between each.
- e. Proposed finish grade elevation of the drainfield must be shown with a maximum (steepest) slope of 4H:1V, demonstrated with a cross section that includes proposed swale details.
- f. Where the conditions above cannot be met, consider using retaining walls, yard drains, or roof gutters to aid in directing runoff to roadside. If a retaining wall is proposed, an elevation of the wall must be submitted, which details how the top of the wall meets the existing ground at each end.

**Driveway**

- a. Proposed material shall be provided
- b. Existing roadside drainage shall not be blocked
- c. The maximum change in grade for a single family home on a local street cannot exceed 10%, unless approved by the County Engineer.
- d. Proposed invert elevations of the driveway or the driveway culvert must be shown
- e. Sizes and inverts of neighboring driveway culverts (upstream and downstream) must be shown
- f. Pipe size of the culvert must be a minimum of 15-inches or match the pipe sizes of the neighboring driveway culverts (whichever is greater)
- g. If roadside swales do not exist, the driveway shall be graded to provide for a minimum of 0.2-foot fall, seven (7) feet from edge of pavement.

**Best Management Practices (BMPs)**

Stormwater runoff from areas of any construction activity shall be controlled, treated and managed on-site using best management practices (BMPs) to minimize erosion, sedimentation, and illicit discharge to neighboring properties, the County's stormwater system, or regulated waters.

All proposed BMPs must be shown on the site plan. To minimize the disturbance of the roadside, a temporary construction driveway with a piped culvert must be used. Examples of permitted BMPs include:

- a. Silt fence
- b. Storm drain inlet protection
- c. Floating turbidity barriers
- d. Hay barrels
- e. Filter Sock