

COMPREHENSIVE PLAN AMENDMENT APPLICATION



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INSTRUCTIONS FOR AN AMENDMENT TO THE COMPREHENSIVE GROWTH MANAGEMENT PLAN

Comprehensive Plan Amendment applications may be submitted only between September 1 and September 30. The application form, all supporting documents, a completed checklist, and filing fee are due per the following schedule:

ACTIVITY	DEADLINE
Submission of application. ⁽¹⁾	September 30, at 5:00 PM
Growth Management Department (GMD) to mail sufficiency letter listing any missing materials.	October 7
All missing materials due from applicant. ⁽²⁾	October 15
Last day to withdraw application and receive a return of fees.	November 15
Preparation of staff reports.	October 15 - March 1
Local Planning Agency public hearings.	December 1 - April 1
Board of County Commissioner public hearing.	To begin by April 30
GMD to transmit plan amendments to Division of Community Planning for review.	Within 10 days of Commission action.

- 1) If a deadline falls on a weekend, the deadline shall be the following Monday.
 2) Any missing materials must be submitted by October 15th or the application will not be processed further.
 Incomplete applications will be returned to the applicant with a refund of the application fee after October 16th.

APPLICATION INSTRUCTIONS AND REQUIREMENTS

- 1) Note timelines and deadlines for Comprehensive Plan Amendments on the front page.
- 2) See the special instructions on the following pages for submittal of application materials, public notification requirements, and application justification statement.
- 3) Use the checklist provided with this application to ensure that you provide all the necessary documents.

I. APPLICATION SUBMITTAL

Application Period.

Application for amendments to the Comprehensive Growth Management Plan (CGMP) shall be submitted to Martin County between September 1 and September 30 of each year. If a Plan amendment requires changes to the Capital Improvement Element, those CIE changes must be proposed, reviewed, and adopted as part of the amendment.

Applications that are found by the Growth Management Department to be unclear or incomplete may be supplemented on or before October 15. Applications not complete by October 15, will be returned to the applicant and can only be considered if resubmitted as a new application in a subsequent September application window. Fees will be returned to any applicant who withdraws an application before November 15. Fees are forfeited for all applications withdrawn after November 15th.

Applications which are withdrawn, denied, or not acted on by the County Commission are considered withdrawn and may not be considered unless submitted as new applications in a subsequent September application period. Continuing an amendment from the first set to the second or to the next year will not be possible without action by the County Commission. Applications that do not receive final action in the current approval cycle are considered withdrawn.

Application.

Application materials must be provided as electronic files in PDF format on a CD or a USB flash drive. The electronic transfer device must be delivered in person along with the application fee. Applicants that are unable to provide electronic files and wish to submit hardcopy paper will be charged an additional scanning fee.

Parcels subject to a Future Land Use Map (FLUM) amendment must have an appropriate zoning district that implements the proposed land use. The applicant shall include with the application a concurrent zoning district change request to implement the proposed land use.

Planned Unit Development zoning requests must be submitted separately with all necessary materials (including the appropriate site plan application) to the Development Review Division.

Rezoning Application.

The request for a zoning district change requires completion of the Development Review Application for a zoning change. Applicants should demonstrate compliance with the criteria for a zoning district change found in Section 3.2.E. of the Land Development Regulations and Policy 4.4A.1. of the Comprehensive Growth Management Plan.

Applicant.

For any FLUM amendment and for a text amendment which changes an allowable use of land for a specific parcel, proof of ownership of the property subject to the request must be supplied. Only the owner of the subject property or the Martin County Commission can apply for a FLUM amendment. Proof of ownership must be provided for any amendment application to be deemed complete. The applicant must provide the names and addresses of each and every person with any legal or equitable interest in the property, including any partners, members, trustees, and stockholders and every person or entity having more than a 5% interest in the property. However, this requirement shall not apply to:

- (i) Interests held under a publicly traded company; or
- (ii) Individual members of a homeowners or property owners association, when association property is the subject of the proposed amendment; or
- (iii) Minors, defined as any person who has not attained the age of 18; or
- (iv) Mortgagees

Any amendment which was found complete based on false or incomplete disclosure will be subject to cessation of processing of the application.

Electronic Map Files.

All maps for Plats, Site plans, Zoning, and Land Use amendments, submitted to the County for approval in application packages, must comply with County standards. A licensed professional Surveyor or Engineer can compile the data.

The electronic survey file must be in its original CAD format, in the correct coordinate system, compatible with the County's Geographic Information System (GIS) system. All mapping elements are to be in North American Datum of 1983 (NAD83), State Plane Coordinates, Florida Eastern Zone, Units measured in survey feet. This requirement is to be interpreted to mean that all elements in the drawing are to reside in the correct coordinate system and not just that they are referenced to the correct coordinate system. To test whether the drawing is correct, the drawing elements should overlay existing elements that are stored in the current Martin County GIS. The digital file submitted is to be identical to the hardcopy map that it represents. Legal descriptions must match the graphic exhibits presented to identify the parcel being considered for amendment.

II. PUBLIC NOTICE REQUIREMENTS

Public Participation.

The Local Planning Agency and the Board of County Commissioners shall continue to provide for public participation in the comprehensive planning process. The County shall provide for broad dissemination of proposals and alternatives, opportunity for written comments, public hearings with open discussion, communications programs, information services, and consideration of and response to public comment. Unless prohibited by law, the public shall have the right to speak and to ask questions at all meetings and workshops of the County Commission and the LPA at which amendments to the CGMP or Land Development Regulations or the approval of Development Orders are being considered. The Commission may, by resolution, set reasonable time limits on presentations by each speaker.

For Future Land Use Map changes, text changes to the CGMP applicable to a single property, or zoning changes, in addition to the notice requirements of state law and other elements of this Plan, signs shall be placed in the right of way and notice shall be as provided for a zoning district change. All published notices shall provide sufficient information for the public to understand the meaning and impact of the amendment.

Where a material change is made in the amendment or any change is made which would increase the impact of the amendment on residents or on the environment, new notification and advertising shall be required prior to any public hearing on a vote on the amendment to reflect such change. A material change includes any change to the allowable uses, densities or intensities, development standards, extent of development allowances or infrastructure or preservation requirements, deadlines for payment of fees, completion of work or similar substantive matters, or other substantive aspect of development that may increase the impact of the amendment, including those related to financial obligations.

Seven Day "Cooling Off" Period - Plan amendments concerning changes to the FLUM cannot be changed in the seven (7) business days prior to any advertised public hearing. This will

allow the citizens, commissioners and others to fairly evaluate the document. If the Plan Amendment is revised within that period, the hearing will be postponed unless the County, the applicant and all members of the public who have submitted oral or written comments upon the amendment, agree otherwise.

Signs on the Property.

Not more than ten (10) days after the application for a land use amendment or text change to the CGMP applicable to a single property has been deemed complete by the Growth Management Department, the applicant must erect a sign or signs on the property pursuant to Section 10.6. Land Development Regulations, Martin County Code. **An example sign sheet is provided with this application package for reference.**

1. The sign(s) shall have a uniform yellow background with letters in black. Lettering shall be at least two inches in height except as otherwise set forth in paragraph 3 below.
2. The sign(s) shall be double-faced and placed perpendicular to the street. The sign face and lettering shall be clearly visible by drivers and pedestrians traveling in either direction and should not be obstructed. Where the property abuts more than one roadway, at least one sign for each additional roadway shall be posted to satisfy this requirement. If the property does not abut a public right-of-way, signs shall be placed at the nearest public right-of-way with an indication of the location of the subject property.
3. Signs facing minor arterial, major arterial or major collector streets shall be at least 12 square feet in area per face and the title of the sign (e.g. " Notice of Future Land Use and Zoning Change" and the project or application number shall have letters at least eight inches in height. Signs facing all other streets shall be at least six square feet in area per face and the title and project application number shall be at least four inches in height.
4. Reasonable maintenance of the sign(s) by the applicant shall be required until the conclusion of the development review process to ensure that the required sign(s) remain legible. All posted signs shall be removed within ten days after the final action has been taken on the development application.
5. The applicant shall submit a notarized certification to the County Administrator within ten days following the posting stating that the sign(s) was posted according to and complies with the standards of these notice provisions. Failure of the applicant to submit a notarized certification shall toll the application review periods of section 10.2.D.2.

Letters to Surrounding Property Owners.

County requirements for public notices are set forth in Sections 1.9, 1.11, of the Comprehensive Growth Management Plan. The applicant is responsible for notifying surrounding property owners by mail of all public hearings on a proposed land use amendment. A letter certifying that the public notification letters were sent, along with a copy of the letter and the list of persons and addresses to whom it was sent, must be submitted to the Clerk as part of the public record at the beginning of the public hearing.

Applicants must notify by mail all property owners, property owners associations, and home owners associations within 1,000 feet of the development site boundaries as required for development applications by the Land Development Regulations. For projects outside the

Urban Service Districts, the distance required for notification shall be 2,500 feet. The notification must be mailed at least 14 days prior to the public hearing.

A sample notification letter is included with this application package for reference. The applicant should provide a copy of the proposed notification letter to the Growth Management Department for review prior to mailing. Martin County will publish notice in the newspaper for public hearings for text and future land use map amendments.

III. APPLICATION JUSTIFICATION

The following Comprehensive Plan excerpts are provided for information only and should in no way be interpreted to substitute for full compliance with all Martin County Comprehensive Growth Management Plan goals, objectives, and policies whether or not provided in this application instruction sheet.

The applicant must provide justification for the proposed amendment and cite how the amendment is consistent with the Goals, Objectives and Policies of the Martin County Comprehensive Growth Management Plan. Amendments and development orders shall be deemed consistent with the intent of the Plan when land uses, densities or intensities, and environmental protection measures further the goals, objectives and policies of this Plan. Where a subject is addressed by two or more provisions of the Comprehensive Plan, all provisions apply, and the stricter provision shall prevail to the extent of the conflict. Plan policies that address the same issue shall be considered consistent when it is possible to apply the requirements of both policies with the stricter requirements governing.

The application will be evaluated by County staff based on the application materials, relevant Comprehensive Growth Management Plan policies, and other materials gathered. Staff analysis will be presented in a staff report, along with a recommendation, to the Board of County Commissioners. Staff can recommend approval of a requested change, provided it is consistent with all other elements of the Comp. Plan, and at least one of the following three situations has been demonstrated by the applicant to exist:

- (a) Past changes in land use designations in the general area make the proposed use logical and consistent with these uses and adequate public services are available and growth in the area – in terms of development of vacant land, redevelopment and availability of public services – has altered the character of the area such that the proposed request is now reasonable and consistent with area land use characteristics; or
- (b) The proposed change would correct an inappropriately assigned land use designation; or
- (c) The proposed change is a County initiated amendment that would correct a public facility deficiency in a County facility that provides for the health, safety or general welfare of County residents and cannot otherwise be adequately provided in a cost effective manner at locations where the proposed land use is currently consistent with the CGMP.

If staff cannot make a positive finding regarding any of the items in (a) through (c), along with a determination of consistency with all Plan goals, objectives and policies and the requirements of Chapter 1, CGMP, staff is required, in compliance with the CGMP to recommend denial.

The justification provided by the applicant should examine specific changes occurring in the vicinity of the subject property including: demographics; surrounding land uses and zoning; existing physical characteristics of the parcel; and any shifts in the local composition of the area's commercial, industrial, and/or residential character. The application should consider the impacts of the amendment upon the adopted levels of service for public facilities including: sanitary sewer; potable water; drainage and aquifer recharge; solid waste; recreation; transportation facilities; and others as appropriate. In addition, the application should consider whether the amendment protects the safety, health, and welfare of Martin County citizens, and addresses the impacts of development activities on natural systems, environmentally sensitive areas, and the County's historic resources.

Justification Statement:

Below is provided a brief summary of some of the Comprehensive Growth Management Plan (CGMP) goals, objectives, and policies. The applicant should address CGMP policies, as applicable to their amendment, and provide a justification statement for a proposed amendment. Under no circumstance is the below list to be considered exhaustive or a complete list of items to be considered. The applicant can and should provide additional justification as appropriate to their amendment. The below summary is only a general guideline to aid the applicant in evaluation of the proposed amendment.

The purposes of the CGMP are:

- (1) To implement and strengthen the comprehensive planning process, and
- (2) To protect and restore natural and manmade resources and maintain the character, stability and quality of life for present and future County residents, and
- (3) To allow only orderly growth and development that achieves the purposes listed in this subsection, and
- (4) To achieve and maintain conservative prudent fiscal management, and
- (5) To set out goals, objectives, policies, and procedures Martin County has adopted and to require that they be strictly followed when conducting the county's business.

In furtherance of these purposes the more restrictive requirements of Chapter 1 and of the overall goals, objectives, and policies of Chapter 2 shall supersede other parts of this Plan when there is conflict.

Compatibility with surrounding uses.

The CGMP provides that existing residential areas shall be protected from encroachment by incompatible development. The applicant's justification should discuss whether the proposed amendment would result in a logical, timely and orderly development pattern which is compatible with the character of the existing land uses in the adjacent and surrounding area.

- Policy 2.1A.1: No land uses or development shall: (1) exceed 15 units per acre. (2) have more than four stories... (3) be more than 40 feet high. ...
- Policy:2.1A.2. Protect residential areas from encroachment by commercial or industrial development.
- Policy:2.1A.3. Comparable density and dwelling unit types for abutting existing residential development.
- Objective 4.1F. Density allocations and intensity.
- Policy 4.9A.1. Suitable siting of residential development.
- Objectives 4.9G. through 4.13A.

Consistency with CGMP.

The proposed amendment shall maintain internal consistency among all elements of the CGMP. Internal consistency shall be a prime consideration in evaluating all requests for amendments to any element of the Plan.

- Policy 4.1A.1. Conformity of Land Development Regulations.
- Policy 4.1B.2. Analysis of availability of public facilities.
- Policy 4.1B.3. Internal consistency of elements.
- Objective 4.1E. (Policies 4.1E.1. through 4.1E.7.)
- Policy 4.4A.1. Rezoning.
- Objective 4.7B. (Policies 4.7B.1. through 4.7B.10.)
- Objectives 4.9G. through 4.9H.
- Objective 4.10E.
- Goal 4.13.

Environmental Issues.

The application should consider whether the amendment protects the safety, health, welfare of Martin County citizens, and addresses the impacts of development activities on natural systems, environmentally sensitive areas, and the County's historic resources.

- Policy 2.2A.1. All wetlands shall be preserved...
- Policy 2.2A.2. Exceptions to allow wetland alteration...
- Policy 2.2A.3. In all cases where wetlands alterations are allowed the least damaging alternative shall be chosen...
- Policy:2.2A.4 Development plans shall provide restoration of the natural hydroperiod
- Policy:2.2B.1. ...a minimum of 25% of existing upland native habitat will be preserved in all development where such habitat exists.
- Objective 2.2C. Martin County shall ensure that all official actions of the County support and further a safe, healthy and ecologically balanced St. Lucie River Estuary and Indian River Lagoon ...
- Policy:2.2C.5. Changes to the FLUM or the text of the Comprehensive Plan that would negatively affect implementation of CERP or the Indian River Lagoon South component by compromising their success or increasing cost, shall not be allowed unless the applicant clearly demonstrates with supporting evidence, that the denial of such request would result in a violation of its constitutional or statutory property rights.
- Policy:2.2D.2. In considering amendments to the CGMP in the watershed of the Loxahatchee River which increase the intensity of use, the Board shall consider whether the more intense land use will negatively impact the ability to restore natural timing, volume, and water quality to the Loxahatchee River.
- Goal 4.5. To protect the County's natural resource systems from the adverse impacts of development (Policies 4.5A.1. through 4.5C.3.).
- Goal 4.6. To protect historical resources in the County from the adverse impacts of development as set forth in Chapter 16 Arts, Culture and Historic Preservation Element.

Concurrency.

No amendment shall be approved unless present or planned public facilities and services will be capable of meeting the adopted level of service standards of the CGMP for the proposed

future land use. Among other considerations, the Future Land Use Map (FLUM) shall not be amended to provide for additional urban expansion unless the CGMP includes traffic circulation; mass transit; water; sewer; solid waste; drainage; parks and recreation; Fire/Public Safety/EMS; schools; and library facilities necessary to serve the area, and the associated funding sources.

- Policy 2.3B.1. Martin County shall enforce the concurrency standards...
- Policy 2.3B.4. No FLUM amendment or text amendments shall lessen the requirements to provide an acceptable level of public services...
- Policy 4.1B.2. Analysis of availability of public facilities.
- Policy 4.1B.3. Internal consistency of elements.
- Policies 4.7A.1. through 4.7A.13.
- Policies 4.7B.7. through 4.7B.10.
- Objective 4.7D. Provision of adequate capital facilities.

Community Redevelopment Areas.

Any Plan amendment and/or FLUM amendment which changes the boundary of a CRA or creates a new CRA, must contain an analysis of the impacts of potential land use changes. Since designation of a CRA allows mixed-use under certain conditions, there must be data and analysis supporting the conclusion that potential impacts of the CRA creation or expansion are consistent with the Comprehensive Plan. The analysis shall include review of the availability and adequacy of public facilities and the level of service necessary to support mixed use as well as potential fiscal impacts, land use impacts, and land use need in relation to population.

- Objective 4.2B. To encourage redevelopment through the designation of CRAs. (Policies 4.2B.1. through 4.2B.7.)
- Goal 4.3. To provide opportunities for mixed residential and nonresidential uses, including Traditional Neighborhood Development.
- Objective 4.3A. To encourage, but not mandate, mixed use in designated CRAs. (Policies 4.3A.1 through 4.3A.10.)

Expansion of Urban Service Districts.

A land use amendment application that would result in a modification of the Urban Service District must also file a concurrent text amendment request to change the Urban Service District Boundary.

- Modifications to the Primary Urban Service District boundary must comply with Policy 4.7A.6. Proposed amendments to Urban Service District boundaries, CGMP.
- Modifications to the Secondary Urban Service District boundary must comply with Policy 4.7B.3. Conditions for expansion of Secondary Urban Service Districts, CGMP.

Commercial/Industrial Lands.

Applicants requesting a change in land use designation to a Commercial or Industrial land use should review the Policies in the CGMP relating to the land use designation they are proposing. Additionally Applicants must demonstrate compliance with Policy 2.4C.3.

- Policy 2.4C.3. Limit commercial and industrial land use amendments to that needed for projected population growth for the next 15 years. The determination of need shall include consideration of the increase in developed commercial and industrial acreage in relation to population increases over the preceding ten years, the existing inventory

of vacant commercial and industrial land, and the goals, objectives, and policies of the CGMP, including the Economic Element. The County shall update this analysis at least every two years. The limitation contained herein shall only apply to land use amendments, and not to rezonings, site plans, or any other land use approvals, including development agreements.

The Martin County Board of County Commissioners adopted its Commercial and Industrial Land Analysis on June 14, 2016 in accordance with Policy 2.4C.3. This document can be found on the County's webpage for CPA applications.

- Goal 2.3. Martin County shall promote orderly and balanced economic growth while protecting natural resources, enhancing the quality of life in Martin County, and providing prudent fiscal management.
- Policy 4.9E.1. Forms of buffering between land uses.
- Objective 4.9H. To protect residential areas from encroachment by incompatible development.
- Policy 4.10B.1. Criteria for commercial land use designation.
- Policy 4.10B.2. Criteria for siting commercial development.
- Policy 4.11B.1. Development review process for industrial development.
- Policy 4.11C.1. Nuisance standards for industrial development.
- Policy 4.11C.2. Buffers in industrial areas.
- Policy 4.13A.8. Commercial development.
- Policy 4.13A.9. Industrial development.

Conversion of Agricultural Lands.

Increases in intensity on Agricultural designated lands must address the following objectives and associated policies:

- Policy 2.4A.5. Property with an agricultural tax classification may be granted a land use change which allows urban development provided any existing agricultural classification is removed at the first opportunity.
- Objective 4.12A. To ensure the Land Development Regulations set forth procedures to preserve the agrarian character of agricultural lands and to provide other methods to maintain the economic viability of agriculture.
- Objective 4.12B. To monitor and evaluate innovations and new management practices for preserving farmlands while protecting the property rights of farmers.
- Objective 4.12C. To strongly urge preservation of agricultural lands in the County, as denoted on the FLUM, realizing that soil attributes and climatic conditions make the land especially productive for agriculture and silviculture.
- Objective 4.12D. To continue to preserve agricultural lands by restricting expansion of urban services to areas adjacent to urban cores.
- Policy 4.13A.1. Intent of agricultural designation.

Urban Sprawl.

Florida Statutes, Section 163.3177(3)(a)9. (adopted by HB 7207) states that any amendment to the future land use element shall discourage the proliferation of urban sprawl. It provides thirteen indicators to judge whether a future land use amendment discourages the proliferation of urban sprawl.

Urban sprawl is defined as a development pattern characterized by low density, automobile-dependent development with either a single use or multiple uses that are not functionally related, requiring the extension of public facilities and services in an inefficient manner, and failing to provide a clear separation between urban and rural uses.

Florida Statute provides an additional eight criteria, of which four must be met, in order to judge whether an amendment can be determined to discourage the proliferation of urban sprawl. The thirteen indicators and the eight criteria for urban sprawl are as follows:

(I) Promotes, allows, or designates for development substantial areas of the jurisdiction to develop as low-intensity, low-density, or single-use development or uses.

(II) Promotes, allows, or designates significant amounts of urban development to occur in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.

(III) Promotes, allows, or designates urban development in radial, strip, isolated, or ribbon patterns generally emanating from existing urban developments.

(IV) Fails to adequately protect and conserve natural resources, such as wetlands, floodplains, native vegetation, environmentally sensitive areas, natural groundwater aquifer recharge areas, lakes, rivers, shorelines, beaches, bays, estuarine systems, and other significant natural systems.

(V) Fails to adequately protect adjacent agricultural areas and activities, including silviculture, active agricultural and silvicultural activities, passive agricultural activities, and dormant, unique, and prime farmlands and soils.

(VI) Fails to maximize use of existing public facilities and services.

(VII) Fails to maximize use of future public facilities and services.

(VIII) Allows for land use patterns or timing which disproportionately increase the cost in time, money, and energy of providing and maintaining facilities and services, including roads, potable water, sanitary sewer, stormwater management, law enforcement, education, health care, fire and emergency response, and general government.

(IX) Fails to provide a clear separation between rural and urban uses.

(X) Discourages or inhibits infill development or the redevelopment of existing neighborhoods and communities.

(XI) Fails to encourage a functional mix of uses.

(XII) Results in poor accessibility among linked or related land uses.

(XIII) Results in the loss of significant amounts of functional open space.

Proliferation of Urban Sprawl.

In order for the application to be determined to discourage the proliferation of urban sprawl, the amendment must incorporate development patterns or urban form that achieve four or more of the following:

(I) Directs or locates economic growth and associated land development to geographic areas of the community in a manner that does not have an adverse impact on and protects natural resources and ecosystems.

(II) Promotes the efficient and cost-effective provision or extension of public infrastructure and services.

(III) Promotes walkable and connected communities and provides for compact development and a mix of uses at densities and intensities that will support a range of housing choices and a multimodal transportation system, including pedestrian, bicycle, and transit, if available.

(IV) Promotes conservation of water and energy.

(V) Preserves agricultural areas and activities, including silviculture, and dormant, unique, and prime farmlands and soils.

(VI) Preserves open space and natural lands and provides for public open space and recreation needs.

(VII) Creates a balance of land uses based upon demands of residential population for the nonresidential needs of an area.

(VIII) Provides uses, densities, and intensities of use and urban form that would remediate an existing or planned development pattern in the vicinity that constitutes sprawl or if it provides for an innovative development pattern such as transit-oriented developments or new towns as defined in s. 163.3164.

Consideration for rezoning.

The Future Land Use Map of the CGMP establishes the optimum overall distribution of land uses. The Future Land Use Map shall not be construed to mean that every parcel is guaranteed the maximum density and intensity possible pursuant to the CGMP and the Land Development Regulations.

The County has the discretion to decide that the development allowed on any given parcel of land shall be more limited than the maximum allowable under the assigned future land use category. The application should consider the surrounding area and the provisions of the Land Development Regulations in the selection of the proposed zoning on the property.

- Objective 4.4A. - Policy 4.4A.1.Rezoning.
- Section 3.2.E. of the Land Development Regulations

Attachments

1. CPA Application Fee Schedule
2. CPA Application Checklist.
3. CPA Application
4. Rezoning Application Checklist.
5. Development Review Application
6. Disclosure Affidavit Form
7. School Impact Worksheet.
8. Water & Sewer Availability Worksheet.
9. Example Sign Sheet.
10. Example letter for public notification.

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Martin County Comprehensive Planning Fee Schedule

Activity	Fee
Comprehensive Growth Management Plan, Text Amendment.	\$8,150
Comprehensive Growth Management Plan, Future Land Use Amendment and Standard Zoning District Change.	\$6,100
Future Land Use Map Amendment with concurrent PUD application. (Fee paid separately*)	\$6,100 <u>\$13,800</u>
Total Fee.	\$19,900
Petition for LDR Change.	\$3,115
Amendments to Text or Land Use Amendment Applications.	\$500
Meeting or Hearing Continuance of BCC or LPA Meeting.	\$200
Scrivener's Error.	\$480

*Planned Unit Development (PUD) applications are to be submitted separately, under the provisions of Article 10, to the Development Review Division. The application fee for a PUD is paid separately from the FLUM amendment.

APPLICATION MATERIALS CHECKLIST

Plan Amendment # _____ (Staff use only)

This application materials checklist is provided for the applicant's use. The checklist will be used by staff to determine the completeness of the application. If there are incomplete items, a notification will be sent to the applicant with a request to provide the missing materials.

- ___ 1. Application.
- ___ 2. Name and address of the current property owner and documents of authority to act on behalf of the owner.
- ___ 3. Certificate of opinion by an attorney/title company regarding current property ownership.
- ___ 4. Financial Disclosure Affidavit.
- ___ 5. Legal descriptions and parcel control numbers for each parcel proposed to be amended. If the request is for more than one land use designation, the legal description must be formatted to identify each designated land use separately.
- ___ 6. Acreage of subject parcel or parcels per land use type.
- ___ 7. A detailed location map.
- ___ 8. A Soils Survey Map sheet with the subject property outlined in red. Soil Survey map sheets can be obtained from the Soil and Water Conservation Service by calling (772) 221-1303.
- ___ 9. A current Flood Insurance Rate map with the subject property outlined in red. The Flood Insurance Rate Map sheets are available on the County's Web Site. Search for FEMA Flood Insurance Rate Maps.
- ___ 10. Proposed text amendment, if applicable.
- ___ 11. Justification statement for the proposed amendment that cites how the amendment is consistent with the Goals, Objectives and Policies of the CGMP.
- ___ 12. Traffic study, demonstrating the effects of the proposed amendment on the minimum Levels of Service.
- ___ 13. School Impact Worksheet.
- ___ 14. Water & Sewer Availability Worksheet.
- ___ 15. Survey file in CAD format, in the correct coordinate system, that is compatible with the County's GIS system.
- ___ 16. Other relevant data as appropriate.

The following must be provided concurrent with the draft notification letter for staff review prior to the first public hearing.

- ___ 17. Certified list of surrounding property owners.

Reviewed By: _____ (Staff use only)
Growth Management Dept.: (772) 288-5495



Martin County, Florida
 Growth Management Department
 COMPREHENSIVE PLANNING DIVISION
 2401 SE Monterey Road, Stuart, FL 34996 772-288-5495 www.martin.fl.us

COMPREHENSIVE PLAN AMENDMENT APPLICATION

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A. GENERAL INFORMATION

Type of Application:

Name or Title of Project:

Future Land Use Map Amendment:

Location of Project and Description of Proposal:

Parcel Control Number(s)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Project within a CRA? YES/NO Which One?

Size of Project (Acres): _____

Current Future Land Use Designation: _____

Current Zoning Designation: _____

Proposed Future Land Use Designation: _____

Proposed Zoning Designation: _____

Text Amendment

Proposed Elements to Amend:

B. APPLICANT INFORMATION

Property Owner: _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

Agent: _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

Contract Purchaser: _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

Land Planner: _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

Traffic Engineer: : _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

Attorney: : _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

Other Professional: : _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

C. Applicant or Agent Certification:

I have read this application, and to the extent that I participated in the application, I have answered each item fully and accurately.

Applicant Signature

Date

Printed Name

NOTARY ACKNOWLEDGMENT

STATE OF: _____ **COUNTY OF:** _____

The foregoing instrument was acknowledged before me by means of ___physical presence or ___online notarization, this _____ day of _____, 20____, by _____

Notary Public Signature

printed name

He or She ___ is personally known to me or ___ has produced identification.

STATE OF: _____ **at-large:** _____

Applicant declares:

He/she understands that this application is submitted pursuant to Chapter I, Section 1-11 of the Martin County Comprehensive Growth Management Plan and Chapter 163, Part II (The Community Planning Act) of the Florida Statutes. The public record of this matter will consist of this application, the exhibits, documents or other materials prepared by the applicant and submitted to the Martin County Growth Management Department; information or materials the Martin County Growth Management Department may submit; public comment submitted through the Martin County Growth Management Department; and comments made at public hearings related to this application.

Please submit the application to: Martin County Growth Management Department
2401 SE Monterey Road, Stuart, FL 34996.

Completeness of application is the responsibility of the applicant. Applications not complete by the sufficiency due date will be returned to the applicant.

Applicant/Owner:

Signature of Applicant

Printed Name

Applicant Agent:

Signature of Agent

Printed Name

Note: The above noted agent, or owner, if no agent is listed, address and phone number will be used by the County as the single contact for all correspondence and other communication.

LIMITED POWER OF ATTORNEY

By this Limited Power of Attorney I, _____, as owner of the property subject to the application submitted to Martin County, hereby make, constitute and appoint _____, the true and lawful attorney-in-fact for said application, and in my name, place and stead, to execute and sign any and all documents or instruments pertaining to the following property located in Martin County.

See attached legal description as Exhibit "A"

I, _____, Owner, give and grant unto said attorney-in-fact, full power and authority to do and perform any and all acts necessary or incident to the performance and execution of the powers herein expressly granted, with power to do and perform all acts authorized hereby, as fully to all intents and purposes as owners might or could do with full power of substitution and revocation, hereby ratifying and confirming all that said attorney or his substitute shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I _____, Owner, have hereunto set my hand on this _____ day of _____, 20__.

NOTARY ACKNOWLEDGMENT

STATE OF _____

COUNTY OF _____

I hereby certify that the foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____.

He or she

is personally known to me or has produced _____ as identification.

Notary public signature

Printed name

State of _____ at-large

DISCLOSURE OF INTEREST AFFIDAVIT

BEFORE ME, the undersigned authority, duly authorized to take acknowledgments and administer oaths, personally appeared the undersigned person on the date set forth below, who, first being duly sworn, deposes and says under penalties of perjury:

1. That the record property owner(s) of the Real Property described in **Exhibit "A"** to this Affidavit is (are) as follows:

Name	Address

(If more space is needed attach separate sheet)

2. That the following is a list of every natural person and entity with any legal or equitable interest in the property (as defined in Section 10.2.B.3. Land Development Regulations, Martin County Code):

Name	Address	Interest

(If more space is needed attach separate sheet)

DISCLOSURE OF INTEREST AFFIDAVIT

3. That the following is a list of those, who have any interest in a contract for sale of the property, or a conveyance of any interest in the property, including but not limited to, real estate brokers and salespersons; and any and all mortgagees of the property:

Name	Address	Interest

(If more space is needed attach separate sheet)

4. That the following is a list of all other applications for which the applicant has an interest as defined in subsection b. and c. of Section 10.2.B.3. Land Development Regulations, Martin County Code currently pending before Martin County. The list shall include any development applications, waiver applications, road opening applications, and lien reduction requests.

Application Name and/or Project Number	Names & Addresses of Parties involved	Date	Type of Application	Status of Application ^{1*}

(If more space is needed attach separate sheet)

¹ Status defined as: A = Approved P = Pending D = Denied W = Withdrawn

DISCLOSURE OF INTEREST AFFIDAVIT

This Affidavit is given for the purpose of establishing compliance with the provisions of Section 10.2.B.3 Land Development Regulations; Martin County Code.

FURTHER AFFIANT SAYETH NOT.

AFFIANT

Signature

Print name

STATE OF: _____

COUNTY OF: _____

The foregoing Disclosure of Interest Affidavit was sworn to, affirmed and subscribed before me this _____ day of _____ 20____, by _____, who is personally known to me or have produced _____ as identification.

Signature

Notary Public, State of _____

(Notary Seal)

Print Name: _____

My Commission Expires: _____

DISCLOSURE OF INTEREST AFFIDAVIT

Exhibit "A"
**(Disclosure of Interest and Affidavit) (Legal
Description)**

DISCLOSURE OF INTEREST AFFIDAVIT

Appendix

Article 10.2.B.3. Article 10, Development Review Procedures; Land Development Regulations; Martin County Code

10.2.B. Application submittal for development approval. Applications for development approval shall comply with the following described procedures:

1. Initiation. A development application shall be filed with the County Administrator by the owner or other person having a power of attorney from the owner to make the application.
2. Acceptance of the application. A development application will be received for processing on any working day.
3. Verification of property ownership. The documents required below are required prior to an application being determined complete. After the application is determined to be complete, the applicant has a continuing obligation to provide revised documents to reflect any changes to the information provided that may occur before and as of the date of the final public hearing or final action on the application.
 - a. Proof of ownership must be provided for any application for any type of development order. The applicant shall provide a copy of the recorded deed for the subject property, and shall certify any subsequent transfers of interests in the property. If the applicant is not the owner of record, the applicant is required to report its interest in the subject property.
 - b. The applicant must disclose the names and addresses of each and every natural person or entity with any legal or equitable interest in the property of the proposed development, including all individuals, children, firms, associations, joint adventures, partnerships, estates, trusts, business trusts, syndicates, fiduciaries, corporations, limited liability company, professional associations and all other groups or combinations.
 - c. For those entities that are a firm, association, joint adventure, partnership, estate, trust, business trust, syndicate, fiduciary, corporation, limited liability company, professional associations and all other groups or combinations thereof, every natural person or entity that enjoys a legal or equitable interest in property of the proposed development shall be disclosed including but not limited to any partners, members, shareholders, trustees, and stockholders.
 - d. The disclosure required in b. and c. above shall not apply to companies that are publicly traded and to consultants and contractors who may perform professional services or work related to the property.
 - e. In addition, the disclosure must include those having any interest in a contract for sale of the property, or a conveyance of any interest in the property, including but not limited to, real estate brokers and salespersons; and any and all mortgagees of the property.
 - f. The applicant must list all other applications for which they have an interest as defined in subsection b. and c. above that is currently pending before Martin County. The list shall include any development applications, waiver applications, road opening applications, and lien reduction requests.
 - g. Any development order, including applications for Planned Unit Developments which was granted or approved based on false or incomplete disclosure will be presumed to have been fraudulently induced and will be deemed by the Martin County Board of County Commissioners to be void ab initio and set aside, repealed, or vacated.



Martin County, Florida
Growth Management Department
DEVELOPMENT REVIEW DIVISION
2401 SE Monterey Road, Stuart, FL 34996
772-288-5495 www.martin.fl.us

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. If submitting the 8 1/2 by 11 or 14 inch documents digitally, include one disc or copy to the Digital Website with all the documents bookmarked as indicated in the Application Instructions. One paper packet must also be submitted, in addition to the digital submission.
[Digital website](#)
- 4. If submitting large format plans digitally, include one set of paper plans. Each of the plans listed below should be submitted on either a disc or copied to the Digital Website. 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.
[Digital website](#)
- 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 and any contract for purchase of the property.
- 9. LEGAL DESCRIPTION: Full legal description including parcel control number(s) and total acreage.
- 10. 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.
- 11. AERIAL PHOTO: Recent aerial photograph of the site with the property clearly outlined.
- 12. ASSESSMENT MAP: Martin County Property Appraiser's assessment map with the subject property outlined.
- 13. FUTURE LAND USE MAP: Martin County Growth Management Plan, Future Land Use Map with the subject property outlined.
- 14. PROPERTY OWNERS: Certified list of property owners to be notified by letter of the public hearings.
- 15. SCHOOL IMPACT WORKSHEET: A school impact worksheet, if a residential development.
[School impact worksheet](#)
- 16. DISCLOSURE of INTEREST AFFIDAVIT: Please submit a completed financial disclosure affidavit form. [Section 10.2.B.3., LDR, MCC]
[Disclosure of Interest Affidavit](#)



Martin County, Florida
Growth Management Department
DEVELOPMENT REVIEW DIVISION
2401 SE Monterey Road, Stuart, FL 34996 772-288-5495 www.martin.fl.us

DEVELOPMENT REVIEW APPLICATION

This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator (772) 320-3131, the County Administration Office (772) 288-5400, Florida Relay 711, or by completing our accessibility feedback form at www.martin.fl.us/accessibility-feedback

A. GENERAL INFORMATION

Type of Application:

Name or Title of Proposed Project: _____

Brief Project Description:

Was a Pre-Application Held? YES/NO **Pre-Application Meeting Date:** _____

Is there Previous Project Information? YES/NO

Previous Project Number if applicable: _____

Previous Project Name if applicable: _____

Parcel Control Number(s)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

B. PROPERTY OWNER INFORMATION

Owner (Name or Company): _____

Company Representative: _____

Address: _____

City: _____, **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

C. PROJECT PROFESSIONALS

Applicant (Name or Company): _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

Agent (Name or Company): _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

Contract Purchaser (Name or Company): _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

Land Planner (Name or Company): _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

Landscape Architect (Name or Company): _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

Surveyor (Name or Company): _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

Civil Engineer (Name or Company): _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

PROJECT PROFESSIONALS CONTINUED

Traffic Engineer (Name or Company): _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

Architect (Name or Company): _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

Attorney (Name or Company): _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

Environmental Planner (Name or Company): _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

Other Professional (Name or Company): _____

Company Representative: _____

Address: _____

City: _____, State: _____ Zip: _____

Phone: _____ Email: _____

D. Certification by Professionals

Section 10.2.D.7., Article 10, Development Review Procedures, Land Development Regulations (LDR), Martin County Code (MCC) provides the following:

When reviewing an application for a development permit that is certified by a professional listed in s. 403.0877, F.S., the County shall not request additional information from the application more than three times, unless the applicant waives the limitation in writing. If the applicant believes the request for additional information is not authorized by ordinance, rules, statute, or other legal authority, the County, at the applicant's request, shall proceed to process the application for approval or denial. **(125.022(1), Fla. Stat.)**

This box must be check if the applicant waives the limitations.

E. APPLICANT or AGENT CERTIFICATION

I have read this application, and to the extent that I participated in the application, I have answered each item fully and accurately.

Applicant Signature

Date

Printed Name

NOTARY ACKNOWLEDGMENT

STATE OF: _____ **COUNTY OF:** _____

I hereby certify that the foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____.

He or She ___ is personally known to me or ___ has produced _____ as identification.

Notary Public Signature

Printed name

STATE OF: _____ **at-large**



*Martin County School Board
500 East Ocean Boulevard
Stuart, FL 34994*

School Impact Worksheet

The purpose of this school impact worksheet is to assist in planning for future public school facility needs and concurrency requirements. It is to be completed for any proposed residential project, and residential rezoning, amendments to FLUM with residential components, and DRIs.

Date: _____

Parcel ID#: _____

Project Name: _____

Former Project Name: _____ **Owner/Developer:** _____

_____ **Contact Name/Number:** _____

Total Project Acreage: _____ **Year 1 of the Build-Out:** _____

1. Please indicate the most likely build-out scenario. Show build-out by year and number of units/year.

Unit Type	Number of Units	First 5-year Period					Second 5- year Period				
		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
Single-family detached											
Multi-family											
Apartment											
Townhouse											
Other											

Note: If build-out is expected to go beyond the 10 year period above, please attach an additional table with build-out years until project completion.

2. Project number and type of residential dwelling units at build-out, as follows:

Unit Type	Number of Units	Typical Unit Floor Area (sq. ft.)	Estimated Price (\$) Per Unit	Number Restricted to 55+ Age Group
Single-family detached				
Multi-family				
Apartment				
Townhouse				
Other				

3. Please include a location map showing elementary, middle and high schools within a two-mile radius of the proposed project. If no schools are within a two-mile radius of the project, please indicate the nearest schools to the project.

WATER AND SEWER AVAILABILITY WORKSHEET

This worksheet is for use by local governments submitting comprehensive plan amendments to determine the availability of potable water resources to serve proposed development.

1. General Information

Date: _____

Contact name: _____ Phone: _____ E-Mail: _____

Local government: _____

Potable water supplier/source: _____

Wastewater Collection: _____

2. Infrastructure Information

Water treatment plant permit number: _____ Permitting agency: _____

Permitted capacity of the water treatment plant(s): _____ million gallons a day (mgd)

Are distribution lines available to serve the property? Yes ___ No ___

If not, indicate how and when the lines will be provided: _____

Are reuse distribution lines available to serve the property? Yes ___ No ___

If not, indicate if, how and when the lines will be provided: _____

Wastewater treatment plant permit number: _____ Permitting agency: _____

Permitted capacity of the wastewater treatment plants: _____ million gallons a day (mgd)

Are collection lines available to serve the property? Yes ___ No ___

If not, indicate how and when the lines will be provided: _____

3. SFWMD Consumptive Use Permit (CUP) Information

CUP number: _____ Expiration date: _____

Total CUP duration (years): _____

CUP allocation in last year of permit: _____

Current status of CUP: In compliance _____ Not in compliance _____

Allocations to other local governments: _____

Reserved capacity: _____

4. Consumptive Use Analysis

Designate mgd__or mgy __

A. Current year CUP allocation: _____

B. Consumption in the previous calendar year: _____

C. Reserved capacity __ or growth projection __ _____

D. Projected consumption by proposed comprehensive plan amendment areas _____

E. Amount available for all other future uses (A-B-C-D-E): _____

If the amount in E is zero or a negative number, explain how potable water will be made available for future uses: _____

WORKSHEET INSTRUCTIONS

1. **General Information**
Date: Enter worksheet completion date.
Contact name: Enter the contact information for the person who prepared the worksheet.
Local government: Enter your city or county
Potable water supplier and wastewater collection: If there are different suppliers for any proposed amendment areas, use additional work sheets.

2. **Infrastructure Information**
Permitted capacity of the water and wastewater treatment plant: obtain from the utility.
Distribution lines: indicate if distribution lines are available to serve the property. If not available, indicate who will fund the improvements and when the improvements will be completed.
Reuse distribution lines: Indicates if reuse distribution lines are available to serve the property.
If not available, indicate if they will be provided. If the lines are to be provided, indicate who will fund the improvements and when the improvements will be completed.

3. **SFWMD Consumptive Use Permit (CUP) Information**
CUP information: Obtain from the utility.
Allocations to other local governments: If the supplier provides water to other local Governments, enter the names of the other local governments and the supply allocation for each.
Reserved capacity: Enter the amount of potable water capacity currently encumbered for developments that are approved but not yet constructed. This could be the amount reserved under your concurrency management system, but may include other encumbrances.

4. **Consumptive Use Analysis**
Designated mgd or mgy: Indicate which unit of measure is used. The figures may be cited in units of either million gallons per year (mgy) or million gallons per day (mgd), but you must be consistent throughout the worksheet.

A. Current-year CUP allocation: Provide the annual groundwater withdrawal allowed under SFWMD-issued CUP for the current calendar year. If you receive water from another local government, enter the allocation established by agreement or by the secondary user CUP by SFWMD. It is important to consider the duration of the CUP and the CUP allocation in the last year of permit. If your CUP allocation is less in the final-year than in the current year, consider using the final year figure as a more conservative approach for planning purposes.

- B. Consumption in the previous calendar year: This figure may be taken from the EN-50 forms (SFWMD), from FDEP monthly operating reports, or from other acceptable documentation. Cite your source.
- C. Reserved capacity or growth projection: Enter an amount based on your reserved capacity or growth projection. Check which alternative you selected. Attach the calculation for the alternative selected.
- Reserved capacity: Enter the amount of potable water capacity currently encumbered for developments that are approved but not yet constructed. This could be the amount reserved under your concurrency management system, but may include other encumbrances. If your supplier provides water to other local governments, add the amount of the previous year's allocation that was not used.
- Growth projection: Enter the water use attributable to this year's growth and cite your data source(s). Sources for growth projections include the comprehensive land use plan, the CUP, the most current SFWMD water supply assessment, or the utility's water supply plan. If your supplier provides water to other local governments, include the amount of the previous year's allocation that was not used.
- D. Projected consumption: Attach a description of formulas, including figures and assumptions, used to derive this figure. This worksheet may be used to analyze individual amendments or multiple amendments. If using a single worksheet for multiple amendments, include the projected consumption for all amendments. If using more than one worksheet, provide a separate summary sheet with the cumulative total for all worksheets. The project consumption should be based on new growth attributable to the proposed amendment. If the proposed change is due to annexation, it is presumed to be new growth unless there are data and analysis that identify the annexation as existing development or as part of the growth projection entered on line C. If the annexation is presumed to be new growth, the projected consumption should be calculated based on the maximum development potential of the amendment area. If the proposed change is not due to annexation, calculate the difference in projected consumption based on the difference between the maximum development potential under the current designation and the proposed designation.
- E. Amount available for all other future uses: This line automatically calculates the amount available for all other future uses by subtracting lines B, C and D from A. If the amount in line E is zero or a negative number, explain how potable water will be made available for future development. For example a reuse system may be coming on line that will reduce per capita consumption of potable water.

Do not return sample sheets with application.

EXAMPLE SIGN NOTICE

NOTICE OF FUTURE LAND USE AND ZONING CHANGE
APPLICATION NUMBER # _____

This property is the subject of an application to change the Future Land Use designation:

FROM: _____ TO: _____

And to change the zoning designation:

FROM: _____ TO: _____

For more information, visit the County's website at
www.martin.fl.us
or contact the Martin County Growth Management Department,
Comprehensive Planning Division at (772) 288-5495.



Do not return sample sheets with application.

***Example Letter For
Notifying Surrounding Property Owners***

(Name) _____

(Address) _____

(Date) _____

RE: Notice of public hearing regarding Application#____: an application submitted by _____(*name of applicant*) to change the Future Land Use and Zoning of a parcel of land.

Dear Property Owner:

As the owner of property within 1000 feet of the property shown on the attached location map, please be advised that the property is the subject of an application to change the Future Land Use designation:

FROM: _____ TO: _____

And to change the zoning designation:

FROM: _____ TO: _____

The date, time and place of the scheduled hearing is:

MEETING: ____(*Specify Board of County Comm. or Local Planning Agency*)

DATE: _____

TIME: ____(*example: 9 A.M., or as soon thereafter as the item may be heard*)

PLACE: Martin County Administrative Center
Commission Chambers, 1st Floor
2401 S.E. Monterey Road
Stuart, Florida 34996

All interested persons are invited to attend the above-described hearing and will have an opportunity to speak.

Accessibility arrangements. Persons with disabilities who need an accommodation in order to participate in this proceeding are entitled, at no cost, to the provision of certain assistance. This does not include transportation to and from the meeting. Please contact the Office of the County Administrator at (772) 221-2360, or in writing to 2401 S.E. Monterey Road, Stuart, FL 34996, no later than three days before the meeting date. Persons using a TDD device, please call 711 Florida Relay Services.

Record for appeals. If any person decides to appeal any decisions made with respect to any matter considered at the meetings or hearings of any board, committee, commission, agency, council, or advisory group, that person will need a record of the proceedings and, for such purpose, may need to insure that a verbatim record of the proceedings is made,

Do not return sample sheets with application.

which record should include the testimony and evidence upon which the appeal is to be based.

Comprehensive Planning Facts. The Future Land Use Map is adopted as part of the County's Comprehensive Growth Management Plan and is one of the primary tools for managing land development. The Future Land Use designation of a parcel of land determines the general type of use allowed, as well as the maximum level of density or intensity allowed (such as the number of residential units per acre). The zoning regulations provide one or more zoning districts for implementing each Future Land Use designation. The zoning designation of a parcel of land determines, in more detail than the Future Land Use designation, what type and level of development may occur. A change to the Future Land Use Map requires three public hearings as follows:

1. Local Planning Agency (which makes a recommendation to the Board of County Commissioners).
2. Board of County Commissioners (to determine whether the proposed amendment should be transmitted to the Florida Division of Community Planning, the state land planning agency that oversees and coordinates comprehensive planning).
3. Board of County Commissioners (to determine whether the proposed amendment should be adopted).

Public involvement opportunities: All interested persons are invited to attend any or all of the above-described hearings and will have an opportunity to speak. All application files are available for public inspection during business hours at the address below. Written comments will be included as part of the public record of the application.

View Application Files at:	Submit Written Comments to:
Martin County Administrative Center Growth Management Department Comprehensive Planning Division, 2nd Fl. 2401 S.E. Monterey Road Stuart, Florida 34996	Growth Management Director Growth Management Department Martin County 2401 S.E. Monterey Road Stuart, Florida 34996

For more information, visit the County's website: www.martin.fl.us then click "Departments"; "Growth Management"; "Comprehensive Planning" or contact the Martin County Growth Management Department at (772) 288-5495.