



**Martin County, Florida Growth Management Department**  
**DEVELOPMENT REVIEW DIVISION**  
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## **Zoning Change Checklist**

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.

### **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.D.1, and the completeness review fee.

All documents and plans shall be submitted digitally, on one disc or flash drive (flash drive preferred). The digital version of plans shall be a .pdf at a minimum of 24x36 inches and 300 dpi (not a scanned copy). **Bookmark all the documents and plans in the order they appear in the Checklist.** Do not provide electronic signatures on any documents as they create errors in the bookmarked PDFs.

Submit only one paper set of plans and documents for completeness review. For full submittal following determination of completeness, one paper packet (8 1/2x11-inch) of documents must be submitted.

**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**

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 10.5B. 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 location and size of the subject property, current zoning and future land use, and the request for zoning and future land use. Include a request specifying a request for reservation, deferral or an exemption of public facilities. [MARTIN COUNTY, FLA., LDR, Article 5, Division 2].
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 Sec. 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 deed, provide a certified statement that no title transfer has occurred.
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:** A school impact worksheet to be included for rezoning to a zoning district that permits residential uses.  
[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](#)