



**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)

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](http://www.martin.fl.us/accessibility-feedback)

## **Pre-Application Request Checklist**

Please include the following items in the order shown below. Links to specific forms are included with some items, noted in blue font.

### REQUIRED FORMAT

One paper packet must also be submitted (8 ½ x 11-inch for documents, minimum 11x17-inch for plans).

Upon receipt of the paper copy 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. 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

**FEE:** 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 10.5.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. **COPYRIGHT PERMISSION TO DUPLICATE MATERIALS FORM:** Individual permission to duplicate copyright materials form as required to comply with public record requests for such items as site plans and surveys. Each consultant that has a copyright on any documents/plans needs to fill out an individual form. [Permission to Duplicate Copyright Materials](#)
4. **NARRATIVE:** Summary of proposal including general 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, any request for zoning and future land use, proposed square footage/density, and any other relevant information. If the application is for an amendment, outline the major changes being requested.

5. **RECORDED DEED:** A copy of the recorded deed(s) for the subject property.
6. **SITE LOCATION MAP:** Include all adjacent and internal roadways, surrounding properties and a clear site boundary.
7. **ENVIRONMENTAL ASSESSMENT (OPTIONAL):** Helpful in pre-determining any preservation requirements on a site, provide an assessment of native upland habitats and wetlands, pursuant to Section 4.32., LDR. (Note: A Phase One ESA does not satisfy this requirement.)

### REQUIRED PLANS

8. **PREVIOUSLY APPROVED SITE PLANS (OPTIONAL):** Copies of any previously approved site plans.
9. **SITE PLAN (OPTIONAL, HIGHLY RECOMMENDED):** The proposed concept/site plan.
10. **BOUNDARY SURVEY (OPTIONAL):** Hard copy of most recent boundary survey.

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