



**Martin County, Florida Growth Management Department**  
**DEVELOPMENT REVIEW DIVISION**  
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## **Plat/Replat Development Application 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 Section 10.2.B., the disclosure of ownership interests described in 10.5.D.1, and the completeness review fee.

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. Include **two (2)** full-size folded hard copies of all plans. Certain documents require raised seal and wet signatures as described in the specific checklist item.

Upon submittal of the hard copy for both completeness and full submittals/resubmittals, 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.

In addition to the plans and documents, provide electronic files of master and/or final site plans and survey in AutoCAD 2010 or later (dwg format). The coordinate positions within this file are to be rotated and translated to state plane coordinates in the North American Datum of 1983(NAD83) adjustment of 2011, Florida State Plane East Zone, US Survey Feet or currently approved datum.

**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 10.5.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 shall fill out an individual form.  
[Permission to Duplicate Copyright Materials](#)
4. **NARRATIVE:** Include the history of the property/project, the type of development being proposed in conjunction with the plat request, the location and size of the subject property, square footage (non-residential) and/or number of residential units, and proposed density. Include the date of site plan approval or whether the site plan is still in review. [MARTIN COUNTY, FLA., LDR, Article 5, Division 2].
5. **POWER OF ATTORNEY:** A notarized power of attorney authorizing an agent to act on the owner's behalf.
6. **DISCLOSURE OF INTEREST AFFIDAVIT:** Provide a completed financial disclosure of interest affidavit form pursuant to Sec. 10.5.D.1.  
[Disclosure of Interest Affidavit](#)
7. **RECORDED DEED:** A copy of the recorded deed(s) for the subject property.
8. **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.
9. **LEGAL DESCRIPTION:** Full legal description including parcel control number(s) and total acreage.
10. **SITE LOCATION MAP:** Include all adjacent and internal roadways, surrounding properties and a clear site boundary.
11. **DEVELOPMENT ORDER AND EXHIBITS (IF PROJECT IS APPROVED):** Approved development order(s) and exhibits for the associated project.

12. **TITLE COMMITMENT:** A title commitment covering the entire site with matching legal description and total acreage, with an effective date within 180 days of the date of this application. The title commitment must (i) be issued by an attorney licensed in Florida, abstractor or a title company (ii) state that record title to the land, as described and shown on the plat, is in the name of the person, persons, corporation, or entity executing the dedication, (iii) reference all mortgages not satisfied or released of record or otherwise terminated by law and (iv) reference all existing easements and other encumbrances of record.
13. **CLOSURE REPORTS:** Copies of closure report for the parent boundary and all interior parcels are included and have a relative error of closure no less than 1' in 10,000'.
14. **DECLARATION OF COVENANTS AND RESTRICTIONS:** New or amended version, or a supplement to the original or amended version.
15. **DRAFT CONTRACT:** Draft version meeting the requirements of Section 4.913.B (MARTIN COUNTY, FLA., LDR, Article 4, Division 21).
16. **DRAFT SURETY.** Draft version meeting the requirements of Section 4.913.B (MARTIN COUNTY, FLA., LDR, Article 4, Division 21).
17. **PLAT CHECKLIST CERTIFICATION:** Martin County Plat Checklist Certification signed and sealed by a licensed Florida professional land surveyor.  
[Plat Checklist Certification](#)

### REQUIRED PLANS

18. **APPROVED SITE PLAN:** If under review, provide current set of site plans that match the most recent set being reviewed by Staff.
19. **APPROVED PLAT (REPLAT ONLY):** Most recent approved plat prepared in accordance with the criteria found in the Plat Review Checklist and exhibits.
20. **PLAT/REPLAT:** Prepared in accordance with the criteria found in Article 4, Division 21 and Chapter 177, Part 1, Florida Statutes [MARTIN COUNTY, FLA., LDR].
21. **BOUNDARY SURVEY:** Boundary survey of the entire site including the legal description, parcel control number(s) and acreage, with a date of last field work within 180 days of the date of this application. The boundary survey must be an original, signed and sealed by a licensed Florida Professional Surveyor and Mapper and must reference the current title commitment, list all easements and encumbrances of record, and show all those easements and encumbrances that affect the property and are plottable.

**NOTE TO APPLICANT and/or AGENT:**

**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 [MARTIN COUNTY, FLA., LDR, Article 10, Section 10.6]

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