



Martin County, Florida Growth Management Department
DEVELOPMENT REVIEW DIVISION
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Variance (Non-Administrative) 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 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.

One paper packet (8 1/2x11-inch) of documents must also be submitted. Include **one** (1) full-size folded (not rolled) hard copies of the survey and **one** (1) set of minimum 11"x17" hard copies of all other plans. Certain documents require raised seal and wet signatures as described in the specific checklist item.

FEE: 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 needs to fill out an individual form.
[Permission to Duplicate Copyright Materials](#)
4. **NARRATIVE:** Project summary including the history of the property/project, the type of development being proposed, the location and size of the subject property, the variance being requested and any associated information relating to the proposal.
5. **POWER OF ATTORNEY:** A notarized power of attorney authorizing an agent to act on the owners' behalf.
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. **CERTIFICATION OF PROPERTY SEARCH (IF PUBLIC HEARINGS REQUIRED):** A certified property owners search, meeting distance requirements as designated by Article 10 Land Development Regulations, Martin County Code must be obtained by an attorney at law or title company. Only the letter from the title company should be submitted with the formal development review submittals. To meet public records requirements, submit the addresses as a separate document prior to scheduling any public hearings.

REQUIRED PLANS

11. **BOUNDARY SURVEY:** Boundary survey of the entire site including the legal description, parcel control number(s) and acreage, certified within 180 days of the date of the application, signed and sealed by a licensed Florida Professional Surveyor and Mapper.
12. **SITE PLAN:** A site plan illustrating what is being requested.

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