



Martin County, Florida
Growth Management Department
DEVELOPMENT REVIEW DIVISION
2401 SE Monterey Road, Stuart, FL 34996
772-288-5501 www.martin.fl.us

Pre-Application 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 which is available on the Martin County (www.martin.fl.us) web site under Development Review, Getting Started. An Instruction Booklet and associated checklist are also available.
- 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. If submitting documents and/or plans in paper format only, see the Submission Information document.
Submission information
- 6. NARRATIVE: A complete project narrative including what is being requested, the location and size of the subject property.
See the instructions, 4.1
- 7. A check made payable to the Martin County Board of County Commissioners per the Development Review Fees.
Development review fee schedule
- 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. OPTIONAL - TRAFFIC IMPACT ANALYSIS: A traffic impact analysis or statement signed and sealed by a licensed Florida professional engineer and if practicing through a duly authorized engineering business, the name, address and certification of authorization number of the engineering business.
- 12. OPTIONAL - ENVIRONMENTAL ASSESSMENT: An environmental assessment of the property.
- 13. OPTIONAL - The proposed final site plan.
Site plan template



Martin County Development Review Fee Schedule

Applications	Fee
Administrative Amendment	\$3,850
Certificate of Reservation Extension	\$2,950
Completeness Review ¹	\$290
Development of Regional Impact Review	\$43,400
Major Final Site Plan	\$9,127
Major Master & Final Site Plan	\$12,000
Major Master Site Plan	\$12,000
Minor Final Site Plan	\$8,750
Minor Master Site Plan	\$8,750
Plat (Major/PUD Development)	\$16,600
Plat (Minor Development)	\$13,600
Pre-Application Meeting Request (Non-PUD)	\$580
Pre-Application Meeting Request (PUD)	\$1,100
PUD Final Site Plan	\$9,127
PUD Zoning & Master Site Plan	\$13,800
Revised Major Final Site Plan	\$9,127
Revised Major Master & Final Site Plan	\$12,000
Revised Major Master Site Plan	\$12,000
Revised Minor Final Site Plan	\$8,750
Revised Minor Master Site Plan	\$8,750
Revised PUD Final Site Plan	\$9,127
Revised PUD Zoning & Master Site Plan	\$13,800
Timetable Extension with Reservation (Administrative)	\$1,450
Timetable Extension with Reservation (Non-Administrative) ²	\$2,950
Variance (Administrative)	\$270
Variance (Non-Administrative)	\$370
Zoning Change (mandatory) ³	\$500
Zoning Change (non-mandatory)	\$3,115
Elective Resubmittal	
Elective Extension for Post Approval Document Submission	\$595
Resubmittal - Development of Regional Impact Review	\$10,850
Resubmittal - Major Final Site Plan	\$2,282
Resubmittal - Major Master Site Plan	\$3,000
Resubmittal - Minor Final Site Plan	\$2,188

¹Use the Completeness Review application for the initial submittal. ²Non-Administrative Timetable Extension applies to amendments processed Pursuant to Article 10.14, PUD Timetable Amendments, Timetable to Extend Concurrence Reservations, and Amendments processed under Article 10.17. ³For purposes of this fee schedule, a "mandatory rezoning" is one in which the parcel has a Category "C" zoning designation but is ineligible to receive site plan approval for new development without rezoning to a Category "A" district, specifically excluding applications for rezoning to PUD.



Martin County Development Review Fee Schedule

Resubmittal - Minor Master Site Plan	\$2,188
Resubmittal – Plat (Major/PUD Development)	\$4,150
Resubmittal - Plat (Minor Development)	\$3,400
Resubmittal - PUD Final Site Plan	\$2,282
Resubmittal - PUD Master Site Plan	\$3,450
Alternative Compliance Requests	Fee
Alternative Compliance Review - Landscaping	\$240
Alternative Compliance Review - Redevelopment Overlay District	\$240
Environmental Waivers	\$440
Other Applications	
Article 10 Appeal ⁴	Hourly rate
Development Agreement ⁵	\$3,250
Excavation and Fill Application (Engineering)	\$320
Hauling Fee (Engineering)	\$0.21/yard
Meeting or Hearing Continuance of BCC or LPA Meeting	\$200
Minor Correction to Plat, Final or Master Site Plan to Address Minor Inconsistencies (as per Section 10.11.C, 10.11.D. and 10.11.E) ⁶	\$1,450
Permit-Ready Industrial Park Review ⁷	\$600
Petition for LDR Change	\$3,115
Proportionate Fair Share Request	Hourly rate
Release of Unity of Title or other BCC Administrative Action	\$160
Review of Minor Changes (as per Section 10.1.E) ⁸	\$600
Vested Rights Determination	\$9,850
Inspection Fees⁹	
Minor Development (Environmental)	\$560
Major/PUD Development (Environmental)	\$1,100
Re-Inspections (Environmental)	\$100
Re-Inspections (Engineering Department)	\$100
Plat – Minor Development Compliance (Engineering Department)	\$1,550
Plat – Major/PUD Development Final Site Plan Compliance (Engineering Department)	\$2,150
Minor Master and/or Final Site Plan Compliance (Engineering Department)	\$3,600
PUD/Major Master/Final Site Plan Compliance (Engineering Department)	\$2,900

⁴As determined by staff assigned to application.

⁵Development Agreements are special contracts usually involving infrastructure improvements, which are covered by Article 7.

⁶Applies when an application under review is determine to have discrepancies with a previously approved application.

⁷For review of building permit applications for vertical construction on lots approved as part of a "Permit-Ready Industrial Park."

⁸Review of Minor changes is for review of building permit applications, if applicable.

⁹Inspection fees are collected during post approval for inspections required during construction phase.



Martin County Development Review Fee Schedule

Hourly Rates	
GMD Director Hourly Rate	\$150
Administration – Clerical Hourly Rate	\$45
Development Review Administrator Hourly Rate	\$90
Environmental Administrator Hourly Rate	\$90
Comprehensive Planning Hourly Rate	\$80
Development Review Hourly Rate	\$80
Environmental Hourly Rate	\$70
Zoning Hourly Rate	\$45



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DEVELOPMENT REVIEW APPLICATION

A. General Information:

1. Type of Application: Select from the List

2. Proposed Development's Name:

3. Former Development's Name:

4. Previous Project Number:

5. Pre-Application Meeting Date:

6. Property Owner:

Name or Company Name _____

Company Representative _____

Address _____

City _____

State _____

Zip _____

Phone _____

Fax _____

Email _____

7. Agent:

Select from the List

Name or Company Name _____

Company Representative _____

Address _____

City _____

State _____

Zip _____

Phone _____

Fax _____

Email _____

8. Contract Purchaser:

Select from the List

Name or Company Name _____

Company Representative _____

Address _____

City _____

State _____

Zip _____

Phone _____

Fax _____

Email _____

9. Land Planner:

Select from the list

Name or Company Name _____

Company Representative _____

Address _____

City _____

State _____

Zip _____

Phone _____

Fax _____

Email _____

Select from the list

10. Landscape Architect:
Name or Company Name _____
Company Representative _____
Address _____
City _____ State ____ Zip _____
Phone ____ - ____ - ____ Fax ____ - ____ - ____
Email _____

Select from the list

11. Surveyor:
Name or Company Name _____
Company Representative _____
Address _____
City _____ State ____ Zip _____
Phone ____ - ____ - ____ Fax ____ - ____ - ____
Email _____

Select from the list

12. Civil Engineer:
Name or Company Name _____
Company Representative _____
Address _____
City _____ State ____ Zip _____
Phone ____ - ____ - ____ Fax ____ - ____ - ____
Email _____

Select from the list

13. Traffic Engineer:
Name or Company Name _____
Company Representative _____
Address _____
City _____ State ____ Zip _____
Phone ____ - ____ - ____ Fax ____ - ____ - ____
Email _____

Select from the list

14. Architect:
Name or Company Name _____
Company Representative _____
Address _____
City _____ State ____ Zip _____
Phone ____ - ____ - ____ Fax ____ - ____ - ____
Email _____

Select from the list

15. Attorney:
Name or Company Name _____
Company Representative _____
Address _____
City _____ State ____ Zip _____
Phone ____ - ____ - ____ Fax ____ - ____ - ____
Email _____

16. Environmental Planner: Select from the list
 Name or Company Name _____
 Company Representative _____
 Address _____
 City _____ State _____ Zip _____
 Phone ____ - ____ - ____ Fax ____ - ____ - ____
 Email _____

17. Other Professional:
 Name or Company Name _____
 Company Representative _____
 Address _____
 City _____ State _____ Zip _____
 Phone ____ - ____ - ____ Fax ____ - ____ - ____
 Email _____

18. Parcel Control Number(s):

19. Certifications 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.

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

B. 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's 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