The Village of Indiantown
Site Plan 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. Please note that after Site Plan Review Meeting, other documents may be requested. A determination of completeness shall not be interpreted as a determination of compliance with the requirements of the Comprehensive Plan, Land Development Regulations and Code of Ordinances.

Project Name: ________________________________________________________________

Project Address and/or Parcel ID:
_____________________________________________________________________

☐ 1. Site Plan Application (specify which type) ____________________________________________

☐ 2. Four (4) full size (24x36) prints of all plan sets; signed and sealed.

☐ 3. Boundary Survey: A boundary survey of the entire site including the legal description, parcel control number(s) and acreage, certified within 180 days of the date of this application, signed and sealed by a licensed Florida professional surveyor and mapper. Save as .dwg format on CD or flash drive version.

☐ 4. Topographic Survey: of the project site that extends a minimum of 200 feet outside the proposed limits of construction (or until a discernible drainage basin boundary is reached). The topography must be collected at an interval adequate to generate one-foot contours. The date of the field survey must be within 180 days of the date of this application; the survey must be signed and sealed by a licensed Florida professional surveyor and mapper.

☐ 5. Proposed Site Plan and copies of any previously approved site plans.

☐ 6. Construction Plans: 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.

☐ 7. Floor Plan(s): for each floor within the proposed structures including the identification of the proposed use(s) and the area of the proposed use(s).

☐ 8. Architectural Drawings: including elevation drawings to demonstrate compliance with commercial and residential design standards*.
9. Two (2) CDs or Flash Drives with plans in CAD 2004-2007 and Adobe. Save the original .dwg or other file type as a .pdf at a minimum of 24x36 inches and 300 dpi

10. Aerial Photo

11. Narrative: A complete project narrative including what is being requested, the intended use, the location and size of the subject property

12. A check made payable to the Village of Indiantown per the Development Review Fees Schedule

13. Recorded Deed and Land Dedication Document (if applicable): A copy of the recorded deed(s) for the subject property and any contract for purchase of the property.

14. Property Transfer: A certification of any property transfer since the property was deeded to the current property owner that is the applicant for this project.

15. Legal Description: Full legal description including parcel control number(s) and total acreage

16. Unity of Title: A draft unity of title including the full legal description, total site acreage, and parcel control number(s) (If applicable)

17. 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

18. Adequate Public Facilities: An adequate public facilities compliance statement; a reservation, deferral or an exemption.

19. Excavation Fill and Hauling: Engineer's Opinion of Probable Excavation, Fill and Hauling 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.

20. Conceptual Storm Water Plan: A conceptual stormwater management plan 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

21. Stormwater Report/ Calculations: A stormwater management report that is signed and sealed in accordance with the Florida Administrative Code (F.A.C.) 61G15- 23.002 by a licensed Florida professional engineer. The report cover sheet and index sheet shall be signed and sealed; the report must clearly demonstrate compliance with Article 4, Division 9, Section 4.383, Martin County Land Development Regulations and its referenced Stormwater Management and Flood Protection Standards for Design and Review.
22. **Stormwater Maintenance Plan**: A stormwater maintenance plan shall be included within this report. Section 4.386, Land Development Regulations, Martin County.

23. **Traffic Impact Analysis Report**: 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.


25. **School Impact Worksheet**: A school impact worksheet. (For residential development)

26. **Environmental Assessment**: An environmental assessment of the property.

27. **Environmental Waiver**: Environmental waiver, when appropriate.

28. **A land clearing and erosion control plan** on a single page 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.

29. **PAMP**: A preserve area management plan, if the environmental assessment identifies wetlands or native habitats that are required to be preserved.

30. **Utilities Letter**: Letters documenting the availability of phone, cable, electric and solid waste pick-up services for the proposed development.

31. **Utilities-related calculations**: (as applicable) including lift station, fire flow (nonresidential), irrigation (if using potable or reclaimed) and grease interceptor sizing.

32. **Water/Wastewater Availability**: Submit a letter signed by the private utility provider to demonstrate that water and wastewater services are available.

33. **Agency Permits**: All required federal, state and regional agency permits and approvals, or applications for pending permits and approvals must be submitted prior to the issuance of a development order.

34. **A Landscape Plan**: As described in the Land Development Regulations

35. **Tree survey**: Identify protected trees as defined in Section 4.666 of the LDR. Section 4.666

36. **Lighting Plan**: As described in the Land Development Regulations.

37. **Phasing Plan**: (If applicable) Phasing plan with timetable for completion of each phase, when applicable.
38. **Disclosure of Interest Affidavit:** Please submit a completed financial disclosure affidavit form. [Section 10.2.B.3., LDR, MCC]

39. **Property Owners:** Certified list of property owners (for applications that require public hearings).

40. **Targeted Industry Letter:** (if applicable, provide a letter from the Martin County Business Development Board that states this the proposed development is a targeted industry)

Note:

*Commercial Design Drawings:* must be prepared by a licensed architect. [Section 4.871C, LDR]