



SPECIAL EXCEPTION APPLICATION

INSTRUCTIONS AND CHECKLIST

- _____ 1. Complete and sign application form
2. Submit application with the following documentation:
 - a. Copy of Deed or current tax bill showing ownership.
 - b. Written consent of property owner, if different from applicant.
 - c. Site Plan (additional information and instructions attached).
 - d. Setback Waiver (for cell tower placement if applicable)
 - e. *Application Fee (nonrefundable): \$2,000.00
***Application fee includes required certified notices to surrounding property owners; applicant will be invoiced for required legal notices before the final public hearing.**

Submit Application to: mhoschar@madisoncountyfl.com

Note: Two public hearings are required for special exception requests. The first public hearing will be scheduled with the Planning Zoning Board on the first Thursday of the month at 5:30 p.m. The second public hearing will be scheduled with the Board of County Commissioners on the second Wednesday of the month at 9 a.m. or the fourth Wednesday of the month at 6 p.m. Completed application must be received in a timely manner to meet the advertising deadline. If a special exception is granted, a development review meeting will be scheduled, and a development permit is required before the applicant can proceed with development.



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APPLICANT(S) NAME: _____

APPLICANT(S) PHONE NUMBER: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PROPERTY OWNER (if different from applicant): _____

PHONE NUMBER (if different from applicant): _____

MAILING ADDRESS (if different from applicant): _____

CITY: _____ STATE: _____ ZIP: _____

LEGAL DESCRIPTION (Attach separate sheet if necessary): _____

PARCEL ID#: _____

PARCEL SIZE (acreage): _____ CURRENT ZONING: _____

SPECIAL EXCEPTION REQUEST (Description of proposed use, specifically and particularly include type, character, and extent): _____

EXPLANATION/REASON FOR REQUEST: _____

I certify under penalty of perjury that all the information and materials submitted are true and correct to the best of my knowledge and belief.

Signature of Applicant(s) _____ Date _____



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Site Plan Requirements

Please address each item. For the items that do not apply, please note that they are not applicable (n/a).

_____ Vicinity map at a scale of 1" = 400' or such other scale as deemed appropriate by the County Development Administrator.

_____ Boundary survey showing location and type of boundary evidence and location of all existing streets, buildings, railroads, bulkhead lines and easements, and other important features in or adjoining the property.

_____ Site plan containing the following:

1. Project Title
2. Date and Scale
3. North Arrow
4. Illustrations of the Location and all Proposed Buildings/Structures
5. Access and Traffic Flow

_____ Existing contours at not more than five (5) foot intervals based on U.S. Coastal and Geodetic Datum for the property included in the site plan. This may be indicated on the boundary survey.

_____ Location, type, number, and size of vehicular entrances to the site to ensure public safety.

_____ Any additional data, plans, or specification which the applicant believes is pertinent and will assist in clarifying the application.

Disclaimer

F.S. 125.022 Disclaimer: Issuance of a development permit or development order by Madison County does not in any way create any rights on the part of the applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the county for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law.

Property Owner Printed Name: _____

Property Owner Signature _____ Date _____

Agent Printed Name (if applicable) _____

Agent Signature (if applicable) _____ Date _____

Notary Signature _____

Notary Expiration Date _____

Seal:

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