



MADISON COUNTY, FLORIDA
COMMERCIAL DEVELOPMENT PERMIT APPLICATION
Site Plan Application

Submit Commercial Application to: Mhoschar@madisoncountyfl.com

A. PROJECT INFORMATION

1. Project Name: _____
2. Address of Subject Property: _____

3. Parcel ID Number(s): _____
4. Future Land Use Map Designation: _____
5. Zoning Designation: _____
6. Acreage: _____
7. Existing Use of Property: _____
8. Proposed Use of Property: _____

9. Type of Development (check all that apply):

- ☐ Increase of floor area to an existing structure — total increase of square footage: _____
- ☐ New construction — total square footage: _____
- ☐ Relocation of an existing structure — total square footage: _____
- ☐ Increase in impervious area — total square footage: _____

B. APPLICANT INFORMATION

1. Applicant Status (check one):
☐ Property Owner ☐ Agent
2. Name of Applicant(s): _____
Title: _____
Company Name (if applicable): _____
Mailing Address: _____
City: _____
State: _____
Zip Code: _____
Telephone Number: _____

Fax: _____

Email: _____

Please note: Florida has a very broad public records law. Most written communications to or from government officials regarding government business are subject to public records requests. Your email address and communications may be subject to public disclosure.

3. If the applicant is the agent for the property owner, provide the property owner's information (title holder):

Property Owner Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Telephone: _____

Fax: _____

C. ADDITIONAL PROJECT INFORMATION

1. Is there any additional contract for the sale of, or options to purchase, the subject property?

☐ Yes ☐ No

If yes, list the names of all parties involved: _____

If yes, is the contract/option contingent or absolute?

☐ Contingent ☐ Absolute

2. Has a previous application been made on all or part of the subject property? If yes, indicate which of the following apply:

a. Future Land Use Map Amendment:

☐ Yes ☐ No

Future Land Use Map Amendment Application

No. (CPA): _____

b. Site-Specific Amendment to the Official Zoning Atlas (Rezoning):

☐ Yes ☐ No

Rezoning Application No.: _____

c. Variance:

☐ Yes ☐ No

Variance Application No. (V): _____

d. Special Exception:

☐ Yes ☐ No

Special Exception Application No. (SE): _____

D. ATTACHMENT / SUBMITTAL REQUIREMENTS

1. Vicinity Map — Indicating general location of the site, abutting streets, existing utilities, complete legal description of the property in question, and adjacent land use.
2. Site Plan — Including, but not limited to, the following:
 - a. Name, location, owner, and designer of the proposed development.
 - b. Present zoning for subject site.
 - c. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties and any screening or buffers on such properties.
 - d. Date, north arrow, and graphic scale not less than one inch equal to 50 feet.
 - e. Area and dimensions of site (survey).
 - f. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
 - g. Access to utilities and points of utility hook-up.
 - h. Location and dimensions of all existing and proposed parking areas and loading areas.
 - i. Location, size, and design of proposed landscaped areas (including existing trees and required landscaped buffer areas).
 - j. Location and size of any lakes, ponds, canals, or other waters and waterways.
 - k. Structures and major features fully dimensioned, including setbacks, distances between structures, floor area, width of driveways, parking spaces, property or lot lines, and percent of property covered by structures.
 - l. Location of trash receptacles.
 - m. For multiple-family, hotel, motel, and mobile home park site plans:
 - i. Tabulation of gross acreage.
 - ii. Tabulation of density.
 - iii. Number of dwelling units proposed.
 - iv. Location and percent of total open space and recreation areas.
 - v. Percent of lot covered by buildings.
 - vi. Floor area of dwelling units.
 - vii. Number of proposed parking spaces.
 - viii. Street layout.
 - ix. Layout of mobile home stands (for mobile home parks only).
3. Stormwater Management Plan:
 - a. Existing contours at one-foot intervals based on U.S. Coast and Geodetic Datum.
 - b. Proposed finished elevation of each building site and first floor level.
 - c. Existing and proposed stormwater management facilities with size and grades.
 - d. Proposed orderly disposal of surface water runoff.
 - e. Centerline elevations along adjacent streets.
 - f. Water Management District surface water management permit.
4. Fire Department Access and Water Supply Plan: The Fire Department Access and Water Supply Plan must demonstrate compliance with Chapter 18 of the Florida Fire Prevention Code, located on a separate signed

and sealed plan sheet, and must be prepared by a professional fire engineer licensed in the State of Florida. The Fire Department Access and Water Supply Plan must contain fire flow calculations in accordance with the Guide for Determination of Required Fire Flow, latest edition, as published by the Insurance Service Office ("ISO") and/or Chapter 18, Section 18.4 of the Florida Fire Prevention Code, whichever is greater.

5. Concurrency Impact Analysis: Concurrency Impact Analysis of impacts to public facilities. For commercial and industrial developments, an analysis of the impacts to transportation, potable water, sanitary sewer, and solid waste is required.
6. Comprehensive Plan Consistency Analysis: An analysis of the application's consistency with the Comprehensive Plan (analysis must identify specific goals, objectives, and policies of the Comprehensive Plan and detail how the application complies with said goals, objectives, and policies).
7. Legal Description with Tax Parcel Number (in Word format).
8. Proof of Ownership (i.e., deed).
9. Agent Authorization Form (signed and notarized).
10. Proof of Payment of Taxes (can be obtained online via the Tax Collector's Office).
11. Fees: The application fee for a Site and Development Plan Application is \$1,229.00 + \$0.037 per square foot for 0–2,499 sq. ft. of building area, and \$3,073.00 + \$0.074 per square foot for 2,500+ sq. ft. of building area. Minor Commercial Site Plan Amendment fees: less than 100 sq. ft. of additional building area, \$246.00; 101–2,500 sq. ft. of additional building area, \$369.00; 2,501–5,000 sq. ft. of additional building area, \$615.00; above 5,001 sq. ft. of additional building area, use new site plan fee. No application shall be accepted or processed until the required application fee has been paid.

NOTICE TO APPLICANT

All eleven (11) attachments listed above are required for a complete application. Once an application is submitted and paid for, a completeness review will be conducted to ensure all requirements for a complete application have been met. If there are any deficiencies, the applicant will be notified in writing. If an application is deemed incomplete, it may cause a delay in scheduling the application before the Planning & Zoning Board.

THE APPLICANT ACKNOWLEDGES THAT THE APPLICANT OR AGENT MUST BE PRESENT AT THE PUBLIC HEARING BEFORE THE PLANNING AND ZONING BOARD, AS ADOPTED IN THE BOARD RULES AND PROCEDURES, OTHERWISE THE REQUEST MAY BE CONTINUED TO A FUTURE HEARING DATE.

CERTIFICATION

I hereby certify that all of the above statements and statements contained in any documents or plans submitted herewith are true and accurate to the best of my knowledge and belief.

Applicant/Agent Name (Type or Print): _____

Applicant/Agent Signature: _____

Date: _____

Email: _____

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****Must provide an executed Property Owner Affidavit Form authorizing the agent to act on behalf of the property owner.***

Madison County – Building and Zoning Department

APPLICATION SUMMARY

Field	Applicant Response
Project Name	
Parcel ID(s)	
Site Address	
Future Land Use	
Zoning District	
Current Use	
Proposed Commercial Use	
Building Area (sq. ft.)	
Impervious Area	
Parking Spaces	
Water/Sewer Provider	
Flood Zone	
Wetlands Present?	
Access Road	
Owner Name	
Applicant Name	
Engineer/Surveyor	

COMPLIANCE CHECKLIST (For Office Use Only)

- ☐ Consistent with Madison County Comprehensive Plan
- ☐ Meets zoning district standards
- ☐ Site plan attached
- ☐ Stormwater information attached
- ☐ Environmental protection requirements addressed
- ☐ Concurrency requirements addressed
- ☐ Driveway/access permits included, if required