

MADISON COUNTY, FLORIDA

BOARD OF COUNTY COMMISSIONERS

Building Department • Planning & Zoning Department

229 S.W. Pinckney Street, Suite 219, Madison, Florida 32340 | P.O. Box 539, Madison, Florida 32341 | (850) 973-6785

FAMILY HOMESTEAD DENSITY EXEMPTION APPLICATION

Madison County Land Development Code § 4.5(B)(5) and § 4.6-11 • Comprehensive Plan Future Land Use Element, Policy 1.2.7 • § 163.3179, Florida Statutes

This application is used to request the special “family homestead” density provided under the Madison County Land Development Code, which allows a parcel located in the Agriculture 1 or Agriculture 2 land use district, outside the Urban Development Overlay (UDO) and outside a platted subdivision, to be divided at a density of one (1) dwelling unit per acre for the sole use of an eligible family member, notwithstanding the density otherwise assigned to the parent parcel. Applicants should review the eligibility criteria in Part IV before completing this form. Please type or print legibly in black ink. Incomplete applications will not be accepted for review.

FOR OFFICIAL USE ONLY

Date Received: _____	Application No.: _____	Fee Paid: \$ _____
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PART I. APPLICANT AND OWNER (GRANTOR) INFORMATION

A. Parent Parcel Owner / Grantor

Name: _____
Mailing Address: _____
Phone: _____ Email: _____

B. Applicant / Grantee (Family Member Receiving the Parcel)

Name: _____
Mailing Address: _____
Phone: _____ Email: _____

Note: If the applicant is not the record owner of the parent parcel, a written, notarized authorization from the owner must be attached to this application.

PART II. DESCRIPTION OF PROPERTY DIVISION

Parent Parcel Tax I.D. No.: _____ Acreage of Parent Parcel: _____
New (Proposed) Parcel Tax I.D. No.: _____ Acreage of New Parcel: _____

Legal Description of Parent Parcel (attach a copy of the recorded deed evidencing ownership):

Date Grantor Acquired the Parent Parcel: _____
The parent parcel must have been held in single ownership for a minimum of three (3) years prior to the date of this application (LDC § 4.5(B)(5)).

Present Zoning Category (check one):

- ☐ Agriculture 1 (A-1)
☐ Agriculture 2 (A-2)

Location Confirmation (applicant must check each box):

- ☐ The parent parcel is located outside the Urban Development Overlay (UDO).
- ☐ The parcel to be created is not located within a platted subdivision.

Road Access (check one):

- ☐ The new parcel has direct frontage on an existing county- or state-maintained road.
- ☐ The new parcel does not have direct road frontage. A deeded easement or right of ingress and egress to a county- or state-maintained road is attached to this application (required).

PART III. RELATIONSHIP OF APPLICANT (GRANTEE) TO GRANTOR

The family homestead density provision applies only where the applicant (grantee) is the grandparent, parent, stepparent, adopted parent, sibling, child, stepchild, adopted child, or grandchild of the person conveying the parcel (grantor). Check the relationship that applies, and note that the deed conveying the property must state this relationship.

- | | |
|---|--|
| ☐ Grandparent | ☐ Sibling |
| ☐ Parent | ☐ Child |
| ☐ Stepparent | ☐ Stepchild |
| ☐ Adopted Parent | ☐ Adopted Child |
| | ☐ Grandchild |

PART IV. ELIGIBILITY CRITERIA CERTIFICATION — LDC § 4.5(B)(5)

By initialing each item below, the applicant and owner certify that the following statutory criteria, required for approval of the family homestead density exemption, will be or have been satisfied:

1. The transferred property will be used as the primary residence of the grantee. If the parcel being created does not have direct frontage on a county- or state-maintained road, a deeded easement or right of ingress and egress to such a road is included.
2. The deed conveying the property states the family relationship of the grantee to the grantor.
3. The transferred property is deeded in the name of the grantee, or jointly in the names of the grantor and grantee. The property will not be deeded solely into the grantor's name.
4. This special density provision has not previously been used by the applicant (grantee) named in Part I.B. It may be utilized on only one (1) occasion per eligible individual grantee.
5. Following approval of this application, the applicant will apply to the Madison County Building Department for a mobile home move-on or conventional building permit, and a permit may be issued only after the County verifies applicant eligibility.
6. The applicant understands that should the transferred property subsequently be sold or otherwise transferred to another party, including a non-family party, this special density designation remains with the property.

Owner Initials: _____ Applicant Initials: _____

PART V. REQUIRED ATTACHMENTS

- ☐ Copy of the recorded deed evidencing the grantor's ownership of the parent parcel for a minimum of three (3) years prior to the date of this application.
- ☐ Legal description of the parent parcel.
- ☐ Current aerial/overlay or a boundary survey of the parent parcel depicting the proposed division.
- ☐ Copy of the recorded (or proposed) deed for the new parcel, stating the relationship of the grantee to the grantor.
- ☐ Deeded easement or right of ingress and egress to a county- or state-maintained road (only if the new parcel lacks direct road frontage).
- ☐ Written, notarized authorization from the owner (only if the applicant is not the record owner of the parent parcel).

☐ Application fee, as established by the Board of County Commissioners.

PART VI. AFFIDAVIT AND CERTIFICATION

Under penalties of perjury, I declare that I have examined this application, including all accompanying statements and attachments, and that to the best of my knowledge and belief it is true, correct, and complete. I further certify that I am the legal owner of the above-described property, or the duly authorized agent of the owner, that the information provided in Part III and Part IV is accurate, and that the special density provision of Madison County Land Development Code § 4.5(B)(5) has not previously been utilized by the applicant (grantee) named in this application, except as otherwise permitted by law.

Owner/Grantor Certification

Owner (Grantor) Signature

Date

Notary Acknowledgment — Owner (Grantor)

STATE OF FLORIDA
COUNTY OF MADISON

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.

Notary Public Signature: _____

Print Name: _____

Commission No.: _____

Commission Expires: _____

(Notary Seal)

Applicant/Grantee Certification

Applicant (Grantee) Signature

Date

Notary Acknowledgment — Applicant (Grantee)

STATE OF FLORIDA
COUNTY OF MADISON

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.

Notary Public Signature: _____

Print Name: _____

Commission No.: _____

Commission Expires: _____

(Notary Seal)

PART VII. COUNTY REVIEW (FOR OFFICIAL USE ONLY)

- ☐ Verified: parent parcel held in single ownership a minimum of three (3) years prior to the date of application.
- ☐ Verified: parcel is located in Agriculture 1 or Agriculture 2, outside the UDO, and outside a platted subdivision.
- ☐ Verified: applicant (grantee) has not previously utilized this special density provision.
- ☐ Verified: deed states the relationship of grantee to grantor and is deeded in accordance with LDC § 4.5(B)(5)(3).
- ☐ Verified: deeded easement/right of ingress-egress attached, if applicable.

☐ Application Approved

☐ Application Denied

Reason for Denial (if applicable): _____

County Administration Signature / Print Name

Date