



MADISON COUNTY, FLORIDA

Board of County Commissioners
Courthouse Annex · 229 S.W. Pinckney Street · Madison, Florida 32340
Power Pole Development Permit Application

DEVELOPMENT PERMIT APPLICATION POWER POLE / ELECTRICAL SERVICE (TEMPORARY OR PERMANENT)

Land Use / Zoning Compliance Review — Madison County Land Development Code and Comprehensive Plan

THIS IS NOT A BUILDING PERMIT. A Development Permit authorizes the use and development of land only. All building, electrical, septic, well, driveway, and other agency permits must be obtained separately before work begins.

How to Submit

Complete every form marked “Required” on the checklist below, and any form marked “If Applicable” that applies to your property. Forms that must be notarized must be signed in the presence of a notary public. Submit the completed application in person or via FedEx/UPS at the Courthouse Annex, 229 S.W. Pinckney Street, Madison, Florida 32340; via USPS to P.O. Box 539, Madison, Florida 32341; or via email to mhoschar@madisoncountyfl.com. Incomplete applications will delay issuance; review may take up to thirty (30) days (§ 125.022, Fla. Stat.).

DEVELOPMENT PERMIT FEE: \$246.00 (Residential Site Development Compliance Fee)

Resolution No. 2026-08-26. Fees are due at submittal and are not refundable. All fees shall double if work begins before the permit is issued. Building permit, inspection, and other agency fees are separate.

Agent Information (if applying on behalf of the owner)

Name: _____ Company: _____

Address: _____

Phone: _____ Email: _____

Submittal Checklist

✓	Submittal Item	Status
☐	Form 1 — Application and Land Use Compliance Certification (notarized)	Required
☐	Form 2 — Owner Acknowledgements (notarized)	Required
☐	Copy of Recorded Deed	Required
☐	Photo Identification of the individual listed on the recorded deed applying for the permit	Required
☐	Form 3 — Site Plan (or professionally prepared site plan)	Required
☐	Building Department electrical permit number (or copy of application)	Required
☐	Recorded deed or easement evidencing a minimum 15-ft. deeded access (LDC 4.5.C.1) (if the parcel does not front a county or state road)	If Applicable
☐	Form 4 — Owner’s Affidavit of Authorization for Agent (notarized) (if an agent signs or submits)	If Applicable
☐	Form 5 — Flood Hazard Acknowledgement, with benchmark letter / elevation certification (if any part of the parcel is in Flood Zone A or AE)	If Applicable



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APPLICABLE REQUIREMENTS

Madison County Land Development Code and Comprehensive Plan

The following provisions are reproduced or summarized from the Madison County Land Development Code ("LDC") and Comprehensive Plan for the convenience of applicants. The adopted Code and Plan control in the event of any conflict.

LDC Section 1.6(1) — Compliance Required.

No land, building or structure shall be erected, moved, added to, enlarged, altered or maintained after the effective date of this Code except in conformity and compliance with the provisions of this Code.

LDC Chapter 2 — Development.

Any man-made change to improved or unimproved real estate, including but not limited to, buildings or other structures, tanks, temporary structures, temporary or permanent storage of equipment or materials ... or any other land disturbing activities.

LDC Section 4.3–2.A.5 — Residential Uses.

Modular and manufactured housing, but specifically excluding recreational vehicles.

LDC Section 4.9(3) — Mobile Homes; Electrical Service.

It shall be unlawful for electrical services to be connected to any mobile home or manufactured home until a permit as required herein shall have been issued by the Madison County Building Official or designee, and proper approvals have been obtained for the sewage disposal system and the potable water system.

LDC Section 4.9(5) — Temporary Residence During Construction.

A mobile home or manufactured home may be used as a temporary residence or office incidental to construction on or development of property for a residential or commercial use on which the mobile home or manufactured home is located only during the time in which construction or development is actively underway, and in no case for more than six (6) months, subject to renewal. Such use is subject to the approval of the Building Official.

LDC Section 4.5.C.1 — Access Management.

Prior to the issuance of a development permit, a parcel of land must have a minimum of a 15 foot wide deeded access point to a county or private road or a deeded easement for ingress and egress.

LDC Section 6.20-1(5) — Utilities in Flood Hazard Areas.

Have mechanical, plumbing, and electrical systems above the design flood elevation, except that minimum electric service required to address life safety and electric code requirements is permitted below the design flood elevation provided it conforms to the provisions of the electrical part of building code for wet locations.

Other Requirements

- A Development Permit for a power pole confirms land use compliance only. An electrical permit and inspection from the Building Department are required before the utility provider (Duke Energy or Tri-County Electric Cooperative) may energize service.
- A temporary construction pole may be used only while construction is actively underway under a valid building permit.
- Electrical service will not be approved to establish a recreational vehicle, camper, or travel trailer as a dwelling (LDC 4.3-2.A.5).
- The power pole must meet the setbacks of the applicable district (LDC Schedule 1.0), and it may not be placed within a wetland or regulated natural buffer.



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LDC Section 3.6 — Appeals.

A person aggrieved by any decision of an administrative official under this Code may appeal such decision to the Board of Adjustment and Appeals ... within thirty (30) days after the order, requirement or decision is rendered.



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FORM 1

APPLICATION AND LAND USE COMPLIANCE CERTIFICATION

Power pole / electrical service (temporary or permanent) — must be signed before a notary public

Submittal Date: _____ Permit / File No. (staff): _____

Fee Paid: \$246.00 Receipt No.: _____ Payment: ☐ Cash ☐ Check No. _____

SECTION A — PROPERTY OWNER(S) OF RECORD

Owner Name(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Applicant is: ☐ Owner ☐ Authorized Agent (attach Form 4) ☐ Contract Purchaser

SECTION B — PARCEL INFORMATION

Parcel ID No.: _____ Acreage: _____

Site Address (if assigned): _____

Subdivision: _____ Lot No.: _____ Block: _____

Name of Road Providing Access: _____

Road type: ☐ County maintained ☐ State maintained ☐ Private road ☐ Deeded easement (min. 15 ft.)

Is this property vacant? ☐ Yes ☐ No

If no, number and type of existing dwellings / structures: _____

Flood zone: ☐ X ☐ A ☐ AE ☐ Unknown

Wetlands, streams, or sinkholes on or adjacent to parcel? ☐ Yes ☐ No ☐ Unknown

SECTION C — ELECTRICAL SERVICE INFORMATION

☐ Temporary construction pole ☐ Permanent service — dwelling ☐ Permanent service — accessory building

☐ Well pump / irrigation only ☐ Agricultural use (barn, gate, lighting) ☐ Other: _____

Electric utility: ☐ Duke Energy ☐ Tri-County Electric Cooperative ☐ Other: _____

Structure or use to be served: _____

Related Development Permit No.: _____ Building / Electrical Permit No.: _____

Licensed electrical contractor: _____ License No.: _____

Existing dwelling or permitted structure on the parcel? ☐ Yes ☐ No

SECTION D — PROPOSED SETBACKS (feet from structure / pole to property line)

Front: _____ Rear: _____ Side: _____ Side / Corner: _____

Distance from road centerline (if parcel does not front a dedicated right-of-way): _____

SECTION E — ACKNOWLEDGEMENTS (initial each)

_____ An electrical permit and Building Department inspection are required before the utility may energize service.
This permit does not authorize the connection of power.

_____ A temporary pole will be used only while construction is actively underway under a valid building permit,
and then removed or converted to permanent service.



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_____ Service will not be connected to a mobile home before the required permits and septic and water approvals are obtained (LDC 4.9(3)).

_____ Service will not be used to establish a recreational vehicle, camper, or travel trailer as a dwelling (LDC 4.3-2.A.5).

CERTIFICATION OF OWNER

I certify that I am the owner of record of the parcel described above, or the owner's authorized agent; that the information and materials submitted are true and correct to the best of my knowledge and belief; and that the development will comply with the Madison County Land Development Code and Comprehensive Plan. I understand that a Development Permit is not a building permit and that no work may begin until all other required permits are obtained. Under penalties of perjury, I declare that I have read the foregoing application and that the facts stated in it are true. (§ 92.525, Fla. Stat.)

Property Owner's Signature

Date

Printed Name of Property Owner

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____ (name of person), who is ☐ personally known to me or ☐ has produced _____ as identification.

Signature of Notary Public – State of Florida

(NOTARY SEAL)

Print, Type, or Stamp Commissioned Name of Notary Public



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FORM 2

OWNER ACKNOWLEDGEMENTS

To be signed by the property owner before a notary public

Owner: _____ Parcel ID No.: _____

A. SECTION 125.022, FLORIDA STATUTES — DEVELOPMENT PERMITS AND ORDERS

Within 30 days after receiving an application for approval of a development permit or development order, a county must review the application for completeness and issue a letter indicating that all required information is submitted or specifying with particularity any areas that are deficient. If the application is deficient, the applicant has 30 days to address the deficiencies by submitting the required additional information. Within 120 days after the county has deemed the application complete, or 180 days for applications that require final action through a quasi-judicial hearing or a public hearing, the county must approve, approve with conditions, or deny the application for a development permit or development order. Both parties may agree to a reasonable request for an extension of time, particularly in the event of a force majeure or other extraordinary circumstances. An approval, approval with conditions, or denial of the application for a development permit or development order must include written findings supporting the county's decision.

I understand that there is a 30-day review period from the date recorded, and incomplete packets will be subject to an additional 30-day review period upon receipt of any missing documents.

B. FLORIDA BUILDING CODE – BUILDING, 8TH EDITION (2023), SECTION 105 — PERMITS

[A] 105.1 Required. Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the Building Official and obtain the required permit.

I understand that in addition to the Development Permit, I must obtain all required permits for driveways, septic systems, activities regulated by the Suwannee River Water Management District, and the Building Department, and that obtaining a permit after work has commenced can be subject to fines. THIS IS NOT A BUILDING PERMIT; it is for development of land only.

C. DEED RESTRICTIONS AND COVENANTS

Deed Restrictions or Covenants are a private civil issue. They are not enforced or reviewed by the County. I am responsible for knowing any such restrictions that may apply to my property.

D. ACCESS TO PROPERTY

By submitting this application, I am providing permission for Madison County personnel to inspect, at reasonable times, the property and work required under any permit issued, for compliance with applicable codes as specified by Madison County. Unless the inspection requires entry into a private residence, no further permission will be required.

By signing below, I certify that I have read and understand Sections A through D above.

Property Owner's Signature _____

Date _____

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____ (name of person), who is ☐ personally known to me or ☐ has produced _____ as identification.

Signature of Notary Public – State of Florida _____

(NOTARY SEAL)

Print, Type, or Stamp Commissioned Name of Notary Public _____



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FORM 3

SITE PLAN WORKSHEET

A professionally prepared site plan or survey may be attached in lieu of this worksheet

Owner: _____ Parcel ID No.: _____

Show, as applicable: (1) lot lines with dimensions; (2) landscape features, wetlands, water bodies, and sinkholes; (3) all existing and proposed structures with dimensions; (4) driveway(s) and access; (5) fencing; (6) surrounding streets and road names; (7) easements; (8) setbacks from each property line; (9) the power pole location and the structure it will serve; (10) any existing well and septic system; (11) north arrow.

N ↑

Scale: 1 inch = _____ feet _____ Prepared by: _____

Signature of Property Owner or Authorized Agent Date



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FORM 4

OWNER'S AFFIDAVIT OF AUTHORIZATION FOR AGENT

Complete only if a person other than the owner of record signs or submits the application

BEFORE ME, the undersigned authority, personally appeared the undersigned Affiant(s), who, being first duly sworn, depose and say:

1. That I/we am/are the owner(s) of record of the real property identified as Parcel ID No. _____, containing approximately _____ acres, in Madison County, Florida (the "Property").
2. That I/we authorize the following person or firm ("Agent") to execute and submit applications and supporting documents and to act on my/our behalf before Madison County to obtain a Development Permit for the Property:

Agent Name: _____ Company: _____

Agent Address: _____

Agent Phone: _____ Agent Email: _____

1. That I/we remain responsible for compliance with all conditions of any permit issued, and that this authorization remains in effect until revoked in writing and delivered to Madison County.
2. If the owner is a business entity, the undersigned has authority to bind the entity, as evidenced by the attached documentation (LDC 3.5-1(4)(d)(4)).

FURTHER AFFIANT(S) SAYETH NAUGHT.

Signature of Owner Date

Printed Name of Owner

Signature of Co-Owner (if any) Date

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____ (name of person), who is ☐ personally known to me or ☐ has produced _____ as identification.

Signature of Notary Public – State of Florida

(NOTARY SEAL)

Print, Type, or Stamp Commissioned Name of Notary Public



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FORM 5

FLOOD HAZARD AREA AND SENSITIVE LANDS ACKNOWLEDGEMENT

Complete only if any part of the parcel is in Flood Zone A or AE, or contains wetlands, streams, or sinkholes

Owner: _____ Parcel ID No.: _____

FIRM Panel No.: _____ Flood Zone: _____ BFE: _____

Documentation attached: ☐ Benchmark letter ☐ Elevation Certificate ☐ Survey showing flood zone

Fill to be placed? ☐ Yes ☐ No

If yes, amount, type, and source of fill: _____

OWNER ACKNOWLEDGEMENTS (initial each)

_____ Development in a flood hazard area requires application to the Floodplain Administrator and the Building Official, and no permit shall be issued until LDC Chapter 6, Article II is satisfied (LDC 6.9-1).

_____ Electrical, mechanical, and plumbing systems will be above the design flood elevation, except minimum life-safety electric service rated for wet locations (LDC 6.20-1).

_____ I will maintain the natural buffers: 75 ft. from the Suwannee, Withlacoochee, and Aucilla Rivers and regionally significant waterways; 50 ft. from other perennial streams; 35 ft. from wetlands; and 50 ft. from sinkholes.

_____ I will not excavate or fill in a wetland without County Commission approval, and there will be no excavation or disturbance in a floodway (LDC 6.3-2.A).

_____ I will obtain all other required state and federal permits (SRWMD, Department of Health, and, where wetlands are affected, FDEP / U.S. Army Corps of Engineers) before work begins (LDC 6.9-7).

Property Owner's Signature

Date

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____ (name of person), who is ☐ personally known to me or ☐ has produced _____ as identification.

Signature of Notary Public – State of Florida

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OFFICE USE ONLY STAFF REVIEW AND DETERMINATION

Applicant / Owner: _____ Parcel ID No.: _____

Date Received: _____ Received By: _____ Deemed Complete: _____

Fee: \$246.00 (Res. 2026-08-26) ☐ Paid Receipt No.: _____ ☐ Doubled (work begun) _____

Submission Method: ☐ Mail ☐ In Person ☐ Email ☐ Fax

Completeness / Deficiency Letter Issued: _____

Review Item	Finding	Reference
Future Land Use: _____ UDO: ☐ Yes ☐ No	Use allowed? ☐ Yes ☐ No ☐ N/A	LDC 4.2-1; 4.4
Lawfully created lot / lot of record	☐ Yes ☐ No ☐ N/A	LDC 1.6(2); 5.7-4
Min. 15-ft. deeded access	☐ Yes ☐ No ☐ N/A	LDC 4.5.C.1
Setbacks and height comply	☐ Yes ☐ No ☐ N/A	LDC Schedule 1.0
Electrical permit issued; not serving an RV as a dwelling	☐ Yes ☐ No ☐ N/A	LDC 4.3-2.A.5; 4.9(3)
Flood zone _____ FIRM _____ BFE _____; elevation documentation	☐ Yes ☐ No ☐ N/A	LDC 6.9-1; 6.11-2
Wetland / stream / sinkhole buffers; wellfield	☐ Yes ☐ No ☐ N/A	LDC 6.3; Cons. 1.2.7-1.4.2
Concurrency: ☐ Exempt (7.3-2) ☐ Facilities available	☐ Yes ☐ No ☐ N/A	LDC Ch. 7

Determination (§ 125.022, Fla. Stat. — written findings required)

☐ APPROVED ☐ APPROVED WITH CONDITIONS ☐ DENIED

Findings / Conditions (cite applicable Code and Plan provisions):

Development Permit No.: _____ Date Issued: _____

Expires one (1) year from issuance if construction has not begun (LDC 7.3); floodplain permits expire if work is not commenced within 180 days (LDC 6.9-5). Appeals to the Board of Adjustment and Appeals within thirty (30) days (LDC 3.6).

Development Administrator / Designee _____ Date _____