



MADISON COUNTY, FLORIDA

Board of County Commissioners · Planning & Zoning Department

Courthouse Annex · 229 S.W. Pinckney Street · Madison, Florida 32340 · P.O. Box 539, Madison, Florida 32341

FORM DP-RV-00 · Rev. 09/2026

INSTRUCTIONS & SUBMITTAL CHECKLIST

Development Permit for an Approved Recreational Vehicle Space

Applicant Name: _____ Parcel ID No.: _____

PURPOSE OF THIS PACKET

This packet is used to request a development permit for an **approved recreational vehicle (RV) space** on private property in unincorporated Madison County, including an RV space used as a temporary residence while a permanent home is under construction, under Ordinance No. 2023-262. Complete every applicable form, obtain notarization where indicated, and attach all supporting documents. **Incomplete packets will delay issuance of the development permit.**

HOW TO SUBMIT

In Person / FedEx / UPS

Courthouse Annex, Planning & Zoning
229 S.W. Pinckney Street
Madison, Florida 32340

U.S. Mail

Madison County Planning & Zoning
P.O. Box 539
Madison, Florida 32341

Email

mhoschar@madisoncountyfl.com
Scan each notarized form in full, with
the seal legible.

SUBMITTAL CHECKLIST

APPLICANT	STAFF	REQUIRED ITEM	FORM	NOTARY
☐	☐	Application for Development Permit – RV Space (3 pages)	DP-RV-01	Yes
☐	☐	Affidavit of RV Placement Regulations (3 pages)	DP-RV-02	Yes
☐	☐	Notice of Review Timeframes & Disclaimer (s. 125.022, F.S.)	DP-RV-03	Yes
☐	☐	Building Code & Other Agency Permits Acknowledgment	DP-RV-04	Yes
☐	☐	Acknowledgments – Deed Restrictions & Access to Property	DP-RV-05	Yes
☐	☐	Permission to Park (only if the RV owner is not the property owner)	DP-RV-06	Yes
☐	☐	Assessment Photos & 911 Addressing Authorization	DP-RV-07	Yes
☐	☐	Site Plan (see required elements listed on the form)	DP-RV-08	—
☐	☐	Copy of recorded deed	—	—
☐	☐	Government-issued photo ID for each owner shown on the deed	—	—
☐	☐	Copy of RV title and current registration (valid license plate)	—	—
☐	☐	Agent authorization affidavit (only if an agent applies for the owner)	—	Yes
☐	☐	Proof of legal access – 15-ft deeded access or easement (LDC § 4.5(C))	—	—
☐	☐	Benchmark Letter from Surveyor for all AE and A Floodzones and Evacuation Plan	—	Yes
Building Dept Required Documents		Driveway / access connection permit (County or FDOT) Begin working on to obtain	—	—
	☐	Septic permit (Dept. of Health) or sewer provider availability letter Begin working on to obtain	—	—
	☐	Well construction permit or water utility availability letter Begin working on to obtain	—	—

Submitted later, as needed: Form DP-RV-09 (Request for Final Inspection or Extension of Preliminary Approval) and Form DP-RV-10 (Notice of Permanent Abandonment of RV Space). A summary of the governing regulations follows on the next page.



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SUMMARY OF RECREATIONAL VEHICLE REGULATIONS

Ordinance No. 2023-262 · LDC §§ 4.6-14 through 4.6-17 and 6.18 · Chapter 513, Florida Statutes

This summary is provided for convenience only. The adopted text of Ordinance No. 2023-262 and the Madison County Land Development Code (LDC) control over any statement on this page.

WHERE AND HOW AN RV MAY BE PLACED

SITUATION	WHERE / ELIGIBILITY	KEY REQUIREMENTS
Approved RV Space LDC § 4.6-17	District allowing residential use; parcel has an unused dwelling unit.	Reduces unused dwelling units by one. 1,200 sq ft minimum, pad for one RV, quick-disconnect electric, water and sewer, 911 address, legal access, permitted driveway.
Temporary RV Space During Home Construction LDC § 4.6-17(1)(e)	Parcel with only one unused dwelling unit.	Owner may reside in the RV while the home is built. No certificate of occupancy for the home until the RV space is permanently abandoned. May use the future home's well and septic.
Homeowner RV Storage LDC § 4.6-16(3)	Owner's parcel where the owner has established a home (not an RV).	Up to two RVs titled to the homeowner, connected to electric only. No occupancy except visitors, 21 consecutive days maximum in any 90-day period.
Short-Term Camping LDC § 4.6-16(4)	Private property in Agriculture-1, Agriculture-2 and Conservation.	5 consecutive days maximum in any 90-day period; no utility connections; removed when not occupied; waste lawfully disposed of.
All Recreational Vehicles LDC § 4.6-16(5)	Countywide.	Current plate, title and registration; road ready — on wheels or jacks, quick-disconnect utilities only, no permanently attached additions.
Rental LDC § 4.6-15	Outside permitted RV parks.	RVs and RV spaces may not be advertised for rent, offered for rent, or rented out.
Flood Hazard Areas LDC §§ 6.18-1, 6.17-4.A	Special flood hazard areas.	RVs only on approved RV spaces, which must meet the elevation requirements for manufactured homes with engineered letter to elevate or must complete an RV Evacuation Plan (yearly \$50.00 fee)

APPROVAL PROCESS — LDC § 4.6-17(3)

STEP 1 → Submit complete packet	STEP 2 → RV Development Permit Issued	STEP 3 → Get Bldg Dept RV Installation Permit	STEP 4 → Request final inspection for Power and setup(Form DP-RV-09)	STEP 5 Certificate of Completion for RV and Power to be released by Bldg Dept
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A preliminary approval is automatically revoked if final approval is not issued within 60 days, unless a written extension request is filed within the original 60 days; the County may extend up to an additional 60 days. RVs and RV spaces lawfully established before March 23, 2023 that do not meet the Code are nonconforming uses governed by LDC § 4.6-5.



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FORM DP-RV-01 · Rev. 09/2026

APPLICATION FOR DEVELOPMENT PERMIT

Recreational Vehicle Space · Page 1 of 3 · Must be notarized

Submittal Date: _____ Application No. (staff): _____

I. PROPERTY OWNER (AS SHOWN ON THE RECORDED DEED)

Owner Name(s): _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

II. AUTHORIZED AGENT (IF APPLICABLE — NOTARIZED AUTHORIZATION REQUIRED)

Agent Name: _____ Company: _____

Mailing Address: _____

Phone: _____ Email: _____

III. PROPERTY INFORMATION

Parcel ID No.: _____ Acreage: _____

911 Site Address (if assigned): _____

Subdivision: _____ Lot No.: _____

Land Use District: _____ Future Land Use Designation: _____

Is the property vacant? ☐ Yes ☐ No If no, number and type of existing dwellings: _____

Subject to deed restrictions or an HOA? ☐ Yes ☐ No ☐ Unknown

IV. TYPE OF REQUEST (CHECK ONE)

A. ☐ B. Temporary RV Space During Home Construction (LDC § 4.6-17(1)(e)). Building Permit No. _____
_____. No certificate of occupancy will issue until the RV space is permanently abandoned. RVs
must be moved every 180 days. DO NOT BUILD DECKS AROUND YOUR RV.

B. ☐ C. Homeowner RV Storage with Electrical Connection (LDC § 4.6-16(3)). No more than two RVs titled to
the homeowner; no occupancy except visitors as limited by the Code.



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FORM DP-RV-01 · Rev. 09/2026

APPLICATION FOR DEVELOPMENT PERMIT

Recreational Vehicle Space · Page 2 of 3

V. RECREATIONAL VEHICLE INFORMATION

RV Type: ☐ Travel Trailer ☐ Fifth-Wheel ☐ Motor Home ☐ Camping Trailer ☐ Truck Camper

Year: _____ Make: _____ Model: _____

VIN: _____ Title No.: _____

License Plate No.: _____ Registration Expires: _____

Length (ft): _____ Width (ft): _____ Titled Owner: _____

A park trailer is not a recreational vehicle under LDC § 2.4 and must meet the installation requirements of Chapter 15C, F.A.C.; mobile and manufactured homes are likewise excluded.

VI. SITE, ACCESS & UTILITIES

RV space area (sq ft; 1,200 min.): _____ Pad size & material: _____

Legal access: ☐ County road ☐ State road ☐ Private road ☐ Deeded easement Road: _____

Driveway Permit Applied for.: Yes or No Width of deeded access (ft; 15 min.): _____

Distance from RV space to property lines (ft): Front _____ Side _____ Side _____ Rear _____

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

Potable water: ☐ Public water utility _____ ☐ Separate private well — Permit No. _____

Wastewater: ☐ Public sewer _____ ☐ Separate septic tank — DOH Permit No. _____

Flood zone (FIRM): ☐ X ☐ A ☐ AE Base Flood Elevation _____ ft FIRM Panel: _____

Electric, water and sewer must each be provided through a standard, working quick-disconnect hook-up; a portable generator does not satisfy the electric requirement. A well or septic tank may not serve any other user, except that a temporary RV space under LDC § 4.6-17(1)(e) may use the well and septic system that will serve the completed home.

VII. EXISTING STRUCTURES & IMPROVEMENTS ON THE PARCEL



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FORM DP-RV-01 · Rev. 09/2026

APPLICATION FOR DEVELOPMENT PERMIT

Recreational Vehicle Space · Page 3 of 3 · Must be signed before a notary

VIII. APPLICANT CERTIFICATION

I certify that I am the owner of record of the property described in this application, or the owner's authorized agent; that the information provided is true and correct to the best of my knowledge; and that I have read and will comply with Ordinance No. 2023-262 and the Madison County Land Development Code. I understand that no construction may begin until written preliminary approval is issued, and that no recreational vehicle may be set up, connected to utilities, occupied, or resided in on the RV space until written final approval is issued. False or incomplete information may result in denial or revocation of the development permit.

Signature of Property Owner

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 _____.

☐ Personally known ☐ Produced identification — Type: _____

Notary Seal

Signature of Notary Public – State of Florida

Printed Name / Commission No. / Expires

FOR OFFICIAL USE ONLY — PLANNING & ZONING STAFF

Land Use District: _____ Max. Units Permitted: _____ Existing Units: _____ Unused Units: _____

- | | |
|--|---|
| ☐ District allows residential use | ☐ Unused dwelling unit available |
| ☐ 911 address assigned | ☐ Legal access — LDC § 4.5(C) |
| ☐ Permitted driveway | ☐ Space $\geq$ 1,200 sq ft with pad |
| ☐ Electric — utility quick-disconnect | ☐ Water — public or separate well |
| ☐ Sewer — public or separate septic | ☐ Flood elevation — § 6.17-4.A (if applicable) |

Preliminary: ☐ Approved ☐ Approved w/ conditions ☐ Denied Date _____ Expires _____

Final Inspection Date: _____ Final Approval Date: _____ Reviewed By: _____

Written findings / conditions: _____



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FORM DP-RV-02 · Rev. 09/2026

AFFIDAVIT OF RV PLACEMENT REGULATIONS

Page 1 of 3 · Initial each statement

Property Owner: _____ Parcel ID No.: _____

The following conditions must be met for issuance of a development permit authorizing placement of a recreational vehicle on your property, and at all times thereafter. Read each statement carefully and **initial the box** to acknowledge your understanding. Section references are to the Madison County Land Development Code as amended by Ordinance No. 2023-262.

1. Prohibition and exceptions (§ 4.6-16). Except as provided in the Code, it is unlawful to set up, connect to utilities, occupy, or reside in a recreational vehicle in any land use district. An RV may be occupied only in a permitted recreational vehicle park, on an approved recreational vehicle space, or as otherwise expressly allowed by § 4.6-16.	Initials
2. Homeowner storage (§ 4.6-16(3)). A homeowner may set up and keep connected to electrical service no more than two recreational vehicles titled in the homeowner's name on the parcel where the homeowner has established a home that is not an RV. No one may occupy or reside in these vehicles, except that visitors may occupy them for no more than 21 consecutive days in any 90-consecutive-day period. All wastewater must be lawfully disposed of by the homeowner.	Initials
3. Short-term camping (§ 4.6-16(4)). On private property in the Agriculture-1, Agriculture-2 and Conservation districts, an RV may be occupied for no more than 5 consecutive days in any 90-consecutive-day period, and only if it is not connected to any utility service, is not kept on the property when not occupied, and all solid waste and wastewater are lawfully disposed of.	Initials
4. Road ready (§ 4.6-16(5)). Every recreational vehicle must have a current and valid license plate, title and registration and be ready for highway use — on its wheels or jacking system, attached to the site only by quick-disconnect utilities and security devices, with no permanently attached additions.	Initials
5. Eligibility and density (§ 4.6-17(1)(a)–(c)). An approved RV space may be located only on a parcel in a land use district that allows residential use and that has an unused dwelling unit under the Code's density requirements. Each approved RV space reduces the parcel's unused dwelling units by one until the space is permanently abandoned.	Initials
6. Space standards (§ 4.6-17(2)(a)–(e)). An approved RV space must contain at least 1,200 square feet; a constructed pad for only one RV meeting the requirements for a mobile home site, including Rule 15C-1.0102, F.A.C.; electric service through a standard, working quick-disconnect hook-up from an electric utility, cooperative or other commercial provider (not a portable generator); potable water through a quick-disconnect hook-up from a public water utility where reasonably available, otherwise from its own separate well; and sanitary sewer through a quick-disconnect connection to a public sewer system where reasonably available, otherwise to its own separate septic tank.	Initials
7. Site requirements (§ 4.6-17(2)). The parcel must be assigned a 911 address by the County; have legal access as provided in § 4.5(C) — a minimum 15-foot-wide deeded access to a county or private road, or a deeded easement for ingress and egress; have a permitted driveway; and, if any part of the RV space lies within a flood hazard area, meet the elevation requirements for manufactured homes in § 6.17-4.A.	Initials



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AFFIDAVIT OF RV PLACEMENT REGULATIONS

Page 2 of 3 · Initial each statement

8. Preliminary approval (§ 4.6-17(3)(c), (e)). No construction may begin until I receive written notice of preliminary approval. Preliminary approval is effective for 60 days and is automatically revoked if final approval is not issued within that time, unless I file a written request for extension within the original 60 days, in which case the County may extend the period for up to an additional 60 days.	Initials
9. Final approval (§ 4.6-17(3)(d)). When construction is complete, I must request a final inspection. The space is not an approved RV space, and no RV may be set up, connected to utilities, occupied, or resided in on it, until I receive written notice of final approval from the County.	Initials
10. Temporary residence during construction (§ 4.6-17(1)(e)). If my parcel has only one unused dwelling unit and I reside in an RV while my home is being built, no certificate of occupancy will be issued for the home until the RV space has been permanently abandoned. The RV space may use the well and septic system that will serve the completed home. Afterward, the RV may remain on the property only as allowed by § 4.6-16(3).	Initials
11. Continuing duty to maintain (§ 4.6-17(4)). I must keep the approved RV space in compliance at all times. If it ceases to meet any requirement, I must immediately notify the County in writing, remove any RV from the space, and not allow any RV to occupy it until the County has reinspected the space and confirmed compliance in writing — or I may permanently abandon the space.	Initials
12. Permanent abandonment (§ 4.6-17(1)(d)). To abandon an approved RV space, I must remove all RVs, permanently disconnect all utility service, and file Form DP-RV-10 with the County. The space is not abandoned until I receive written notice of abandonment from the County.	Initials



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AFFIDAVIT OF RV PLACEMENT REGULATIONS

Page 3 of 3 · Must be signed before a notary

13. No rentals (§§ 4.6-14, 4.6-15). RVs and RV spaces located outside a permitted RV park may not be advertised for rent, offered for rent, or rented out. An RV park requires spaces for five or more RVs and a current Florida Department of Health permit under Chapter 513, Florida Statutes.

Initials

14. Flood hazard areas (§ 6.18-1). An RV may be placed in a flood hazard area only on an approved RV space and must comply with the County's floodplain management regulations.

Initials

15. Private restrictions, amendments and enforcement (§ 4.6-16(7)). County approval does not waive or supersede requirements of an HOA, community association, deed restrictions, or restrictive covenants. The County reserves the right to amend or delete the exceptions in § 4.6-16 at any time, and no person may claim reliance on their continuation. County Code Enforcement may take action against me, as the property owner, for any violation of the regulations governing RV placement.

Initials

CERTIFICATION

By signing below, I certify that I have read and understand this affidavit and the information contained herein; that I have received a copy of Ordinance No. 2023-262 from the Madison County Planning & Zoning Department for my records; and that I agree to comply with all regulations governing the placement of a recreational vehicle on my property. I further acknowledge and agree that the development permit issued is subject to all applicable laws, whether or not referenced herein, including laws adopted by Madison County. **This affidavit must be signed in the presence of a notary.**

Signature of Property Owner

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 _____.

☐ Personally known ☐ Produced identification — Type: _____

Signature of Notary Public — State of Florida

Printed Name / Commission No. / Expires

Notary Seal



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FORM DP-RV-03 · Rev. 09/2026

NOTICE OF REVIEW TIMEFRAMES & DISCLAIMER

Section 125.022, Florida Statutes · Must be notarized

A. APPLICATION REVIEW TIMEFRAMES — S. 125.022, FLORIDA STATUTES

Madison County will confirm receipt of your application and, within 30 days after receipt, notify you in writing whether the application is complete or specify with particularity any areas that are deficient. If the application is deficient, you have 30 days to address the deficiencies by submitting the required additional information. Within 120 days after the application is determined complete — or 180 days for an application requiring final action through a quasi-judicial or public hearing — the County will approve, approve with conditions, or deny the application, with written findings supporting its decision. The County and the applicant may agree to a reasonable extension of time, particularly in the event of force majeure or other extraordinary circumstance. This notice summarizes the statute; the current text of s. 125.022, F.S., controls.

B. DISCLAIMER — S. 125.022, FLORIDA STATUTES

Issuance of a development permit or development order by Madison County does not in any way create any right 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. All other applicable state or federal permits must be obtained before commencement of the development.

C. ACKNOWLEDGMENT

By signing below, I certify that I have read and understand this notice and disclaimer, and I acknowledge receipt of this document with the submission date recorded by County staff. I understand that an incomplete packet is subject to an additional review period upon receipt of the missing information. **This document must be signed in the presence of a notary.**

Property Owner Signature & Printed Name

Date

Agent Signature & Printed Name (if applicable)

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 _____.

☐ Personally known ☐ Produced identification — Type: _____

Signature of Notary Public – State of Florida

Printed Name / Commission No. / Expires

Notary Seal

FOR OFFICIAL USE ONLY — PLANNING & ZONING STAFF

Date Received: _____ Received By: _____

Method: ☐ In person ☐ U.S. Mail ☐ FedEx / UPS ☐ Email

Completeness: ☐ Complete ☐ Deficient Letter issued _____ Info received _____

Final action due date: _____ Final action taken / date: _____



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FORM DP-RV-04 · Rev. 09/2026

BUILDING CODE & OTHER AGENCY PERMITS ACKNOWLEDGMENT

Florida Building Code – Building, Section 105 · Must be notarized

FLORIDA BUILDING CODE – BUILDING, SECTION 105 (PERMITS)

Under Section 105.1 of the Florida Building Code – Building (current edition), 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 install, alter or replace any electrical, gas, mechanical or plumbing system regulated by the Code, must first apply to the Building Official and obtain the required permit.

OTHER PERMITS REQUIRED BEFORE WORK BEGINS

In addition to the development permit, I understand that I must apply to the appropriate agencies and obtain all other required permits, including as applicable:

- ☐ **Madison County Building Department** — building, electrical, plumbing and mechanical permits, including the electrical service serving the RV space
- ☐ **Florida Department of Health in Madison County** — onsite sewage treatment and disposal system (septic) permit
- ☐ **Suwannee River Water Management District** — water well construction permit and any other activity regulated by the District
- ☐ **Madison County Road Department or FDOT** — driveway / access connection permit onto a county road or state highway
- ☐ **Madison County 911 Addressing Office** — assignment of a 911 address to the parcel

I further understand that a building permit is required for, but is not limited to, the following:

1. All new construction, residential or commercial, and any remodeling where alterations change or affect a structure.
2. Any roofed structure, deck or enclosure attached to or placed next to a mobile home or other structure.
3. Any accessory building or shelter over 120 square feet, including site-built or prefabricated buildings relocated into the County.
4. Any structure in a floodway or special flood hazard area.
5. Any deck over 120 square feet, or with a floor height more than 30 inches above grade.
6. Any enclosed building or pole barn not used directly in producing food or fiber on a working farm.
7. Any electrical, plumbing or HVAC work beyond simple fixture replacement.

An addition, deck, porch, carport or other structure permanently attached to a recreational vehicle means the RV is no longer road ready and is not permitted under LDC § 4.6-16(5).

Obtaining a permit after work has commenced may be subject to fines and double Permit Fee. This acknowledgment must be signed in the presence of a notary.

Signature of Property Owner

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 _____.

☐ Personally known ☐ Produced identification — Type: _____

Signature of Notary Public – State of Florida

Printed Name / Commission No. / Expires

Notary Seal



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FORM DP-RV-05 · Rev. 09/2026

ACKNOWLEDGMENTS

Deed Restrictions & Covenants · Access to Property · To be signed by the property owner

Property Owner: _____ Parcel ID No.: _____

A. DEED RESTRICTIONS AND COVENANTS

Deed restrictions, restrictive covenants and homeowner or community association requirements are private civil matters. They are not reviewed or enforced by Madison County, and County approval of a recreational vehicle space does not supersede or waive them. Before pursuing a development or building permit, the applicant is responsible for determining whether any such restrictions apply to the property.

Acknowledged by Property Owner Date

B. ACCESS TO PROPERTY FOR INSPECTION

By submitting this application, I grant permission for Madison County personnel to enter and inspect the property at reasonable times, including the preliminary and final inspections and any reinspection under LDC § 4.6-17, for compliance with the permit issued and all applicable codes adopted by Madison County. Unless an inspection requires entry into a private residence, no further permission will be required.

Acknowledged by Property Owner Date

NOTARIAL CERTIFICATE (APPLIES TO PARTS A AND B)

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

_____.

☐ Personally known ☐ Produced identification — Type: _____

Signature of Notary Public -- State of Florida

Printed Name / Commission No. / Expires

Notary Seal



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FORM DP-RV-06 · Rev. 09/2026

PERMISSION TO PARK

Recreational Vehicle Placement by a Person Other Than the Property Owner · Must be notarized

Required only when someone other than the property owner seeks to place a recreational vehicle on the property.

Parcel ID Number	
Property Owner Name	
Property Owner Mailing Address	
Address of Parcel (if different)	
Total Acreage of Parcel	
Land Use District	
Total Dwelling Units on Parcel (include this RV space)	
RV Owner / Applicant Name	
RV Year, Make & VIN	

I, _____ (property owner), give my permission to
_____ (RV owner / applicant) to place a recreational vehicle on an approved
recreational vehicle space on my property described above, subject to Ordinance No. 2023-262. I understand that:

- (1) Special assessments for fire protection and solid waste are assessed to the property owner based on the total number of dwellings on the parcel, and allowing this placement may increase the special assessment for my property.
- (2) The approved RV space reduces the unused dwelling units available on my parcel by one (LDC § 4.6-17(1)(b)).
- (3) No rent or other compensation may be charged, advertised or offered for the RV or the RV space (LDC § 4.6-15).
- (4) As property owner, I remain responsible for compliance and may be subject to code enforcement action for violations on my property.

Property Owner Signature _____

Date _____

RV Owner / Applicant 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 _____.	
☐ Personally known ☐ Produced identification — Type: _____	
Signature of Notary Public – State of Florida _____	Printed Name / Commission No. / Expires _____

Notary Seal



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FORM DP-RV-07 · Rev. 09/2026

ASSESSMENT PHOTOS & 911 ADDRESSING AUTHORIZATION

Madison County Addressing Office · Must be notarized

911 ADDRESSING

All Madison County addresses are 911 addresses. They are issued primarily so that emergency services can be dispatched to you as quickly as possible should you ever need assistance. **Post your address clearly at the end of your driveway so it can be seen from both directions.** Every approved RV space must be located on a parcel assigned a 911 address by the County (LDC § 4.6-17(2)).

FIELD INSPECTIONS & PROPERTY PHOTOS

From time to time, a field appraiser may need to photograph the structures on the property, or the property itself, and perform other duties necessary to the position. These photos are used only for the Property Appraiser's assessment purposes and to help Emergency Services locate your property quickly if you ever need their services. Photos may be updated periodically to keep the Emergency Services database current.

OWNER AUTHORIZATION

I attest that I am the property owner, that I have read and understand the explanation above, and that I give the field appraiser permission to take any necessary photographs and to perform any other duties as are necessary.

Parcel ID No. or Address: _____

Signature of Property Owner _____

Date _____

Printed Name: _____

Phone: _____

Email: _____

Madison County Addressing Office
229 S.W. Pinckney Street, Room 210
Madison, Florida 32340

Phone: (850) 973-1454
Email: 911@madisoncoannex.com

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 _____.

☐ Personally known ☐ Produced identification — Type: _____

Signature of Notary Public – State of Florida _____

Printed Name / Commission No. / Expires _____

Notary Seal



MADISON COUNTY, FLORIDA

Board of County Commissioners · Planning & Zoning Department

Courthouse Annex · 229 S.W. Pinckney Street · Madison, Florida 32340 · P.O. Box 539, Madison, Florida 32341

FORM DP-RV-08 · Rev. 09/2026

SITE PLAN

Show how the RV space, utilities and access are oriented on the lot

Property Owner: _____ Parcel ID No.: _____

Land Use District: _____ Required setbacks (ft) — Front: _____ Side: _____ Rear: _____

Required setbacks are established for each land use district in LDC Chapter 4; staff will confirm them during review. Draw the site as viewed from above, or attach a survey or professionally prepared plan showing the same information.

N ↑

Scale: 1 inch = _____ ft or ☐ Not to scale

THE SITE PLAN MUST SHOW (CHECK EACH ITEM SHOWN)

- | | |
|---|--|
| ☐ Property lines with dimensions | ☐ Name(s) of adjoining road(s) |
| ☐ Driveway location and access | ☐ Easements — type and width |
| ☐ RV space and pad, with dimensions (1,200 sq ft min.) | ☐ Distance from RV space to each property line |
| ☐ Existing structures (home, sheds, barns, fences) | ☐ Electric service and quick-disconnect location |
| ☐ Well location or water connection | ☐ Septic tank and drainfield, or sewer connection |
| ☐ Landscape features, fencing and trees | ☐ Flood zone boundary and wetlands, if any |

Prepared By (Signature & Printed Name) _____

Date _____

RV EVACUATION PLAN AND CHECKLIST

Parcel ID#:

Property Owners:

Address:

Pre Evacuation preparations recommended

- Ensure you have a clear exit – tree removal must be approved by Suwanee River water management in floodways.
- Expand your exit, if necessary. Add quick disconnect to septic and water connections.
- Move your Electrical to above the property BFE. Purchase bottle jacks to assist in removing RV from stability blocks if needed for towing. Maintain road worthy tires on the RV.

Initial the blank Below

Make Copies of the gate and RV keys. Place in locked box with a code to the gate if applicable for tow driver for RV hookup	
I am responsible for having current tags and road ready tires available to tow RV	
Preparation for Evacuation Once alert is received	
I understand that I am responsible for and maintaining the information of three tow company services that can remove my RV during my absence. if I reside outside of Madison County or if I reside at property full-time to have in place if needed.	
I am responsible for meeting tow drivers and getting recreational vehicles ready at property to open any gates.	
I am responsible for capping septic and potable water connections during evacuation.	
I am responsible for turning off all electrical services at the RV and the Power Pole.	
I am responsible for bracing/securing all floatable items	
I understand that an RV is for my personal use and not to be used as a rental in SFHA	

Because I am in a substantial flood hazard area I acknowledge and understand that I am fully responsible for having my RV removed off the property prior to any flood event. I understand that I am responsible for any damage or injury due to it being left behind in a flooding event.

Property Owner: _____ Date: _____

Signature: _____

Notary: Signature _____ Expiration of Notary: _____

*****This will be required every year to be updated Renewal fee of \$50.00 , and a required evacuation plan prior to power being hooked up. Failure to comply yearly will result in violation notification on the property.**