



MADISON COUNTY, FLORIDA

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

DEVELOPMENT PERMIT APPLICATION ACCESSORY BUILDING / STRUCTURE

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
☐	Boundary Survey by a Florida-licensed surveyor (if the structure is near a required setback line)	If Applicable
☐	Form 4 — Assessment Photos / 911 Addressing (notarized)	If Applicable
☐	Florida Dept. of Health onsite sewage (septic) permit or sewer availability letter (if plumbing is installed) Please note that HB 589 cannot hold up a permit being issued due to septic, just notate InProgress.	If Applicable
☐	Driveway / culvert permit (County Road Department or FDOT) (for a new driveway connection)	If Applicable
☐	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 5 — Owner’s Affidavit of Authorization for Agent (notarized) (if an agent signs or submits)	If Applicable
☐	Form 6 — 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 — Accessory use or Structure.

Is a use or structure of a nature customarily incidental and subordinate to the principal use or structure and, unless otherwise provided, on the same premises. On the same premises with respect to accessory uses and structures shall be construed as meaning on the same lot or on a contiguous lot in the same ownership. Where a building is attached to the principal building, it shall be considered a part thereof, and not an accessory building.

LDC Chapter 2 — Building, principal (excerpt).

... An attached carport, shed or garage, or any other structure with one or more walls or a part of the principal building and structurally dependent, totally or in part, on the principal building, shall be deemed a part of the principal building, but a detached and structurally independent carport, garage or other structure shall be deemed an accessory building.

LDC Chapter 2 — Guest cottage.

Living quarters within a detached accessory building located on the same lot or parcel as the main building, used exclusively for housing members of the family occupying the main building and their nonpaying guests. Such quarters shall not be rented or otherwise used as a separate dwelling.

Table 1. Setbacks and Height for Accessory Structures (LDC Schedule 1.0)

District	Max. Height	Front	Corner	Side	Rear
Agriculture 1	35 ft.	40 ft.	40 ft.	40 ft.	40 ft.
Agriculture 2	35 ft.	40 ft.	40 ft.	20 ft.	40 ft.
Residential	35 ft.	25 ft.*	20 ft.	10 ft.	20 ft.
Residential with PUD	45 ft.	20 ft.	20 ft.	10 ft.	20 ft.
Mixed Use	50 ft.	10 ft.	10 ft.	10 ft.	10 ft.

* When a building (including fencing and other associated appurtenances) is constructed on a lot or parcel that does not front a dedicated Right-of-Way (i.e., on a County Maintained Road), the front set back shall be a minimum of sixty-five (65) feet from the center of the existing road or twenty-five (25) feet from the proposed Right-of-Way, if established by the County Road Department. (LDC Schedule 1.0.) In the Agriculture districts, setbacks for commercial poultry houses and structures housing more than 50 animals are 100 feet from any property line and 300 feet from any dwelling.

Other Requirements

- Accessory dwelling units are allowed in the Residential and Mixed Use districts (LDC 4.4.E.2(a), 4.4.H.2(a); Housing Element Policies 1.3.3 and 1.3.4). Any dwelling unit counts toward the density limit of the district. An accessory structure may not be used as a dwelling unless it is approved as one.
- Except in agricultural districts, no home occupation shall be conducted in an accessory building. In agriculture districts, home occupations may be conducted in an accessory building provided the floor area devoted to the home occupation does not exceed one thousand (1,000) square feet (LDC Chapter 2, “Home occupation”). Home occupations require Development Review Committee approval.



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- Any accessory building or shelter over 120 square feet, including site-built or prefabricated buildings relocated into the County, requires a building permit from the Building Department.
- In a flood hazard area, storage buildings less than 300 square feet used exclusively for storage that do not have power or plumbing attached are exempt from elevation requirements, but must be tied down or mobile (LDC 6.9-2.A.3). Mechanical, plumbing, and electrical systems must be above the design flood elevation (LDC 6.20-1).
- Accessory uses and structures of single-family and two-family dwellings are exempt from formal site plan review unless required due to site conditions (LDC 4.6-3.A.1).

Required Natural Buffers

Resource	Buffer	Authority
Suwannee, Withlacoochee, and Aucilla Rivers; regionally significant rivers, streams, and creeks	75 ft.	LDC 6.3-1.D; Conservation Policy 1.2.7
All other perennial rivers, streams, and creeks	50 ft.	LDC 6.3-1.E; Conservation Policy 1.2.8
All wetlands	35 ft.	Conservation Policy 1.4.2
Known sinkholes	50 ft.	Conservation Policy 1.2.13
Public potable water supply well (zone of exclusion)	200 ft.	LDC 6.3-4.A; FLUE Policy 1.6.1

Residential uses are prohibited within the river, stream, creek, and wetland buffers. No excavation or filling shall be undertaken within a wetland unless the County Commission finds that there are no practical alternatives (LDC 6.3-2.A), and no adverse impact of land within any wetland area shall be permitted in connection with any activity under a building permit for a single family residence or accessory structure (LDC 6.4.B).

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

Accessory building / structure — 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 5) ☐ 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 — ACCESSORY STRUCTURE INFORMATION

☐ Detached garage ☐ Carport ☐ Storage shed ☐ Workshop ☐ Barn / pole barn

☐ Swimming pool ☐ Deck / porch ☐ Guest cottage ☐ Accessory dwelling unit ☐ Other: _____

Construction: ☐ Site-built ☐ Prefabricated ☐ Metal ☐ Modular

Dimensions: _____ x _____ Total sq. ft.: _____ Height (ft.): _____

Utilities to be connected: ☐ Electric ☐ Plumbing ☐ HVAC ☐ None

Existing principal dwelling on the parcel? ☐ Yes ☐ No

Specific use of structure: _____

SECTION D — UTILITIES

Potable water: ☐ Private well ☐ Public / central water ☐ Existing well ☐ N/A

Wastewater: ☐ New septic ☐ Existing septic ☐ Public / central sewer ☐ N/A

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

SECTION E — PROPOSED SETBACKS (feet from structure to property line)

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

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



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SECTION F — ACKNOWLEDGEMENTS (initial each)

- _____ The structure is incidental and subordinate to the principal use and is on the same lot or a contiguous lot in the same ownership.
- _____ The structure will not be used as a dwelling unless approved as an accessory dwelling unit, and a guest cottage will not be rented.
- _____ No home occupation will be conducted in the structure except as allowed in agricultural districts (max. 1,000 sq. ft.) with DRC approval.
- _____ A building permit will be obtained for any structure over 120 sq. ft. or with electrical, plumbing, or HVAC work.

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) well, septic tank, and drain field locations; (10) power pole location; (11) flood zone boundaries (if any); (12) north arrow.

N ↑

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

Signature of Property Owner or Authorized Agent Date



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FORM 5

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 6

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).

_____ I will provide certification of the elevation of the lowest floor, prepared by a Florida-licensed surveyor, upon placement of the lowest floor and at final inspection (LDC 6.11-2).

_____ 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

(NOTARY SEAL)

Print, Type, or Stamp Commissioned Name of Notary Public



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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
Incidental / subordinate; same or contiguous lot; not a dwelling	☐ Yes ☐ No ☐ N/A	LDC Ch. 2
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
DOH septic / sewer; potable water	☐ Yes ☐ No ☐ N/A	LDC 4.9; 6.9-7
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