



MADISON COUNTY, FLORIDA

Board of County Commissioners

Courthouse Annex · 229 S.W. Pinckney Street · Madison, Florida 32340

Mobile / Manufactured Home Development Permit Application

DEVELOPMENT PERMIT APPLICATION MOBILE HOME / MANUFACTURED HOME (NEW OR USED)

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: \$184.00 (Mobile Home Placement / Replacement — 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 required by staff due to site conditions or setbacks)	If Applicable
☐	Form 4 — Assessment Photos / 911 Addressing (notarized)	Required
☐	NEW unit: Dealer’s written certification of HUD Code compliance (LDC 4.9-1) (new, previously untitled units)	If Applicable
☐	USED unit: “Pre-Inspection Report of Used Mobile/Manufactured Homes” and Pre-Inspection Affidavit (LDC 4.9-2) (used units)	If Applicable
☐	Form 5 — Permission to Park (notarized) (if the applicant is not the property owner)	If Applicable
☐	Florida Dept. of Health onsite sewage (septic) permit or sewer availability letter Please note that HB 589 cannot hold up a permit being issued due to septic, just notate InProgress.	Start Process
☐	Potable water: well permit (SRWMD) or water availability letter	Start Process
☐	Driveway / culvert permit (County Road Department or FDOT) (for a new driveway connection)	Start Process
☐	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



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✓	Submittal Item	Status
☐	Form 6 — Owner's Affidavit of Authorization for Agent (notarized) (if an agent signs or submits)	If Applicable
☐	Form 7 — Family Homestead Affidavit (notarized) (if using LDC 4.5.B.5)	If Applicable
☐	Form 8 — 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 — Manufactured Home.

A structure, transportable in one or more sections, which is eight (8) feet or more in width and greater than four hundred (400) square feet, and which is built on a permanent, integral chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include a “recreational vehicle” or “park trailer.”

LDC Chapter 2 — Dwelling, Mobile Home.

A dwelling unit built prior to June 15, 1976, transportable in one or more sections, which structure is 8 body feet or more in width and over 35 feet in length, and which structure is built on an integral chassis and designed to be used as a dwelling when connected to the required utilities ...

LDC Section 4.3–2.A — Residential Uses.

The category of residential uses includes: 1. Single-family dwellings; 2. Two-family dwellings; 3. Accessory apartments; 4. Multi-family dwellings; 5. Modular and manufactured housing, but specifically excluding recreational vehicles.

Residential use is allowed in the Agriculture 1, Agriculture 2, Residential, and Mixed Use land use districts (LDC Section 4.4; Future Land Use Element Policy 1.1.1). It is not an allowable use in the Commercial, Highway Interchange, Commerce Park, Industrial, Public, Conservation, or Recreation districts.

Table 1. Residential Density and Development Standards (LDC 4.4 and Schedule 1.0)

District	Maximum Residential Density	Max. Height	Front Setback	Corner Setback	Side Setback	Rear Setback
Agriculture 1	1 du / 40 acres (see also LDC 4.6-11)	35 ft.	40 ft.	40 ft.	40 ft.	40 ft.
Agriculture 2	1 du / 10 acres (see also LDC 4.6-11)	35 ft.	40 ft.	40 ft.	20 ft.	40 ft.
Residential	1 du / acre without central water and sewer; 2 du / acre with central water or sewer	35 ft.	25 ft.*	20 ft.	10 ft.	20 ft.
Residential with PUD	Up to 8 du / acre with central water and sewer	45 ft.	20 ft.	20 ft.	10 ft.	20 ft.
Mixed Use	1 du / acre without central water and sewer; 2 du / acre with central or community water; up to 8 du / acre PUD	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.



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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 4.9 — Mobile Home and Manufactured Home Standards.

... no mobile home or manufactured home shall be located, relocated, placed, deposited, installed or connected to utilities in the unincorporated areas of Madison County unless and until said mobile home or manufactured home has been either inspected or exempted in accordance with the provisions of this section.

1. Each mobile home or manufactured home must have a continuous wall underpinning/skirting of vinyl, pressure treated wood or masonry construction. 2. Each mobile home or manufactured home must be connected to its own individual septic tank, or to a public sewer system when available. 3. 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.

5. A mobile home or manufactured home may be used as a temporary residence or office incidental to construction on or development of property ... 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.

LDC Section 4.9-1 — New Units.

All previously untitled and unoccupied Mobile/Manufactured homes built in compliance with the Federal Manufactured Home Construction and Safety Standards (HUD Code), Chapter 320, Florida Statutes, and provisions of the Florida Administrative Code pertaining thereto shall be presumed to comply with the minimum standards of this section upon written certification by a mobile home or manufactured home dealer licensed under Chapter 320, Florida Statutes ...

LDC Section 4.9-2 — Used Units (summarized).

Prior to relocation within or transport into the County, each used unit must be inspected and certified for soundness and habitable living conditions on the "Pre-Inspection Report of Used Mobile/Manufactured Homes" by a Florida engineer, architect, residential or general contractor, certified building inspector, or the Building Official. The applicant must complete the "Mobile/Manufactured Home Pre-Inspection Standards" affidavit. Repairable deficiencies may require a Remodel and Repair permit (valid 90 days) and a surety device. No move-on permits for used mobile homes or manufactured homes will be issued until all required inspections have been completed and applicable standards have been met and certified in writing.

Special Density Provisions (Agriculture 1 and Agriculture 2)

- **Family Homestead (LDC 4.5.B.5; FLUE Policy 1.2.7):** a parcel in single ownership at least three (3) years, in A-1 or A-2 and outside the Urban Development Overlay, may be subdivided for use solely as a homestead by a grandparent, parent, stepparent, adopted parent, sibling, child, stepchild, adopted child, or grandchild of the grantor, at a density not to exceed one (1) unit per acre. The deed must state the relationship, the parcel must be the grantee's primary residence with access to a county or state maintained road, and the provision may be used only once per grantee. It may not be used within a platted subdivision.
- **Three-Acre Option (LDC 4.6-11.1):** a minimum 3-acre lot fronting an existing publicly maintained road; subject to an annual cap of 25 move-on or conventional building permits across A-1 and A-2; one permit per individual per year; one division per parcel per year.
- **One-Acre Option, A-2 only (LDC 4.6-11.2):** a minimum 1-acre lot with direct access to a publicly maintained road and sufficient upland; subject to an annual cap and a written preliminary approval that is valid for three (3) months.



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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 6.9-1 — Flood Hazard Areas; Permits Required.

Any owner or owner's authorized agent ... who intends to undertake any development activity ... which is wholly within or partially within any flood hazard area shall first make application to the Floodplain Administrator, and the Building Official if applicable, and shall obtain the required permit(s) and approval(s).

Where base flood elevations are not available (approximate Zone A), the Floodplain Administrator may specify that the base flood elevation is two (2) feet above the highest adjacent grade (LDC 6.10-2). Certification of the elevation of the lowest floor, prepared by a Florida-licensed surveyor, is required upon placement of the lowest floor and at final inspection (LDC 6.11-2). A floodplain development permit becomes invalid unless work commences within 180 days after issuance (LDC 6.9-5).

Other Requirements

- Manufactured homes in flood hazard areas must be installed by an installer licensed under section 320.8249, F.S., on a permanent reinforced foundation, anchored against flotation, collapse, or lateral movement, and elevated so the bottom of the frame is at or above the required elevation (LDC 6.17).
- Recreational vehicles and park trailers are not mobile or manufactured homes and are excluded from residential use (LDC 4.3-2.A.5).
- If a non-conforming use ceases for more than six (6) consecutive months, any subsequent use must conform to current regulations (LDC 4.6-5.B). This applies to replacing a mobile home that was removed from a parcel.
- Temporary placement of a mobile home for a family member with a physical or mental handicap requires a separate Temporary Special Use Permit approved by the Board of County Commissioners (LDC 4.6-13).
- The County allows a broad range of housing types, including manufactured housing, in residential areas (Housing Element Policy 1.3.2).

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

Mobile home / manufactured home (new or used) — must be signed before a notary public

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

Fee Paid: \$184.00 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 6) ☐ 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 — MOBILE / MANUFACTURED HOME INFORMATION

Condition: ☐ New (previously untitled and unoccupied) ☐ Used

Sections: ☐ Single ☐ Double ☐ Triple ☐ Quad

Year: _____ Make / Manufacturer: _____ Model: _____

Width (ft.): _____ Length (ft.): _____ Total sq. ft.: _____ Bedrooms: _____

Serial / VIN No(s): _____ HUD Label No(s): _____

Dealer (new units): _____ Dealer License No.: _____

Licensed Installer: _____ Installer License No.: _____

Pre-Inspection by (used units): _____ Date: _____

Purpose: ☐ Owner's residence ☐ Placement by non-owner (Form 5) ☐ Replacement ☐ Temporary during construction

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: _____



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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): _____

SECTION F — SPECIAL DENSITY (Agriculture 1 / Agriculture 2 only)

☐ Not applicable ☐ Family Homestead, LDC 4.5.B.5 (Form 7) ☐ 3-Acre Option, LDC 4.6-11.1 ☐ 1-Acre A-2 Option, LDC 4.6-11.2

SECTION G — ACKNOWLEDGEMENTS (initial each)

_____ The home will have a continuous wall underpinning/skirting of vinyl, pressure treated wood, or masonry construction (LDC 4.9(1)).

_____ The home will be connected to its own individual septic tank, or to a public sewer system when available (LDC 4.9(2)).

_____ Electrical service will not be connected until the Building Official issues a permit and septic and potable water approvals are obtained (LDC 4.9(3)).

_____ For a used home, no move-on permit will be issued until all required inspections are completed and certified in writing (LDC 4.9-2(7)).

_____ A recreational vehicle or park trailer is not a mobile or manufactured home and may not be permitted under this application (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) 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 4

ASSESSMENT PHOTOS AND 911 ADDRESSING AUTHORIZATION

All of our addresses are 911 Addresses. They are primarily issued for the purpose of being able to dispatch Emergency Services to you as rapidly as possible, should you ever need their assistance. Please make sure that your address is clearly posted at the end of your driveway so it can be seen from both directions.

Field Inspections and Property Photos

From time to time, it is necessary for one of our field appraisers to take photos of the structures on the property, or the property itself, and to perform other duties as necessary to fulfill their job requirements. These photos are used only for the Property Appraiser's assessment purposes and for Emergency Services to assist them quickly in finding your location if you are ever in need of their services. These photos may need to be updated from time to time in order to keep the Emergency Services database current.

I attest that I am the property owner and that in signing this paper, I have read and understand the explanation above and I am giving the field appraiser permission to take any necessary photos and to perform any other duties as are necessary.

Parcel ID No. or Address:

Signature of Property Owner	Date
-----------------------------	------

Printed Name of Property Owner

Email: _____ Phone: _____

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**Madison County Addressing Office**

229 S.W. Pinckney Street, Room 210 · Madison, Florida 32340 · Phone: (850) 973-1454 · 911@madisoncoannex.com



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FORM 5

PERMISSION TO PARK

Complete only if the applicant / mobile home owner is NOT the property owner

Parcel ID Number	
Property Owner Name	
Property Owner Address	
Address of Parcel (if different from above)	
Total Acreage of Parcel	
Total Number of Dwellings on Parcel (include the mobile home for which permission is being granted)	

I, _____ (Property Owner), give my permission to _____ (Applicant / Mobile Home Owner) to place a mobile home on my property which is described above.

I understand that Special Assessment fees for Fire Protection and Solid Waste are assessed to the property owner and based on the total number of dwellings located on a parcel. I further understand that allowing this mobile home to be installed on my property will result in an increased Special Assessment fee for my property. I further understand that an additional dwelling is subject to the density limits of the land use district, and that this Permission to Park does not create a separate lot or parcel.

Property Owner Signature

Date

Printed Name of Property Owner

Applicant / Mobile Home Owner 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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Print, Type, or Stamp Commissioned Name of Notary Public



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FORM 6

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 7

FAMILY HOMESTEAD AFFIDAVIT

Complete only if using LDC Section 4.5.B.5 (FLUE Policy 1.2.7; § 163.3179, Fla. Stat.)

BEFORE ME, the undersigned authority, personally appeared the undersigned Grantor and Grantee, who, being first duly sworn, depose and say:

1. Grantor, _____, has owned the parent parcel, Parcel ID No. _____, in single ownership since _____ (not less than three (3) years).
2. The parent parcel is in the ____ Agriculture 1 ____ Agriculture 2 district, outside the Urban Development Overlay, and not within a platted subdivision.
3. Grantee, _____, is the _____ (grandparent, parent, stepparent, adopted parent, sibling, child, stepchild, adopted child, or grandchild) of the Grantor.
4. The parcel conveyed to the Grantee contains _____ acres (not less than one (1) acre) and will be the Grantee's primary residence.
5. The deed states the relationship of the Grantee to the Grantor and is in the Grantee's name or jointly in both names, not solely in the Grantor's name. Recorded in O.R. Book _____, Page _____.
6. The parcel fronts a county or state maintained road, or the deed includes a deeded easement or right of ingress and egress to such a road.
7. The Grantee has not previously used this provision. We understand it may be used only once per grantee, and that the special density remains if the property is later transferred.

Under penalties of perjury, we declare that we have read the foregoing affidavit and that the facts stated in it are true.

Signature of Grantor

Date

Signature of Grantee

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 8

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).

_____ The home will be installed by a licensed installer on a permanent reinforced foundation, anchored, and elevated so the bottom of the frame is at or above the required elevation, with a surveyor's elevation certification (LDC 6.17; 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



MADISON COUNTY, FLORIDA

Board of County Commissioners
Courthouse Annex · 229 S.W. Pinckney Street · Madison, Florida 32340
Mobile / Manufactured Home Development Permit Application

OFFICE USE ONLY STAFF REVIEW AND DETERMINATION

Applicant / Owner: _____ Parcel ID No.: _____

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

Fee: \$184.00 (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
Acreage ____ Existing du ____ Proposed du ____ Max. du ____	Density OK? ☐ Yes ☐ No ☐ N/A	LDC 4.4; FLUE 1.1.1
Special density: ☐ Homestead ☐ 4.6-11.1 (cap # ____) ☐ 4.6-11.2	☐ Yes ☐ No ☐ N/A	LDC 4.5.B.5; 4.6-11
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
Dealer certification (new) / pre-inspection report (used)	☐ Yes ☐ No ☐ N/A	LDC 4.9-1; 4.9-2
Non-conforming use discontinued > 6 months?	☐ Yes ☐ No ☐ N/A	LDC 4.6-5.B
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