



MADISON COUNTY, FLORIDA

Board of County Commissioners · Planning & Zoning Department

Courthouse Annex · 229 S.W. Pinckney Street, Suite 219 · Madison, Florida 32340

P.O. Box 539, Madison, Florida 32341

FORM SE-01

Rev. 10/2026

APPLICATION FOR SPECIAL EXCEPTION USE

Planning and Zoning Board (LPA) · Board of County Commissioners · LDC §§ 3.5-2 and 4.6-4

FOR PLANNING & ZONING DEPARTMENT USE ONLY

APPLICATION NO.	APPLICATION FEE	RECEIPT NO.	DATE RECEIVED	LPA HEARING	BOCC HEARING
SE-	\$2,458.00				

APPLICATION PROCESS

A special exception is a use that may be permitted in a land use district only after review and approval at two public hearings. **A special exception is not a use of right, and there is no presumption that a special exception will be granted** (LDC § 4.6-4.A).

- Planning and Zoning Board (LPA).** The first public hearing is held before the Planning and Zoning Board, sitting as the Local Planning Agency, on the first Thursday of the month at 5:30 p.m. The LPA's recommendation is advisory to the Board of County Commissioners (LDC §§ 3.5-2(3), 4.6-4.C).
- Board of County Commissioners.** The second public hearing is held before the Board of County Commissioners on the second Wednesday of the month at 9:00 a.m. or the fourth Wednesday of the month at 6:00 p.m. The Board makes the final decision (LDC §§ 3.5-2(9), 4.6-4.D).
- After Approval.** If the special exception is granted, a development review meeting will be scheduled, and a development permit is required before the applicant may proceed with development.

A complete application must be received in time to meet the legal advertising deadline. Submit applications to mhoschar@madisoncountyfl.com or to the Planning & Zoning Department at the address above.

A. APPLICANT INFORMATION

1. Applicant Status: ☐ Owner (title holder) ☐ Agent*

2. Name of Applicant(s): _____ Title: _____

Company Name (if applicable): _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Email: _____

B. PROPERTY OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

Property Owner Name (title holder): _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____



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Telephone: _____ Email: _____

**If the applicant is not the property owner, the written, notarized consent of the property owner authorizing the applicant to act on the owner's behalf must accompany this application.*

PUBLIC RECORDS NOTICE: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. Written communications to or from County officials regarding County business are generally subject to disclosure under Chapter 119, Florida Statutes.

C. PROPERTY INFORMATION

1. Parcel ID Number(s): _____ 2. Acreage: _____

3. Address of Subject Property (if assigned): _____

4. Legal Description (attach a separate sheet if necessary):

5. Future Land Use Map Designation: _____ 6. Zoning District: _____

7. Existing Use of Property: _____

D. SPECIAL EXCEPTION REQUEST

1. Section of the Land Development Code under which the special exception use is authorized in this land use district (LDC § 3.5-2(2)(c)):

2. Description of the proposed special exception use, specifically and particularly describing its type, character, and extent (LDC § 3.5-2(2)(b)):

3. Detailed statement of the proposed conditions on the use, such as hours of operation, number of employees, and maximum number of persons or vehicles on site (LDC § 3.5-2(2)(d)):



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4. Explanation of, and justification for, the request (LDC § 3.5-2(2)(e)):

E. STANDARDS FOR REVIEW – APPLICANT’S RESPONSE

The Planning and Zoning Board shall not recommend a special exception unless it finds that the use will not adversely affect the public interest (LDC § 3.5-2(5)). In making its decision, the Board of County Commissioners considers the factors listed in LDC § 4.6-4.D. **Address each factor below.** Attach additional sheets if necessary, and mark “N/A” only when a factor does not apply.

1. **Ingress and egress to the property and proposed structures, with particular reference to automotive and pedestrian safety, convenience, traffic flow and control, and access in case of fire or catastrophe.**

2. **Off-street parking and loading areas, where required, with particular attention to the items in (1) above and the economic, noise, glare, or odor effects of the special exception on adjoining properties and properties generally in the district.**

3. **Refuse and service areas, with particular reference to the items in (1) and (2) above.**

4. **Utilities, with reference to location, availability, and compatibility.**

5. **Screening and buffering, with reference to type, dimensions, and character.**

6. **Signs, if any, and proposed exterior lighting, with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.**



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7. Required yards and other open spaces.

8. General compatibility with adjacent properties and other property in the district, including:

- a. Whether the proposed use is consistent with the Madison County Comprehensive Plan.

- b. Whether the proposed use would materially alter the population density pattern and thereby increase or overtax the load on public facilities such as schools, utilities, and streets.

- c. Whether changed or changing conditions make the proposed use advantageous to the community and the neighborhood.

- d. Whether the proposed use will adversely influence living conditions in the neighborhood.

- e. Whether the proposed use will create or excessively increase traffic congestion or otherwise affect public safety.

- f. Whether the proposed use will create a drainage problem.

- g. Whether the proposed use will adversely affect property values in the adjacent area.

- h. Whether the proposed use will be a deterrent to the improvement or development of adjacent property in accordance with existing regulations.



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- i. Whether the proposed use is out of scale with the needs of the neighborhood or the community.

- j. Whether additional buffering or screening is necessary.

F. SUBMITTAL REQUIREMENTS CHECKLIST

The following items must be submitted with this application. An application will not be deemed complete, advertised, or scheduled for public hearing until all required items and the application fee have been received.

APPLICANT	STAFF	REQUIRED ITEM
☐	☐	1. Completed Application for Special Exception Use (this form), signed under penalty of perjury and notarized, including responses to each standard in Section E (LDC § 3.5-2(2)(h)).
☐	☐	2. Proof of Ownership – copy of the recorded deed or current tax bill showing ownership.
☐	☐	3. Owner Consent – written, notarized consent of the property owner, if different from the applicant.
☐	☐	4. Legal Description and Acreage of the subject property (LDC § 3.5-2(2)(a)).
☐	☐	5. Site Plan prepared in accordance with Section G of this application (LDC §§ 3.5-2(4), 4.6-3.D, and 4.6-4.B).
☐	☐	6. Setback Waiver – for telecommunication (cell) tower placement, if applicable.
☐	☐	7. Application Fee (nonrefundable): \$2,458.00 , plus consultation fees, if applicable (LDC § 3.5-2(2)(g)). <i>The application fee includes the required certified mail notices to surrounding property owners. The applicant will be invoiced for required legal advertising before the final public hearing.</i>

G. SITE PLAN REQUIREMENTS

Any special exception use requires site plan review, and the site plan, as submitted or revised, is approved as part of the special exception (LDC §§ 3.5-2(4), 4.6-3.A). **Address each item below. For any item that does not apply, mark it “N/A.”** Items marked with an asterisk (*) may be submitted with final development plans.

PROVIDED	N/A	SITE PLAN ELEMENT
☐	☐	1. Vicinity map at a scale of 1" = 400' or such other scale as deemed appropriate by the County Development Administrator.



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PROVIDED	N/A	SITE PLAN ELEMENT
☐	☐	2. Boundary survey showing the location and type of boundary evidence and the location of all existing streets, buildings, railroads, bulkhead lines, easements, and other important features in or adjoining the property.
☐	☐	3. Site plan showing the project title; date and scale; north arrow; location of all proposed buildings and structures; access and traffic flow; off-street parking and loading areas; refuse and service areas; required yards and open spaces; and landscaped buffers (LDC § 4.6-4.B).
☐	☐	4. Existing contours at not more than five (5) foot intervals based on U.S. Coast and Geodetic Datum (may be shown on the boundary survey).
☐	☐	5. Vehicular entrances – location, type, number, and size of vehicular entrances to the site, to ensure public safety.
☐	☐	6. Utilities – proposed locations of utility hook-ups, including water, sewer or septic, and electric service.
☐	☐	7. Screening and buffering – location, type, size, and height of fencing, retaining walls, and screen planting.
☐	☐	8. Signs and exterior lighting* – type, dimensions, and character of all proposed signs and exterior lighting.
☐	☐	9. Landscape plan* showing location, type, and size of proposed landscaping and trees to be removed or protected.
☐	☐	10. Stormwater* – provisions for the disposition of stormwater in accordance with County design criteria.
☐	☐	11. Building data – proposed general use, number of floors, height, and floor area of each building.
☐	☐	12. Additional information – any additional data, plans, or specifications the applicant believes are pertinent and will assist in clarifying the application, or that are deemed necessary by the County to evaluate the impacts of the proposed use.

H. NOTICE TO APPLICANT

1. Public Notice

Not less than fifteen (15) days prior to each public hearing, notice shall be given (a) by publication in a newspaper of general circulation in the County; (b) by certified mail, return receipt requested, to the applicant; (c) by certified mail to each real property owner whose land lies within five hundred (500) feet of the perimeter of the subject property, as shown on the latest ad valorem tax records; and (d) by posting notice on the subject property in a conspicuous place or places (LDC §§ 3.5-2(3), 3.5-2(9)).

2. Conditions and Time Limits

As a condition of approval, reasonable conditions, restrictions, or limitations may be imposed on the use of the premises as deemed appropriate and in the best interests of the public, and a reasonable time limit may be prescribed within which the special exception use shall be commenced or completed, or both (LDC §§ 3.5-2(6), 3.5-2(7), 4.6-4.A).



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3. Scope of Approval

An approved special exception permits no use other than the specific use or uses described in the application and the approved site plan. Any expansion or extension of the use beyond the terms of the special exception is unlawful and a violation of the Land Development Code (LDC § 3.5-2(8)).

4. Suspension or Revocation

The Board of County Commissioners may suspend or revoke any special exception at any time it determines that the special exception use has become a public or private nuisance (LDC § 3.5-2(10)).

5. Reapplication After Denial

If an application is denied by the Board of County Commissioners, no further action will be taken on another application for substantially the same special exception use on the same premises until twelve (12) months after the date of the prior denial (LDC § 3.5-2(11)).

6. Attendance at Public Hearings

The applicant or the applicant's authorized representative should attend both public hearings to present the request and answer questions. The request may be continued to a future hearing date if the applicant or representative is not present.

7. Disclaimer – Section 125.022, Florida Statutes

Issuance of a development permit or development order by Madison County does not in any way create any rights 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.



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I. CERTIFICATION AND SIGNATURES

Under penalties of perjury, I (we) declare that I (we) have read the foregoing application and that the facts stated in it, and in all materials submitted with it, are true and correct to the best of my (our) knowledge and belief. I (we) acknowledge receipt of the Notice to Applicant and authorize County staff to enter upon the subject property for the purposes of inspection and posting of public notice.

Property Owner Name (Type or Print)

Telephone

Property Owner Signature

Date

Agent Name, if applicable (Type or Print)

Telephone

Agent Signature, if applicable

Date

NOTARIAL CERTIFICATE

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 _____, who is ☐ personally known to me or ☐ has produced _____ as identification.

(Notary Seal)

Signature of Notary Public – State of Florida

Printed Name of Notary

My Commission Expires