



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 V-01

Rev. 10/2026

APPLICATION FOR VARIANCE

Board of Adjustment · Madison County Land Development Regulations

FOR PLANNING & ZONING DEPARTMENT USE ONLY

APPLICATION NO.	BASE FEE	TOTAL FEES DUE	RECEIPT NO.	FILING DATE	COMPLETENESS DATE
V-	\$615.00+consulting fees, advertising fees, certified mail fees	\$			

A. PROJECT INFORMATION

- Project Name: _____
- Address of Subject Property: _____
- Parcel ID Number(s): _____
- Acreage: _____
- Future Land Use Map Designation: _____
- Zoning Designation: _____
- Existing Use of Property: _____
- Proposed Use of Property: _____
- Section(s) of the Land Development Regulations ("LDRs") from which a variance is requested, with a detailed description of the variance sought (e.g., required setback, requested setback, and amount of relief):

B. APPLICANT INFORMATION

- Applicant Status: ☐ Owner (title holder) ☐ Agent*
- Name of Applicant(s): _____ Title: _____
- Company Name (if applicable): _____
- Mailing Address: _____
- City: _____ State: _____ ZIP: _____



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Telephone: _____ Email: _____

3. If the applicant is an agent for the property owner*, provide the owner's information:

Property Owner Name (title holder): _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Email: _____

**An executed and notarized Agent Authorization (Property Owner Affidavit) Form authorizing the agent to act on behalf of the property owner 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. ADDITIONAL INFORMATION

1. Is there any existing contract for the sale of, or option to purchase, the subject property? ☐ Yes ☐ No

If yes, list the names of all parties involved: _____

If yes, is the contract/option: ☐ Contingent ☐ Absolute

2. Has a previous application been made on all or part of the subject property?

APPLICATION TYPE	YES	NO	APPLICATION NO. (IF YES)
Future Land Use Map Amendment	☐	☐	CPA-
Rezoning Amendment	☐	☐	Z-
Site-Specific Amendment to the Official Zoning Atlas (Rezoning)	☐	☐	Z-
Variance	☐	☐	V-
Special Exception	☐	☐	SE-

D. VARIANCE CRITERIA – APPLICANT'S RESPONSE

Pursuant to Section 12.3.1.2 of the LDRs, the Board of Adjustment may grant a variance only upon finding that **each** of the following standards has been met. The applicant shall address each standard below. Attach additional sheets if necessary; responses such as "yes" or "not applicable" will not be considered sufficient.

a. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district.



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- b. The special conditions and circumstances do not result from the actions of the applicant.

- c. Granting the variance requested will not confer on the applicant any special privilege that is denied by these land development regulations to other lands, buildings, or structures in the same zoning district.

- d. Literal interpretation of the provisions of these land development regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of these land development regulations and would work unnecessary and undue hardship on the applicant.

- e. The variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure.

- f. The grant of the variance will be in harmony with the general intent and purpose of these land development regulations, and such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.



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E. SUBMITTAL REQUIREMENTS CHECKLIST

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

APPLICANT	STAFF	REQUIRED ITEM
☐	☐	1. Completed and signed Application for Variance (this form), including written responses to each variance standard in Section D.
☐	☐	2. Vicinity Map – indicating the general location of the site, abutting streets, existing utilities, complete legal description of the property in question, and adjacent land uses.
☐	☐	3. Site Plan – including, but not limited to, the following: a. Name, location, owner, and designer of the proposed development. b. Present zoning of the subject site. c. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties and any screening or buffers on such properties. d. Date, north arrow, and graphic scale not less than one inch equal to fifty (50) feet. e. Area and dimensions of the site (survey). f. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters. g. Access to utilities and points of utility hook-up. h. Location and dimensions of all existing and proposed parking areas and loading areas. i. Location, size, and design of proposed landscaped areas (including existing trees and required landscaped buffer areas). j. Location and size of any lakes, ponds, canals, or other waters and waterways. k. Structures and major features fully dimensioned, including setbacks, distances between structures, floor area, width of driveways, parking spaces, property or lot lines, and percent of property covered by structures. l. Location of trash receptacles. m. For multiple-family, hotel, motel, and mobile home park site plans: i. Tabulation of gross acreage; ii. Tabulation of density; iii. Number of dwelling units proposed; iv. Location and percent of total open space and recreation areas; v. Percent of lot covered by buildings; vi. Floor area of dwelling units; vii. Number of proposed parking spaces; viii. Street layout; and ix. Layout of mobile home stands (mobile home parks only).



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☐	☐	4. Stormwater Management Plan – including the following: a. Existing contours at one-foot intervals based on U.S. Coast and Geodetic Datum. b. Proposed finished elevation of each building site and first floor level. c. Existing and proposed stormwater management facilities, with size and grades. d. Proposed orderly disposal of surface water runoff. e. Centerline elevations along adjacent streets. f. Water management district surface water management permit.
☐	☐	5. Legal Description with tax parcel identification number.
☐	☐	6. Proof of Ownership (e.g., recorded deed).
☐	☐	7. Agent Authorization Form (signed and notarized), if the applicant is not the property owner.
☐	☐	8. Proof of Payment of Property Taxes (available online from the Madison County Tax Collector).
☐	☐	9. Application Fees. The following fees apply to a Variance Application: a. Base application fee of \$615.00, due at the time of submittal; b. Consultation fees, when applicable; c. Legal advertising fees for required public hearing notice; and d. Certified mail costs for notice to the owners of all parcels located within five hundred (500) feet of the subject property. <i>Consultation, legal advertising, and certified mail fees will be calculated by the Planning and Zoning Department and invoiced to the applicant. No application shall be accepted or processed until the base application fee has been paid, and no public hearing shall be scheduled until all applicable fees have been paid in full.</i>

F. NOTICE TO APPLICANT

1. Authority of the Board of Adjustment

The Board of Adjustment shall have the power to authorize, upon appeal, such variance from the terms of the Land Development Regulations as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of the Land Development Regulations will result in unnecessary and undue hardship.

In granting any variance to the provisions of Article 4 of the Land Development Regulations, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with such regulations, including, but not limited to, reasonable time limits within which the action for which the variance is requested shall be begun or completed, or both. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of the Land Development Regulations.

2. Uses Not Subject to Variance

Under no circumstances shall the Board of Adjustment grant a variance to permit a use not permitted under the terms of the Land Development Regulations in the zoning district involved, or any use expressly or by implication prohibited by the terms of the Land Development Regulations in the zoning district. No nonconforming use of neighboring lands, structures, or buildings in the same zoning district, and no permitted use of lands, structures, or buildings in other zoning districts, shall be considered grounds for the authorization of a variance.



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3. Limitation on Subsequent Petitions

No written petition by an owner of real property for a variance for a particular parcel of property, or part thereof, shall be filed with the Land Development Regulation Administrator until the expiration of twelve (12) calendar months from the date of denial of a written petition for a variance for such property, or part thereof, unless the Board of Adjustment specifically waives said waiting period based upon a consideration of the following factors:

- (i) The new written petition constitutes a proposed variance different from the one proposed in the denied written petition; or
- (ii) Failure to waive said twelve (12) month waiting period constitutes a hardship to the applicant resulting from mistake, inadvertence, or newly discovered matters of consideration.

4. Posting of Property

The Land Development Regulations require that a sign be posted on the property ten (10) days prior to the Board of Adjustment hearing date. Once a sign has been posted, it is the property owner's responsibility to notify the Planning and Zoning Department if the sign has been moved, removed from the property, torn down, defaced, or otherwise disturbed so that the property can be reposted. If the property is not properly posted until all public hearings before the Board of Adjustment are completed, the Board reserves the right to continue the public hearing until such time as the property can be properly posted for the required period of time.

5. Attendance at Public Hearing

The Board of Adjustment requires that the applicant or the applicant's representative be present at the public hearing to address and answer any questions the Board may have. The application may be continued to a future hearing date if the applicant or representative is not present.

6. Appeal Period

There is a thirty (30) day appeal period following the date of the Board of Adjustment's decision. No additional permits will be issued until the thirty (30) day appeal period has expired.

For additional submittal requirements, refer to the Building and Zoning Development Application Submittal Guidelines contained in the Madison County Land Development Code.

G. APPLICANT CERTIFICATION

I (we) hereby certify that all of the above statements, and the statements contained in any papers or plans submitted herewith, are true and correct to the best of my (our) knowledge and belief. I (we) further authorize County staff to enter upon the subject property for the purpose of inspection and posting in connection with this application.

APPLICANT ACKNOWLEDGES THAT THE APPLICANT OR REPRESENTATIVE MUST BE PRESENT AT THE PUBLIC HEARING BEFORE THE BOARD OF ADJUSTMENT; OTHERWISE, THE REQUEST MAY BE CONTINUED TO A FUTURE HEARING DATE.

Applicant/Agent Name (Type or Print)

Title (if applicable)

Applicant/Agent Signature

Date