



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 CDP-01

Rev. 10/2026

COMMERCIAL DEVELOPMENT PERMIT APPLICATION

Site and Development Plan Review · Madison County Land Development Code § 4.6-3

FOR PLANNING & ZONING DEPARTMENT USE ONLY			
APPLICATION NO. CDP-	DATE RECEIVED	FEE PAID \$	RECEIPT NO.
RECEIVED BY	COMPLETENESS DATE	DRC REVIEW DATE	HEARING DATE (IF REQUIRED)
APPLICATION TYPE ☐ New Site and Development Plan ☐ Minor Commercial Site Plan Amendment ☐ Major Development Review (LDC § 4.6-3.E)			

INSTRUCTIONS AND REVIEW PROCESS

Site plan approval is required for all permitted uses in all districts (except single-family and two-family dwellings and their accessory uses), for all special exception uses, and for alterations or remodeling affecting fifty percent (50%) or more of a building's floor area or assessed value (LDC § 4.6-3.A). **Type or print legibly in ink, complete every section, and attach additional sheets as necessary.**

- Pre-Application Conference.** Applicants are encouraged to meet with staff before submittal to review applicable requirements and the review procedure (LDC § 4.6-3.B).
- Submittal.** Submit the complete application, all required attachments, and the application fee no later than ten (10) working days prior to the meeting of the County Development Review Committee (LDC § 4.6-3.E). Submit to mhoschar@madisoncountyfl.com or in person at the Planning & Zoning Department, Monday through Friday, 8:00 a.m. to 4:30 p.m. Paper copies shall be provided in the number requested by staff.
- Development Review Committee (DRC).** The DRC reviews the site plan and recommends approval, approval with modifications, or disapproval to the Board of County Commissioners, or determines that the site plan must proceed through Major Development review (LDC §§ 3.4-5, 4.6-3.C).
- Major Development Review.** If Major Development review is required, the Planning and Zoning Board holds a public hearing within thirty (30) days of the DRC determination, and the application is then presented to the Board of County Commissioners for final action (LDC § 4.6-3.E).
- Commerce Park Fast Track.** Applications within the Commerce Park under the Urban Development Overlay are eligible for the Fast Track Approval Process, with review and final action that may be completed within forty-five (45) days after the application is deemed complete (LDC § 4.6-3.E).

PART A. PROJECT INFORMATION

- Project Name: _____
- Street Address of Subject Property: _____
- Parcel Identification Number(s): _____
- Future Land Use Map Designation: _____
- Zoning District: _____



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6. Total Acreage: _____ 7. Existing Use of Property: _____

8. Proposed Use of Property: _____

9. Type of Development (check all that apply):

☐ New construction — total sq. ft.: _____

☐ Increase of floor area to an existing structure — total increase sq. ft.: _____

☐ Relocation of an existing structure — total sq. ft.: _____

☐ Increase in impervious area — total increase sq. ft.: _____

10. Is the property located within the Commerce Park / Urban Development Overlay? ☐ Yes ☐ No

PART B. SITE DATA SUMMARY

Total Building Area (sq. ft.)		Impervious Area (sq. ft.)	
Building Coverage (% of site)		Permeable / Open Space (%)	
Floor Area Ratio (FAR)		Maximum Building Height (ft.)	
No. of Parking Spaces		No. of Loading Spaces	
Access Road(s)		Road Jurisdiction (County / State)	
Water Provider (or Well)		Sewer Provider (or Septic)	
FEMA Flood Zone / FIRM Panel		Base Flood Elevation (if any)	
Engineer of Record		Surveyor of Record	

PART C. ENVIRONMENTAL AND SITE CONDITIONS (LDC CHAPTER 6)

Indicate whether any of the following conditions exist on or near the subject property. Each “Yes” response must be addressed on the site plan or in a supporting report.

CONDITION	YES	NO	LDC REFERENCE
Wetlands on or adjacent to the site (attach delineation if present)	☐	☐	§ 6.3-2
Special Flood Hazard Area (FEMA Zone A or AE) or floodway	☐	☐	§§ 6.7-3, 6.10
Within 75 feet of a regionally significant river, stream, or creek, or within 50 feet of any other perennial river, stream, or creek	☐	☐	§ 6.3-1(D)–(E)



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CONDITION	YES	NO	LDC REFERENCE
Within 500 feet of a potable water supply well	☐	☐	§ 6.3-4
Known sinkholes, karst features, or underground cavities	☐	☐	§ 6.3-1(B)(3)
Habitat of endangered, threatened, or species of special concern	☐	☐	§ 6.3-3
Within 250 feet of a historic structure, or a known archaeological site	☐	☐	§ 6.3-5
Use, storage, or handling of hazardous or toxic materials	☐	☐	§§ 6.3-1, 6.3-4

PART D. APPLICANT AND PROPERTY OWNER INFORMATION

1. Applicant Status: ☐ Property Owner (Title Holder) ☐ Authorized Agent*

2. Applicant

Name: _____ Title: _____

Company Name (if applicable): _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Email: _____

3. Property Owner (Title Holder) — complete if the applicant is an agent*

Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Email: _____

**An executed and notarized Property Owner Affidavit / Agent Authorization Form, authorizing the agent to act on behalf of the property owner, must be submitted with 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.

PART E. ADDITIONAL PROJECT INFORMATION

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

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



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

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

APPLICATION TYPE	YES	NO	APPLICATION NO. / YEAR
Comprehensive Plan (Future Land Use Map) Amendment	☐	☐	CPA-
Rezoning / Official Zoning Atlas Amendment	☐	☐	Z-
Variance	☐	☐	V-
Special Exception	☐	☐	SE-
Prior Site and Development Plan	☐	☐	CDP-

PART F. SUBMITTAL REQUIREMENTS CHECKLIST

All items below are required for a complete application unless waived in writing by the County Administrator, subject to confirmation by the Development Review Committee (LDC § 4.6-3.B). For any item that does not apply, mark it "N/A" and explain. Items marked with an asterisk (*) may be submitted with final development plans (LDC § 4.6-3.D).

APPLICANT	STAFF	REQUIRED ITEM
☐	☐	1. Completed and signed application (this form).
☐	☐	2. Vicinity Map at a scale of 1" = 400' or such other scale as deemed appropriate by the County Administrator, indicating the general location of the site, abutting streets, existing utilities, and adjacent land uses (LDC § 4.6-3.D).
☐	☐	3. Boundary Survey of the tract 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 (LDC § 4.6-3.D).
☐	☐	4. Site Plan , drawn to scale, containing the following (LDC § 4.6-3.D): a. Project title; name of owner and designer; date; scale; and north arrow. b. Present zoning district and Future Land Use Map designation of the site and of adjoining properties. c. Location of all proposed buildings and structures, fully dimensioned, including setbacks, distances between structures, and percent of the site covered by structures. d. Proposed general use, number of floors, height, and net and gross floor area of each building, and number and type of any dwelling units. e. Access and traffic flow, including the location, type, number, and size of vehicular entrances, existing right-of-way approaches, sidewalks, curbs, and gutters. f. All off-street parking, loading, and walkway areas, including type of surfacing, size and number of stalls, and driveway widths. g. Refuse and service areas, including the location of dumpsters and trash receptacles. h. Utilities, including access to utilities and points of utility hook-up. i. Existing contours at not more than five (5) foot intervals based on U.S. Coast and Geodetic Datum, and proposed finished grading by contours and spot elevations. j. Existing and proposed street right-of-way reservations, easements, canals, lakes, ponds, and other watercourses, and the names and land uses of adjoining properties.



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APPLICANT	STAFF	REQUIRED ITEM
		k. Density or intensity allocations, including total site area, building coverage, permeable space, and areas for circulation and other uses. l. Location, size, and character of any common open space, and the form of organization responsible for its maintenance. m. Location, type, size, and height of fencing, retaining walls, screen planting, and required landscaped buffers (LDC § 4.6-6). n. Landscape plan showing the location, type, and size of proposed landscaping, and existing trees to be removed or protected.* o. All proposed signs and exterior lighting.* p. Provisions for erosion and sedimentation control, including temporary and permanent measures.* q. Phase lines and a development schedule showing the order of construction and anticipated start and completion dates of each phase. r. Proposed covenants, grants of easement, dedications, deed restrictions, and instruments for the maintenance of common areas. s. For multiple-family, hotel, motel, and mobile home park site plans: gross acreage; density; number of units; open space and recreation areas; lot coverage; unit floor area; parking spaces; street layout; and mobile home stand layout (mobile home parks only).
☐	☐	5. Stormwater Management Plan , designed to accommodate runoff from a 25-year, 24-hour design storm so that post-development runoff rates do not exceed pre-development rates (LDC § 6.21-3), including: a. Existing contours and proposed finished elevation of each building site and first floor level. b. Existing and proposed stormwater management facilities, with size and grades. c. Proposed orderly disposal of surface water runoff, and centerline elevations along adjacent streets. d. Base flood elevation(s) and floodway analysis, if the site is within a Special Flood Hazard Area (LDC §§ 6.10-1, 6.10-3). e. Suwannee River Water Management District Environmental Resource Permit (ERP) or surface water management permit, as applicable.
☐	☐	6. Fire Department Access and Water Supply Plan demonstrating compliance with Chapter 18 of the Florida Fire Prevention Code, provided on a separate signed and sealed plan sheet prepared by a professional engineer licensed in the State of Florida, including fire flow calculations in accordance with the ISO Guide for Determination of Needed Fire Flow (latest edition) or Section 18.4 of the Florida Fire Prevention Code, whichever is greater.
☐	☐	7. Concurrency Impact Statement addressing the adopted level of service standards for roads, potable water, sanitary sewer, solid waste, stormwater drainage, and recreation (LDC Chapter 7).
☐	☐	8. Comprehensive Plan Consistency Analysis identifying the specific goals, objectives, and policies of the Madison County 2035 Comprehensive Plan applicable to the project and detailing how the application complies with each.
☐	☐	9. Environmental Information addressing each “Yes” response in Part C, including wetland delineation, flood zone determination, and required buffers (LDC Chapter 6).



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APPLICANT	STAFF	REQUIRED ITEM
☐	☐	10. Legal Description with tax parcel identification number (in Microsoft Word format).
☐	☐	11. Proof of Ownership (e.g., recorded deed).
☐	☐	12. Property Owner Affidavit / Agent Authorization Form (signed and notarized), if applicable.
☐	☐	13. Proof of Payment of Property Taxes (available from the Madison County Tax Collector).
☐	☐	14. Driveway / Access Connection Permit from Madison County or the Florida Department of Transportation, if required.
☐	☐	15. Application Fee (see Part G).

PART G. APPLICATION FEES

BUILDING AREA	FEE
<i>New Site and Development Plan</i>	
0 – 2,499 sq. ft. of building area	\$1,229.00 + \$0.037 per sq. ft.
2,500 sq. ft. or more of building area	\$3,073.00 + \$0.074 per sq. ft.
<i>Minor Commercial Site Plan Amendment (additional building area)</i>	
100 sq. ft. or less	\$246.00
101 – 2,500 sq. ft.	\$369.00
2,501 – 5,000 sq. ft.	\$615.00
5,001 sq. ft. or more	New site plan fee applies

No application shall be accepted or processed until the required application fee has been paid. The cost of any professional consultant retained by the County to review the application shall be borne by the applicant (LDC § 4.6-3.C).

PART H. NOTICE TO APPLICANT

1. Complete Application

Upon submittal and payment of the application fee, staff will conduct a completeness review to ensure that the application contains all information, materials, diagrams, and fees required by the Land Development Code (LDC § 3.4-2). The applicant will be notified in writing of any deficiencies. An incomplete application will delay scheduling of the application for review.

2. Approval With Modifications

A site plan approved with modifications shall be revised and resubmitted to the Development Review Committee before any development permit may be issued (LDC § 4.6-3.E).

3. Changes to an Approved Site Plan

Minor alterations to an approved site plan may be approved by the Development Review Committee only if they do not affect more than fifty percent (50%) of the square footage of the approved site plan, alter the approved uses, or significantly change the concept, intent, or arrangement of the approved plan (LDC § 4.6-3.G).



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4. Appeals

The applicant or any interested party may appeal an action of the Development Review Committee in writing to the Board of County Commissioners within fifteen (15) days of the Committee's action (LDC § 4.6-3.H).

5. Expiration of Approval

An approved site plan is effective for twelve (12) months from the date of approval by the Board of County Commissioners. If a development order is not issued within that period, the site plan approval shall be null and void (LDC § 4.6-3.I).

6. Other Permits

Approval of this application does not relieve the applicant of the obligation to obtain all other applicable local, state, and federal permits, including driveway/access connection permits, building permits, Department of Health permits, and water management district permits.

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.

IF THE APPLICATION REQUIRES MAJOR DEVELOPMENT REVIEW, THE APPLICANT ACKNOWLEDGES THAT THE APPLICANT OR AGENT MUST BE PRESENT AT THE PUBLIC HEARING BEFORE THE PLANNING AND ZONING BOARD, AS ADOPTED IN THE BOARD RULES AND PROCEDURES; OTHERWISE, THE REQUEST MAY BE CONTINUED TO A FUTURE HEARING DATE.

PART I. APPLICANT CERTIFICATION

I (we) hereby certify that all of the above statements, and the statements contained in any documents or plans submitted herewith, are true and accurate to the best of my (our) knowledge and belief. I (we) authorize County staff and members of the Development Review Committee to enter upon the subject property for the purpose of reviewing this application.

Applicant / Agent Name (Type or Print)

Telephone

Applicant / Agent Signature

Date

Property Owner Name, if different (Type or Print)

Telephone

Property Owner Signature

Date



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STAFF COMPLIANCE REVIEW — FOR OFFICE USE ONLY

- ☐ Consistent with the Madison County Comprehensive Plan
- ☐ Meets zoning district and development standards (LDC Chapter 4)
- ☐ Site plan attached and complete (LDC § 4.6-3.D)
- ☐ Stormwater information attached (LDC § 6.21)
- ☐ Environmental protection requirements addressed (LDC Chapter 6)
- ☐ Concurrency requirements addressed (LDC Chapter 7)
- ☐ Fire Department access and water supply plan reviewed
- ☐ Driveway / access connection permit included, if required

Comments:

Reviewed By: _____

Date: _____