



MADISON COUNTY, FLORIDA BOARD OF COUNTY COMMISSIONERS

Planning & Zoning Department

229 SW Pinckney Street, Room 219, Madison, Florida 32340 • P.O. Box 539, Madison, Florida 32341
Telephone (850) 973-6785 • Fax (850) 973-6727

Madison County Land Development Code §§ 3.4-3, 3.5-2, 4.6-4 • 2035 Comprehensive Plan

REQUIREMENTS FOR A SPECIAL EVENT PERMIT

A. PURPOSE AND AUTHORITY

This application is used to request authorization to conduct a special event within unincorporated Madison County. For purposes of this application, a “special event” means a temporary gathering, activity, or use of land of limited duration that is open to the public or to invited guests—such as a festival, fair, concert, rodeo, agritourism event, revival, tournament, race, or similar assembly—which is not otherwise a permitted use of the property under the Land Development Code (“LDC”).

The application is reviewed pursuant to: (1) LDC § 3.4-3(1), authorizing the Building Official to issue temporary use permits; (2) LDC §§ 3.5-2 and 4.6-4, governing special exception uses; (3) LDC § 4.3-2(C), providing that commercial outdoor recreational uses require a Special Exception and/or Special Use Permit; (4) Future Land Use Element Objective 1.3 and Policy 1.8.3 of the Madison County 2035 Comprehensive Plan; and (5) Economic Development Element Policies 1.1.2 and 1.1.3, which support tourism, agritourism, eco-tourism, and heritage tourism that complement the County’s environmental, social, and economic quality.

B. REVIEW PATH

- 1. Temporary Use Permit (Administrative).** A single, non-recurring event of limited duration may be reviewed administratively and, upon a finding of compliance, issued a temporary use permit by the Building Official pursuant to LDC § 3.4-3(1), with comment from the departments listed in the Office Use section.
- 2. Special Exception (Public Hearing).** A recurring event, an event venue, or any commercial outdoor recreational use shall be processed as a Special Exception pursuant to LDC § 3.5-2, including a public hearing before the Planning and Zoning Board sitting as the Local Planning Agency and final action by the Board of County Commissioners. Notice shall be given not less than fifteen (15) days prior to the hearing by publication, certified mail to the applicant and to owners of real property within five hundred (500) feet, and posting of the subject property.

The Planning & Zoning Department shall determine the applicable review path upon receipt of a complete application.

C. SUBMISSION REQUIREMENTS

- 1. Completed application** — signed by the applicant and the property owner (or a notarized Agent Authorization Form).
- 2. Proof of property ownership** — (most recent recorded deed) or written lease/consent from the owner.
- 3. Site plan** — drawn to scale, meeting the requirements of Section VIII of this application.
- 4. Narrative** — describing the event, its schedule, and how the impacts identified in Comprehensive Plan Policy 1.8.3 will be addressed.
- 5. Filing fee** — in the amount established by resolution of the Board of County Commissioners, plus any advertising, sign, and certified mail costs. All fees are non-refundable.
- 6. Agency approvals** — copies of any required state, county, or other agency permits (see Section IX).

D. NOTICE TO APPLICANT

Applications must be submitted no fewer than _____ (____) calendar days before the first event date for administrative review, and in sufficient time for required advertising when a public hearing is required. Incomplete applications will not be processed. Approval of this application does not waive any applicable local, state, or federal regulation, including the Madison County noise ordinance. Any permit issued may be suspended or revoked if the event becomes a public or private nuisance or is conducted contrary to the conditions of approval (LDC § 3.5-2(10)).



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APPLICATION FOR SPECIAL EVENT PERMIT

MADISON COUNTY, FLORIDA

Application No. _____

To the Madison County Board of County Commissioners:

This application is hereby made pursuant to Chapter 163, Florida Statutes, the adopted Madison County 2035 Comprehensive Plan, and the Madison County Land Development Code, petitioning for a Special Event Permit on the property described herein.

I. APPLICANT / SPONSORING ORGANIZATION

Applicant Name		Organization	
Mailing Address			
City / State / Zip		Phone	
Email		Type of Entity	
On-Site Contact (day of event)		Cell Phone	

Entity type: ☐ Individual ☐ Nonprofit ☐ Corporation/LLC ☐ Government ☐ Other: _____

II. PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)

Owner Name		Phone	
Mailing Address			
City / State / Zip		Email	

III. PROPERTY INFORMATION

Parcel Number(s)		Total Acreage	
Site Address			
Section / Township / Range		Subdivision / Lot / Block	
Current Use & Improvements			

Future Land Use District (LDC § 4.2-2):

- | | | |
|--|---|---|
| ☐ Agriculture 1 (A-1) | ☐ Agriculture 2 (A-2) | ☐ Residential (R-1) |
| ☐ Commercial (CO) | ☐ Highway Interchange (HI) | ☐ Mixed Use (MU) |
| ☐ Commerce Park (CP) | ☐ Industrial (I) | ☐ Public (P) |
| ☐ Conservation (C) | ☐ Recreation (REC) | ☐ Within Urban Development Overlay |

Directions to the property (beginning at the Planning & Zoning office):



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IV. EVENT DESCRIPTION

Event Name			
Event Date(s)		Rain Date(s)	
Hours of Operation		Amplified Sound Ends	
Set-Up Begins (date/time)		Tear-Down Complete (date/time)	
Est. Peak Attendance		Est. Total Attendance	
Number of Staff / Volunteers		Admission Charged?	

Type of event (check all that apply):

- | | | |
|--|---|---|
| ☐ Festival / Fair | ☐ Concert / Live Music | ☐ Agritourism / Farm Event |
| ☐ Rodeo / Equestrian | ☐ Religious Revival / Assembly | ☐ Athletic / Race / Tournament |
| ☐ Wedding / Private Venue Event | ☐ Market / Vendor Fair | ☐ Fundraiser / Benefit |
| ☐ Car / Truck / Equipment Show | ☐ Fireworks / Pyrotechnics | ☐ Other: _____ |

Frequency: ☐ One-time ☐ Recurring (number of events per year: _____)

Detailed description of event activities:

V. EVENT OPERATIONS

Item	Response	If "Yes," provide
Will amplified sound or live music be used?	☐ Yes ☐ No	Equipment, speaker orientation, end time
Will temporary tents, stages, bleachers, or structures be erected?	☐ Yes ☐ No	Number, size (sq. ft.); building permit no.
Will food or beverages be sold or served?	☐ Yes ☐ No	Number of vendors; DBPR/DOH license nos.
Will alcoholic beverages be sold or served?	☐ Yes ☐ No	Florida ABT temporary permit no.
Will fireworks or open flames be used?	☐ Yes ☐ No	Licensed operator; Fire Rescue approval
Will temporary or exterior event lighting be used?	☐ Yes ☐ No	Type, location, shielding
Will temporary signs or banners be displayed?	☐ Yes ☐ No	Number, size, location, removal date
Will camping or overnight stays occur on site?	☐ Yes ☐ No	Number of tents/RVs; sanitation plan
Will animals or livestock be present?	☐ Yes ☐ No	Type and number; containment
Will any public road or right-of-way be used or closed?	☐ Yes ☐ No	Road Department / FDOT permit no.



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Will merchandise be sold by vendors?	☐ Yes ☐ No	Number of vendors; business tax receipts
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VI. PUBLIC FACILITIES, SAFETY, AND IMPACT STATEMENT

Pursuant to Comprehensive Plan Future Land Use Element Policy 1.8.3 and LDC § 4.6-4(D), describe how each of the following will be addressed. Attach additional sheets as needed.

Impact Item	Authority	Applicant's Response
1. Parking (number of spaces, surface, overflow, ADA spaces)	Policy 1.8.3(5); LDC § 4.6-4(D)(2)	
2. Ingress / egress and traffic control (entrances, flaggers, deputies)	Policy 1.8.3(3); LDC § 4.6-4(D)(1)	
3. Sanitation (number of portable toilets and hand-wash stations)	Policy 1.8.3(1)	
4. Solid waste (containers, hauler, post-event cleanup)	LDC § 4.6-4(D)(3)	
5. Security / law enforcement (Sheriff's Office or private)	Policy 1.8.3(9)	
6. Fire protection and emergency medical services	Policy 1.8.3(9)	
7. Noise control and compliance with County noise ordinance	Policy 1.8.3(7)	
8. Lighting and glare onto adjacent properties	Policy 1.8.3(8); LDC § 4.6-4(D)(6)	
9. Drainage and site suitability (soils, wet conditions)	Policy 1.8.3(2),(4)	
10. Buffering / screening from adjacent residences	Objective 1.3; LDC § 4.6-4(D)(5)	
11. Water supply and utilities (potable water, power)	Policy 1.8.3(1); LDC § 4.6-4(D)(4)	
12. Weather / emergency evacuation plan	Policy 1.8.3(9)	

VII. ENVIRONMENTAL AND HISTORIC RESOURCES

Comprehensive Plan Conservation Element and Future Land Use Element Objectives 1.5 and 1.6. Indicate whether any of the following are located on or within the stated distance of the event area:

Item	Response	If "Yes," provide
Jurisdictional wetland within 35 feet (Cons. Policy 1.4.2)	☐ Yes ☐ No	Distance; protective measures
Suwannee, Withlacoochee, or Aucilla River within 75 feet (Cons. Policy 1.2.7)	☐ Yes ☐ No	Distance; protective measures



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Other perennial river, stream, or creek within 50 feet (Cons. Policy 1.2.8)	☐ Yes ☐ No	Distance; protective measures
Sinkhole within 50 feet (Cons. Policy 1.2.13)	☐ Yes ☐ No	Distance; protective measures
100-year floodplain (FEMA Special Flood Hazard Area)	☐ Yes ☐ No	Flood zone; structures placed
Historic or archaeological site within 200 feet (FLUE Policy 1.5.1)	☐ Yes ☐ No	Site name; protective measures
Public potable water well within 500 feet (FLUE Policy 1.6.1)	☐ Yes ☐ No	Distance

VIII. SITE PLAN REQUIREMENTS

The site plan shall be drawn to a legible scale and shall show the following (LDC §§ 3.5-2(2)(f), 4.6-4(B)):

- (a) Property boundaries, dimensions, acreage, north arrow, scale, and date;
- (b) Names of abutting roads and the location of all access points (ingress/egress);
- (c) All existing structures and their distances from property lines;
- (d) Location and dimensions of all temporary tents, stages, and structures;
- (e) Parking areas (with number of spaces), overflow parking, and ADA parking;
- (f) Locations of portable toilets, hand-wash stations, and solid waste containers;
- (g) Vendor, food service, and alcohol service areas;
- (h) Emergency vehicle access lanes, first-aid station, and fire lanes;
- (i) Sound stage location and speaker orientation;
- (j) Exterior lighting and signs;
- (k) Wetlands, water bodies, sinkholes, floodplain, and buffers, if applicable; and
- (l) Location of the nearest off-site dwellings.

IX. REQUIRED ATTACHMENTS CHECKLIST

- | | |
|--|---|
| ☐ Recorded deed / owner consent | ☐ Agent Authorization Form |
| ☐ Site plan | ☐ Written narrative |
| ☐ Parking & traffic control plan | ☐ Sanitation & solid waste plan |
| ☐ Security / emergency plan | ☐ Certificate of liability insurance (if required) |
| ☐ Building permit(s) for temporary structures | ☐ DOH / DBPR food service permits |
| ☐ Florida ABT temporary alcohol permit | ☐ Road Dept. / FDOT right-of-way permit |
| ☐ Fireworks / pyrotechnics permit | ☐ Filing fee |
| ☐ Other: _____ | |

X. APPLICANT CERTIFICATION

The undersigned Applicant certifies, under penalty of perjury, that the information contained in this application and its supplements is true and correct to the best of the Applicant's knowledge and belief (LDC § 3.5-2(2)(h)). The Applicant acknowledges that: (a) the Applicant has read and understands the requirements of this application; (b) approval does not waive compliance with any applicable local, state, or federal regulation; (c) any permit issued authorizes only the event described herein, and any expansion beyond the terms of the permit is unlawful (LDC § 3.5-2(8)); (d) the permit may be suspended or revoked if the event becomes a public or private nuisance (LDC § 3.5-2(10)); and (e) the Applicant shall restore the property to a clean and safe condition within _____ (____) days following the conclusion of the event.



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To the extent permitted by law, the Applicant agrees to indemnify and hold harmless Madison County, its Board of County Commissioners, officers, employees, and agents from any and all claims, damages, or liability arising from the conduct of the event.

Applicant Signature

Date

Printed Name

Title / Organization

XI. PROPERTY OWNER AUTHORIZATION

I, the undersigned owner of record of the property described herein, hereby consent to the filing of this application and to the conduct of the event described herein on said property.

Property Owner Signature

Date

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged 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 Public — Signature

Notary Public — Printed Name

[NOTARY SEAL]



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FOR OFFICE USE ONLY

Date Received		Application No.	
Received By		Fee Paid (\$)	
Payment Method			
Receipt No.		Complete (Date)	

Review Path Determination: ☐ Administrative Temporary Use Permit (LDC § 3.4-3) ☐ Special Exception (LDC § 3.5-2)

Departmental Review

Department	Reviewer / Date	Recommendation	Comments
Planning & Zoning		☐ Approve ☐ Deny	
Building Official		☐ Approve ☐ Deny	
Road Department		☐ Approve ☐ Deny	
Fire Rescue		☐ Approve ☐ Deny	
Sheriff's Office		☐ Approve ☐ Deny	
Emergency Management		☐ Approve ☐ Deny	
Health Department		☐ Approve ☐ Deny	
Fire Chief/Marshall		☐ Approve ☐ Deny	

Public Hearing (Special Exception only)

Advertised (Date)		Certified Notices Mailed	
Property Posted (Date)		Affidavit of Notice Filed	
P&Z Board / LPA Hearing		LPA Recommendation	
BOCC Hearing Date		BOCC Action	

Final Action: ☐ Approved ☐ Approved with Conditions ☐ Denied

Conditions of Approval:

Permit No. _____ Valid From _____ Through _____



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Authorized Signature / Printed Name / Title

Date