



Appeal Application

1. Appellant Information

Name	
Company (if applicable)	
Address (street, city, state, zip)	
Phone	Email

2. Action Being Appealed

Permit or file number of action being appealed, if applicable	Date of action being appealed, if applicable
Address (including Suite/Unit/Space number), if applicable	
Tax Map Reference Number(s), if applicable	

3. Standard of Review

The standards of review of the decision-making body are included in Secs. 17-2.5(u)(4) and 17-2.5(v)(4) of the UDO and are reprinted below.

The appellate board may modify or reverse an action or decision of the ZA or LDA (as applicable) on finding, based on clear and substantial evidence in the record:

- The ZA or LDA made an error in determining whether a standard was met. The record must indicate that an error in judgment occurred or facts, plans, or regulations were misread in determining whether the particular standard was or was not met;
- The ZA or LDA made the decision based on a standard not contained in this Ordinance or other appropriate City ordinances, regulations, or State law; or
- The ZA or LDA made an error in applying a standard.

Unless the appellate board makes one of the determinations above, it shall affirm the action or decision.

<i>For staff use only</i>		
Date received (M/D/Y): ____/____/____	By: _____	LDA or ZA



Appeal Application

4. Statement of Appeal

Provide a statement of the error or improper decision and the grounds for the appeal. Attach all related support materials and use additional sheets of paper if necessary. Describe:

- The decision being appealed;
- The sections of the UDO that were relevant to the action or the appeal
- How the decision was in error;
- How the appellant was adversely affected by the decision;
- How the ZA or LDA (as applicable) should have reached its decision; and
- The relief requested.

--

5. Signature

Signature of Applicant	
Print Name	Date



Letter of Agency

Application Supplement

TO: Planning and Development Services, City of Columbia

I, the undersigned property owner, do hereby attest that I am the person that holds, or I am authorized on behalf of the party that holds, fee simple interest in the following parcel(s):

Common Street Address
Tax Map Reference Numbers

Further, I hereby authorize the persons and/or entities listed as AUTHORIZED AGENT(S) below to act on my behalf for the purpose of submitting documents, amending documents, meeting with staff, attending public meetings and hearings, and as otherwise may be necessary and proper to fulfill the required steps to request the following:

1. Variance, Special Exception, and/or Administrative Appeal (Board of Zoning Appeals)
2. Zoning Map Amendment (Planning Commission and City Council, if applicable)
3. Site Plan Review (Planning Commission or D/DRC)
4. Design Review (D/DRC)
5. Minor Subdivision (Staff)
6. Major Subdivision (Planning Commission)
7. Encroachment (Staff and City Council, if applicable)
8. Street Naming/Renaming (Planning Commission)

*****Please strike-through and initial any of the above-listed steps that do not fall under the scope of this Letter of Agency***

[signatures on following page]



Letter of Agency

Application Supplement

Property Owner

Signature		Date
Print Name of Property Owner		
Address (street, city, name, zip)		
Email of Property Owner		Phone
Signature of Witness		Date
Print Name of Witness		

Authorized Agent

Signature		Date
Print Name		
Address (street, city, name, zip)		
Email of Authorized Agent		Phone



Unified Development Ordinance

Fee Schedule

Zoning Permits

SINGLE FAMILY RESIDENTIAL (UNDER \$10,000)	\$5.00
SINGLE FAMILY RESIDENTIAL (OVER \$10,000)	\$10.00
MULTI-FAMILY	\$10.00
COMMERCIAL (UNDER \$50,000)	\$10.00
COMMERCIAL (OVER \$50,000)	\$10.00 + \$1.00 FOR EACH ADDITIONAL \$50,000.00

Board of Zoning Appeals Requests

RESIDENTIAL	\$50.00
COMMERCIAL (UNDER \$50,000.00)	\$75.00
COMMERCIAL (OVER \$50,000.00)	\$125.00

Rezoning Requests

FIRST LOT (LESS THAN 2 ACRES)	\$100.00
FIRST LOT (MORE THAN 2 ACRES)	\$125.00
EACH ADDITIONAL LOT OR ACRE	\$25.00
(Use additional acreage calculation if single parcel)	

Single-Family Districts

FIRST LOT (LESS THAN 2 ACRES)	\$100.00
FIRST LOT (MORE THAN 2 ACRES)	\$125.00
EACH ADDITIONAL LOT OR ACRE	\$25.00

Other

FIRST LOT (LESS THAN 2 ACRES)	\$200.00
FIRST LOT (MORE THAN 2 ACRES)	\$250.00
EACH ADDITIONAL LOT OR ACRE	\$50.00

Major Subdivision Plats

1-25	LOTS
26-50	LOTS
51-100	LOTS
101 AND UP	LOTS

Sketch and Preliminary/Bonded

1-25	\$75.00
26-50	\$75.00 + \$3*
51-100	\$150.00 + \$2*
101 AND UP	\$250.00 + \$2*

Final

1-25	\$37.50
26-50	\$37.50 + \$1.50*
51-100	\$75.00 + \$1.00*
101 AND UP	\$100.00 + \$0.50*

Minor Subdivision Plats

1-25	LOTS
26-50	LOTS
51-100	LOTS
101 AND UP	LOTS

Cost

1-25	\$37.50
26-50	\$37.50 + \$1.50*
51-100	\$75.00 + \$1.00*
101 AND UP	\$100.00 + \$0.50*

Residential Group Development Plan Review

1-25	UNITS
26-50	UNITS
51-100	UNITS
101 AND UP	UNITS

Cost

1-25	\$75.00
26-50	\$75.00 + \$3.00*
51-100	\$150.00 + \$1.00*
101 AND UP	\$250.00 + \$1.00*



Unified Development Ordinance

Fee Schedule

Commercial/Industrial Development Plan

10,000 SQ. FT. TO 50,000 SQ. FT.

50,000 SQ. FT. TO 100,000 SQ. FT.

100,000 SQ. FT. OR MORE

Cost

\$50.00 FOR \$10,000 SQ. FT., +

\$7.50 FOR EACH ADDITIONAL 10,000 SQ. FT.

\$100.00

\$100.00 FOR FIRST 100,000 SQ. FT., +

\$15.00 FOR EACH ADDITIONAL 10,000 SQ. FT.

Street Name Review

NEW STREET NAME

STREET NAME CHANGE

Cost

\$50.00

\$50.00

*** FOR EACH ADDITIONAL**

FEES ARE DUE AT THE TIME OF SUBMITTAL. IF APPLICATION SUBMITTED ELECTRONICALLY, PAYMENT IS DUE UPON RECEIPT OF THE INVOICE. FAILURE TO MAKE TIMELY PAYMENT WILL RESULT IN YOUR APPLICATION BEING MARKED AS INCOMPLETE.

BOARD OF ZONING APPEALS 2021 CALENDAR OF REGULAR MEETINGS

BUSBY COMMUNITY CENTER
1735 BUSBY STREET

• FIRST THURSDAY OF EACH MONTH •

(803) 545-3333

STANDARD APPLICATION DEADLINE 4:00 P.M.**	PUBLIC HEARING DATE 4:00 P.M. *
December 4, 2020	January 7, 2021
January 8, 2021	February 4, 2021
February 5, 2021	March 4, 2021
March 5, 2021	April 1, 2021
April 1, 2021	May 6, 2021
May 7, 2021	June 3, 2021
June 4, 2021	July 1, 2021
July 2, 2021	August 5, 2021
August 6, 2021	September 2, 2021
September 3, 2021	October 7, 2021
October 8, 2021	November 4, 2021
November 5, 2021	December 2, 2021
December 3, 2021	January 6, 2022
January 7, 2022	February 3, 2022

* Please be advised that, because of the amount of information provided to board members at and in advance of the public hearing, it is difficult for those persons to absorb written information presented at the actual public hearing. As such, staff will forward written comments to the board members in advance of the public hearing provided those comments are submitted generally on the Wednesday the week prior to the meeting. This offer is a courtesy and is not intended in any way, shape, or form to discourage persons from communicating with board members at the actual public hearing.

** The State of South Carolina has passed extra-ordinary notification requirements to Fort Jackson and South Carolina Aeronautics Commission when land-use decisions are made within a mandated distance to Fort Jackson and Jim Hamilton – L.B. Owens Airport. Applications located within these areas require external agency review and thus the scheduled meeting dates are subject to change.

Please visit our website at www.columbiasc.gov