



City of Columbia Development Center
1136 Washington Street, 1st Floor, Columbia, SC 29201
(803) 545-3483 • Email: developmentcenter@columbiasc.net

PARKING LOT

- If project is in a **DESIGN OR HISTORIC DISTRICT (DD or DP)** – refer to information sheet for supplementary review requirements.
- If project is in **FLOODPLAIN OR FLOODWAY** – refer to information sheet concerning supplementary requirements.

For applications and further information please visit our website at: www.columbiasc.net

SUBMITTAL REQUIREMENTS

Submit plans to: CITY OF COLUMBIA DEVELOPMENT CENTER

Below are the plans necessary for review of a Major Commercial Development. Please note that incomplete plans will not be accepted for review. **ALL PLANS MUST BE TO SCALE.**

COMMERCIAL PERMIT APPLICATION: 1 copy

CONTRACT (VERIFICATION OF JOB COST): 1 copy

DIGITAL PDF COPY OF PLANS : Refer to Digital Plan Requirements Checklist

SITE PLAN: 3 copies at 18" x 24" minimum

- Address;
- Tax Map Sheet #;
- Property lines;
- Location of buildings listing gross sq. ft. and use;
- Calculation of total impervious surface on lot;
- Location of dumpsters – if utilized;
- Location of curb cuts; (**if new curb cut required, refer to Curb Cut checklist**);
- Location and dimensions of parking and access/driveways;
- List total number of parking spaces, number of HC accessible spaces, show details and accessible routes.

LANDSCAPE PLAN: 1 copy at 18" x 24" minimum

- Location of all proposed improvements;
- Location of all preserved trees (labeled as such);
- Utility location;
- Location of any street trees;
- Location of protected trees;
- All new trees and shrubs;
- Plant list of all plantings indicating common & botanical names, quantity, caliper/height of trees & container size of shrubs;
- NOTE: this information may be provided on site plan if desired.

☐ TREE PROTECTION: 1 copy at 18" x 24" minimum (*Consult w/ Land Planner on requirements*)

- All trees identified to be preserved with tree protection detail and notes;
- **NOTE:** This may be shown on Landscape Plan or Site Plan.

☐ TREE SURVEY: 1 copy at 18" x 24" minimum (*Consult w/ Land Planner on requirements*)

- Site plan with existing conditions locating all "protected trees" as defined by ordinance;
- **NOTE:** Can be combined with grading plan.

☐ LAND DISTURBANCE: 2 copies at 24" x 36"

- **SEE LAND DISTURBANCE HANDOUT**