



# Certificate of Design Approval

## Design Districts – Application and Checklist

### Checklist for Applications

A complete application for a Certificate of Design Approval – Design Districts shall include the following information. Please initial to signify that the requested information has been provided or put N/A if not applicable. This completed form and all required materials should be submitted to the Development Center at [DevelopmentCenter@columbiasc.gov](mailto:DevelopmentCenter@columbiasc.gov) or call (803) 545-3483 by the application deadline for the Design/ Development Review Commission.

Applicant Initials	Staff Initials	
<input type="text"/>	<input type="text"/>	<b>Materials required</b> (see submission materials checklist on page 4), completed by the applicant.
<input type="text"/>	<input type="text"/>	<b>A completed and signed Application Form</b>
<input type="text"/>	<input type="text"/>	<b><u>Letter(s) of Agency</u></b> for all applications where the applicant is not the owner of the subject property and a <b><u>Record of Property Owners</u></b> if there are multiple owners. (Also <a href="#">online</a> )

Note: There is no fee for Certificate of Design Approval

### 1. Applicant Information

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

### 2. Property Information

Address		
Tax Map Reference Number(s)		
Current Use	Number of Lots	Total Acreage



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### 3. Applicable Design District

Please identify the applicable Design District where the property is located, and refer to applicable guidelines:

Five Points Design  
Overlay District  
(OV-5P)

Future Five Design/Development Guidelines  
<https://planninganddevelopment.columbiasc.gov/five-points/>

Innovista Design  
Overlay District  
(OV-ID)

Innovista Design District Guidelines  
<https://planninganddevelopment.columbiasc.gov/innovista/>

North Main Corridor  
Design Overlay  
District (OV-NMC)

North Main Corridor Design Guidelines  
<https://planninganddevelopment.columbiasc.gov/north-main-street/>

City Center Design  
Overlay District  
(OV-CC)

City Center Design/Development Guidelines  
<https://planninganddevelopment.columbiasc.gov/city-center/>

### 4. Property Status

Pursuant to S.C. Code § 6-29-1145, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this permit? Yes      No

### 5. Property Ownership

Does the applicant own the property?      Yes      No

If the applicant does not own the property, complete the **Record of Property Owners** form and a **Letter of Agency** for each property owner that authorizes the applicant to submit this application on the property owner's behalf.



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### 6. Determination of Certificate Type

To undertake the required development within a design district, either a Minor Certificate of Design Approval – Design District or a Major Certificate is required. Section 17-2.5(h)(3) of the UDO distinguishes between the development activities that require a Minor Certificate and a Major Certificate. The designated Planning staff will make the final determination as to whether a Major Certificate or Minor Certificate is required.

**Check here** if the proposed project will total 100,000sf or more, OR include 26 or more residential units.

This will mean the project will require Major Site Plan Approval.

\$ \_\_\_\_\_ **Estimated Total Cost of Project** (required)

Check all that apply and provide quantities:

New construction                      Total SF \_\_\_\_\_

Addition                                  SF of existing building \_\_\_\_\_ SF of addition \_\_\_\_\_

Site improvements (paving, steps, fencing, masonry walls), parking areas or driveways

For renovations, change in roof pitch, size of window openings, or exterior materials.

### 7. Project Description

Provide a brief description of the project. Approval of a certificate is contingent upon the application's compliance with the decision standards in Sec. 17-2.5(g)(6) of the UDO.



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### 8. Submission Materials

Please check all that apply and confirm that all required materials are included in your submission packet. Digital files are preferred. **Staff may require additional materials, such as color renderings, or large-scale paper copies on a case-by-case basis.**

#### **RENOVATION & ADDITIONS:**

1. Elevation drawings to scale indicating proposed alterations. Architectural renderings may be required for major alterations. Include window and door design(s) if altered.
2. Exterior material descriptions for existing and proposed structures. (Staff may request you to present samples at the meeting).
3. Site plan showing dimensions of lot and location of existing building(s) or structure(s) on lot, location of additions, dimensions of existing structure, additions, and site improvements.
4. Photographs of existing conditions from all elevations.

#### **NEW CONSTRUCTION:**

1. Elevation drawings, showing ALL sides and dimensions to scale. Color renderings may be required.
2. Photograph(s) of proposed site and adjoining properties.
3. Site plan including building footprint and setbacks, location and number of off-street parking spaces (in some instances), lot dimensions, scale and North arrow.
4. Material & details list including door and window styles, sizes, profiles, texture samples, and colors. (Staff may request you to present samples at the meeting.)
5. Streetscape drawings showing proposed infill and one to two block area of surrounding context may be required in some special cases.
6. Location of service equipment: HVAC, meters, dumpsters etc.
7. Landscaping Plan (if applicable)
8. Sign plan (if applicable)

#### **SITE IMPROVEMENT(S):** (fences, walls, driveways or parking areas, accessory buildings, etc.)

1. Site plan showing the location of the fence, wall, driveway or accessory building, along with the lot lines and setback lines.
2. Description of materials and design. Elevation drawings are strongly encouraged.
3. Photographs of areas affected.

#### **SIGNAGE:**

1. Site plan illustrating location of proposed & existing signs with legal property lines.
2. Illustration of design showing graphics, dimensions, illumination style, and materials.
3. For wall signs, an elevation of the building showing proposed signs to scale.

### 9. 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



# Record of Property Owners

## Application Supplement

This form is used to identify all property subject to a submitted application where the applicant is not the owner of the property. For each property owner identified on this form, the applicant must submit a Letter of Agency authorizing the applicant to act on the property owner's behalf.

### 1. Project Information

Project Name
Brief Project Description

### 2. Property Owners

Please initial to verify that a Letter of Agency is included for each identified property owner. Attach additional sheets as necessary.

Property Owner Name	Tax Map Reference Numbers	Applicant Initials	Staff Initials

### 3. Applicant Information

Name	Signature	Date
Company (if applicable)		
Phone	Email	