



# Planned Development

## Application and Checklist

### Checklist for All Applications

A complete site plan application shall include the following information. Please initial to signify that the requested information has been provided or is not necessary.

	Applicant Initials	Staff Initials
<b>A copy of this Application Checklist</b> , completed by the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
<b>A completed and signed Application Form</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Letters of Agency</b> for all applications where the applicant is not the owner of the subject property	<input type="checkbox"/>	<input type="checkbox"/>
<b>Payment</b> of the required fee	<input type="checkbox"/>	<input type="checkbox"/>
<b>A Planned Development (PD) Plan.</b> The PD Plan is required to include all the information identified in Sec. 17-3.7(c)(5)a of the Ordinance, as well as Sec. 17-3.7(c)(5)c relating to a development phasing plan and Sec. 17-3.7(c)(5)d relating to a conversion schedule as applicable.	<input type="checkbox"/>	<input type="checkbox"/>
A proposed <b>Planned Development (PD) Agreement.</b> The proposed PD Agreement is required to include all the information identified in Sec. 17-3.7(c)(5)b of the Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>

*Please note that a pre-application meeting is required prior to submitting for a map amendment. Pre-application meetings can be scheduled through the Development Center – 803-545-3483*

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



# Planned Development

## Application and Checklist

### 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	Proposed use	
Current zoning	Number of lots or units	Total square feet

### 3. 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

### 4. Property Ownership

Does the applicant own the property?  Yes  No

If the applicant does not own the property, complete the **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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Date received (M/D/Y): ____/____/____	By: _____



# Planned Development

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### 5. Project Description

Provide a brief description of the project.

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### 6. 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)  
 SINGLE FAMILY RESIDENTIAL (OVER \$10,000)  
 MULTI-FAMILY  
 COMMERCIAL (UNDER \$50,000)  
 COMMERCIAL (OVER \$50,000)

### Cost

\$5.00  
 \$10.00  
 \$10.00  
 \$10.00  
 \$10.00 + \$1.00 FOR  
 EACH ADDITIONAL  
 \$50,000.00

### Board of Zoning Appeals Requests

RESIDENTIAL  
 COMMERCIAL (UNDER \$50,000.00)  
 COMMERCIAL (OVER \$50,000.00)

### Cost

\$50.00  
 \$75.00  
 \$125.00

### Rezoning Requests

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

### Single-Family Districts

\$100.00  
 \$125.00  
 \$25.00

### Other

\$200.00  
 \$250.00  
 \$50.00

### Major Subdivision Plats

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

### Sketch and Preliminary/Bonded

\$75.00  
 \$75.00 + \$3\*  
 \$150.00 + \$2\*  
 \$250.00 + \$2\*

### Final

\$37.50  
 \$37.50 + \$1.50\*  
 \$75.00 + \$1.00\*  
 \$100.00 + \$0.50\*

### Minor Subdivision Plats

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

### Cost

\$37.50  
 \$37.50 + \$1.50\*  
 \$75.00 + \$1.00\*  
 \$100.00 + \$0.50\*

### Residential Group Development Plan Review

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

### Cost

\$75.00  
 \$75.00 + \$3.00\*  
 \$150.00 + \$1.00\*  
 \$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.***