



City of Columbia ZONING DIVISION

1136 Washington Street
1st Floor
Columbia, SC 29201
803.545.3333
Fax: 803.733.8699

PRE-APPLICATION MEETING REQUEST

A pre-application conference is required before the submission of a Zoning Map Amendment.

To request a pre-application conference, please complete the form below, attach any additional information you would like to be included, and send via email to zoning@columbiasc.gov. You may also submit via fax at 803.733.8699.

CONTACT INFORMATION (this will be the person directly contacted by staff):

Applicant's name: _____ Company name: _____

Phone #: _____ Email: _____

Architect Engineer Property Owner Purchaser of property Other

PROPERTY INFORMATION (list all properties to be discussed; you may attach a separate list if needed)

TAX MAP NUMBER	ADDRESS IF ONE IS ASSIGNED	# OF ACRES

Brief description of the proposal:



Zoning Map Amendment

Application and Checklist

Checklist for All Applications

A complete zoning map amendment shall include the following information. Please initial to signify that the requested information has been provided or is not necessary.

	Applicant Initials	Staff Initials
A copy of this Application Checklist , completed by the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
A completed and signed Application Form.	<input type="checkbox"/>	<input type="checkbox"/>
Letters of Agency for all applications where the applicant is not the owner of the subject property.	<input type="checkbox"/>	<input type="checkbox"/>
Payment of the required fee	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Application Meeting Date (required) (M/D/Y) ____/____/____	<input type="checkbox"/>	<input type="checkbox"/>

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

For staff use only

Date received (M/D/Y): ____/____/____ By: _____



Zoning Map Amendment

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 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.

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. Requested Zoning Map Amendment

Current Zoning District	Current Zoning Overlay District (if applicable)
Requested Zoning District	Requested Zoning Overlay District (if applicable)



Zoning Map Amendment

Application and Checklist

6. Amendment Decision Standards

The decision to amend the Official Zoning Map is committed to the legislative discretion of the City Council.

Sec. 17-2.4(c)(4) of the Ordinance provides a nonexclusive list of decision standards that City Council may consider during its decision-making process. These factors include whether the proposed map amendment:

1. Is consistent with the goals and policies of the Comprehensive Plan and other applicable plans and planning documents adopted by the City;
2. Would allow a range of uses that are compatible with the uses allowed on other property in the immediate vicinity;
3. Is appropriate for the land;
4. Addresses a demonstrated community need;
5. Is consistent with the overall zoning program as expressed in future plans for the City;
6. Would avoid creating an inappropriately isolated zoning district unrelated to adjacent and surrounding zoning districts;
7. Would allow the subject property to be put to a reasonably viable economic use;
8. Would result in development that can be served by available, adequate, and suitable public facilities (e.g., streets, potable water, sewerage, stormwater management);
9. Would avoid creating significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment; and
10. Is appropriate due to any changed or changing conditions in the affected area.

7. 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)	\$200.00
FIRST LOT (MORE THAN 2 ACRES)	\$250.00
EACH ADDITIONAL LOT OR ACRE	\$50.00

Other

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

Bailey Bill

RESIDENTIAL – SF AND DUPLEX

ALL OTHER USES

Cost

\$150.00

\$300.00

*** 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. FEES ARE NON-REFUNDABLE.