



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 application. **This meeting request form must be submitted to Zoning at least 5 business days before the application deadline to allow time for scheduling.**

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 in-person at the Zoning counter on the first floor of 1136 Washington Street.

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 Zoning Division - 803-545-3333*

<i>For staff use only</i>	
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

CITY OF COLUMBIA

2024 REZONING CALENDAR

PRE-APP MEETING REQUEST DEADLINE 5:00 p.m.	PC APPLICATION SUBMITTAL DEADLINE 4:00 p.m.	PLANNING COMMISSION MEETING DATE 4:00 p.m.	CITY COUNCIL ZONING PUBLIC HEARING DATE 4:00 p.m.	CITY COUNCIL MEETING DATE* (2 nd Reading) 4:00 p.m.
December 4, 2023	December 11, 2023	January 11, 2024	February 20, 2024	March 5, 2024
January 2, 2024	January 8, 2024	February 8, 2024	March 19, 2024	April 2, 2024
February 5, 2024	February 12, 2024	March 14, 2024	April 16, 2024	May 7, 2024
March 4, 2024	March 11, 2024	April 11, 2024	May 21, 2024	June 4, 2024
April 1, 2024	April 8, 2024	May 9, 2024	June 18, 2024	July 16, 2024***
May 6, 2024	May 13, 2024	June 13, 2024	July 16, 2024	August 6, 2024
June 10, 2024	June 17, 2024	July 18, 2024***	August 20, 2024	September 3, 2024
July 1, 2024	July 8, 2024	August 8, 2024	September 17, 2024	October 1, 2024
August 5, 2024	August 12, 2024	September 12, 2024	October 15, 2024	November 5, 2024
September 3, 2024	September 9, 2024	October 10, 2024	November 19, 2024	December 3, 2024
October 7, 2024	October 14, 2024	November 14, 2024	December 17, 2024	January 7, 2025
November 4, 2024	November 11, 2024	December 12, 2024	January 21, 2025	February 4, 2025
December 2, 2024	December 9, 2024	January 9, 2025	February 18, 2025	March 4, 2025
January 6, 2025	January 13, 2025	February 13, 2025	March 18, 2025	April 1, 2025

* Meeting dates subject to change. Check the City of Columbia's website www.columbiasc.gov to confirm Council will meet that day.

** 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 the scheduled meeting dates are subject to change.

*** Dates shifted due to July 4th holiday.

PLEASE READ THE FOLLOWING INFORMATION

- (1) Application deadlines are 4:00 p.m. Complete application, Letter of Agency, and all fees must be received in the Zoning Office at 1136 Washington Street, 1st Floor, Columbia, SC. **Telephone number is (803) 545-3333.**
- (2) Planning Commission meetings are held at 4:00 p.m.
- (3) Properties at the Planning Commission for rezoning will be posted at least 15 days prior to the Planning Commission meeting.
- (4) City Council Meetings begin at 4:00 p.m. in Council Chambers, City Hall, 1737 Main Street.
- (5) City Council Public Hearings will be published in The Columbia Star newspaper at least 30 days prior to the hearing. Properties will be posted at least 30 days prior to the hearing. Contiguous property owners will be notified in writing at least 30 days prior to the hearing.
- (6) Please be advised that, because of the amount of information provided to Council 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 Council members in advance of the public hearing provided those comments are submitted generally on the Wednesday two weeks prior to the public hearing. This offer is a courtesy and is not intended in any way, shape, or form to discourage persons from communicating with Council members at the actual public hearing.
- (7) A public hearing and two readings are required to approve a rezoning request. Generally, 1st reading is concurrent with the Public Hearing and 2nd reading is at the following scheduled Council meeting (this is at the discretion of Council and is subject to change).

For more information, please visit the website at <https://planninganddevelopment.columbiasc.gov>



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

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.