



Special Exception

Application and Checklist

A use designated as a special exception in a particular zoning district is a use that may be appropriate in the district, but because of its nature, extent, and external effects, requires special consideration of its location, design, and methods of operation before it can be deemed appropriate in the district and compatible with its surroundings.

Checklist for All Applications

A complete special exception 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
A completed and signed Application, Checklist, and Letter of Agency (if applicable)	<input type="text"/>	<input type="text"/>
Supplemental documents/plans to demonstrate location, design, methods of operation, etc...	<input type="text"/>	<input type="text"/>
Payment of the required fee	<input type="text"/>	<input type="text"/>

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Applications are accepted:

Monday - Friday from 8:30 AM to 4:00 PM

An application properly filed with Zoning by 4:00 PM on the published application deadline (please refer to official BoZA Calendar) will be reviewed by the Board of Zoning Appeals at a public hearing to be held on the first Thursday of the month.

**Disclaimer: If the applicant fails to provide sufficient materials needed to conduct a complete zoning plan review, the applicant acknowledges that the proposed development may be subject to additional variances/special exceptions.*

***An approval by the Board of Zoning Appeals in no way overrides other City development regulations (i.e. land development, building code, fire, stormwater)**

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



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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. Value of Project

Valuation	\$
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6. Proposed Use

Please identify the principal use proposed to be established (see Table 17-4.2(B)(4): Principal Use Table for Base Zoning Districts)

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7. Project Description

Provide a brief description of the project.

8. Criteria for Special Exception

A special exception may only be approved if the Board of Zoning Appeals determines that all of the standards in Sec. 17-2.5(e)(4) are met. **On the following page**, describe how the proposed use complies with each of these standards below. (Continue on separate sheet of paper if necessary)

1. The proposed special exception complies with all applicable zoning district-specific standards in Article 3: Zoning Districts;
2. The proposed special exception complies with all applicable use-specific standard in Article 4: Use Regulations;
3. The proposed special exception will not have a substantial adverse impact on vehicular traffic or vehicular and pedestrian safety;
4. Adequate provisions are made for parking and for loading and unloading;
5. The proposed special exception will not have a substantial adverse impact on adjoining properties in terms of environmental factors such as noise, lights, glare, vibration, fumes, odors, obstruction of air or light, and litter;
6. The proposed special exception will not have a substantial adverse impact on the aesthetic character of the area, to include a review of the orientation and spacing of buildings;
7. The proposed special exception will not have a substantial adverse impact on public safety or create nuisance conditions detrimental to the public interest or conditions likely to result in increased law enforcement response;
8. The establishment of the proposed special exception does not create a concentration or proliferation of the same or similar types of special exception use, *which concentration may be detrimental* to the development or redevelopment of the area in which the special exception use is proposed to be developed;
9. The proposed special exception is consistent with the character and intent of the underlying zoning district as indicated in the zoning district purpose statement, and with any applicable overlay zoning district or adopted plan goals and requirements;
10. The proposed special exception is appropriate for its location and compatible with the permitted uses adjacent to and in the vicinity of the property;
11. The proposed special exception is compatible with the general character of the district in which it is proposed; and
12. The proposed special exception will not adversely affect the public interest.



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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

BOARD OF ZONING APPEALS 2024 CALENDAR OF REGULAR MEETINGS

CITY COUNCIL CHAMBERS
1737 MAIN STREET, THIRD FLOOR, CITY HALL

• FIRST THURSDAY OF EACH MONTH •

4:00 P.M.
(803) 545-3333

STANDARD APPLICATION DEADLINE 4:00 P.M.	PUBLIC HEARING DATE 4:00 P.M.
December 8, 2023	January 4, 2024
January 5, 2024	February 1, 2024
February 2, 2024	March 7, 2024
March 8, 2024	April 4, 2024
April 5, 2024	May 2, 2024
May 3, 2024	June 6, 2024
June 7, 2024	July 11, 2024***
July 5, 2024	August 1, 2024
August 2, 2024	September 5, 2024
September 6, 2024	October 3, 2024
October 4, 2024	November 7, 2024
November 8, 2024	December 5, 2024
December 6, 2024	January 2, 2025
January 3, 2025	February 6, 2025

* Please be advised that, because of the amount of information provided to board 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 the board members in advance of the public hearing provided those comments are submitted generally on the Friday the week prior to the meeting. This offer is a courtesy and is not intended in any way, shape, or form to discourage persons from communicating with board members at the actual public hearing.

** 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 thus the scheduled meeting dates are subject to change.

*** **Second Thursday of the month due to July 4th holiday.**

Please visit our 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.