



Variance

Application & Checklist

A variance may be granted by the Board of Zoning Appeals if the board finds the applicant demonstrates by competent, substantial evidence that the strict enforcement of any appropriate dimensional, development, design, or performance standard subject to a variance would result in unnecessary hardship.

Checklist for Variance Applications

A completed variance application requires 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 hardship	<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 (including Suite/Unit/Space number, as appropriate)	
Tax Map Reference Number(s)	
Tenant/Business Name	Current size of property (in acres)

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.

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. Requested Variance

List below each UDO standard from which a variance is requested (e.g. Sec. 17-3.2(g)(3) RSF-3 Front Yard Setback, min.), the requirement established in the UDO (e.g. 15 feet), the requested varied requirement (e.g. 10 feet), and the percentage change of the variance (e.g. 33%). Use additional sheets of paper if necessary.

UDO Standard	Code Section	Requested Varied Requirement	Change (%)



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5. Additional Information

Before granting a variance, the decision-making bodies must find that all of the following circumstances are true. Please provide additional information in the space below regarding the requested variance that demonstrates compliance with the decision standards in Sec. 17-2.5(s)(4) of the UDO repeated below. Use additional sheets of paper if necessary:

- There are extraordinary and exceptional conditions pertaining to the particular piece of property;
- These conditions do not generally apply to other properties in the vicinity;
- These conditions are not the result of the applicant's own actions;
- Because of these conditions, the application of this UDO to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property;
- The authorization of the variance will not be of substantial detriment to adjacent property or to the public good, and the character of the zoning district where the property is located will not be harmed by the granting of the variance;
- The reasons set forth in the application justify the granting of the variance, and the variance is the minimum variance that will make possible the reasonable use of the land, building or structure; and
- The granting of the variance will be in harmony with the general purpose and intent of this Ordinance, and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.



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Please note that the Board of Zoning Appeals may not grant a variance from the zoning standards of Sec. 17-2.5(s)(4)b of the UDO that would:

- Permit a use of land or a structure that is not allowed in the applicable zoning district;
- Allow the physical extension of a nonconforming use; or
- Change the zoning district boundaries shown on the Official Zoning Map.

In addition, the following do not constitute grounds for the granting of a variance:

- The nonconforming use of neighboring lands, structures, or buildings in the same zoning district that applies to the land for which the variance is sought;
- Any permitted use of lands, structures or buildings in zoning districts other than the zoning district that applies to the land for which the variance is sought; or
- The fact that land may be utilized more profitably should a variance be granted.

6. Value of Project

Valuation	\$
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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

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)	\$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

1-25	\$75.00
26-50	\$75.00 + \$3*
51-100	\$150.00 + \$2*
101 AND UP	\$250.00 + \$2*

Final

1-25	\$37.50
26-50	\$37.50 + \$1.50*
51-100	\$75.00 + \$1.00*
101 AND UP	\$100.00 + \$0.50*

Minor Subdivision Plats

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

Cost

1-25	\$37.50
26-50	\$37.50 + \$1.50*
51-100	\$75.00 + \$1.00*
101 AND UP	\$100.00 + \$0.50*

Residential Group Development Plan Review

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

Cost

1-25	\$75.00
26-50	\$75.00 + \$3.00*
51-100	\$150.00 + \$1.00*
101 AND UP	\$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.