



Checklist for Applications

A complete application for an appeal to a staff decision shall include the following information. Please initial to signify that the requested information has been provided or put N/A if not applicable.

This completed form and all required materials should be submitted to the Development Center at DevelopmentCenter@columbiasc.gov or call (803) 545-3483 by the application deadline for the Design/ Development Review Commission.

Applicant Staff
Initials Initials

This completed and signed **Application Form**

Letter(s) of Agency for all applications where the applicant is not the owner of the subject property and a **Record of Property Owners** if there are multiple owners. ([Online](#))

Note: There is no fee associated with the D/DRC process

1. Appellant Information

Name	
Company (if applicable)	
Address (street, city, state, zip)	
Phone	Email

2. Action Being Appealed

Case number of action being appealed (if applicable)	Date of action being appealed (if applicable)
Address (street, city, state, zip)	
Tax Map Reference Number(s)	

3. Applicable Design District

Please identify the whether the property is located within an Urban Design or Historic Preservation District:

Urban Design
(UD-DRC)

Design District Guidelines
<https://planninganddevelopment.columbiasc.gov/design-districts/>

Historic Preservation
(HP-DRC)

Historic District Guidelines
<https://planninganddevelopment.columbiasc.gov/historic-districts/>

4. Statement of Appeal

Provide a statement of the error or improper decision and the grounds for the appeal. Attach all related support materials and use additional sheets of paper if necessary.

5. Property Ownership

Does the applicant own the property? Yes No

If the applicant does not own the property, complete the **Record of Property Owners** form and a **Letter of Agency** for each property owner that authorizes the applicant to submit this application on the property owner’s behalf.

6. Signature

Signature of Applicant	
Print Name	Date