

### REGARDING DESIGN REVIEW:

D/DRC review is one part of the building review process. Design approval by the D/DRC does not guarantee that the project meets all applicable building codes and regulations.

Every applicant is required to contact Zoning and Development Center staff to inquire into development regulations that may apply to the property. Applicants should provide staff with the address and/or TMS# and the scope of the project to get the most accurate information.

**Development Center:**

Telephone: 803.545.3483

Email: [DevelopmentCenter@columbiasc.gov](mailto:DevelopmentCenter@columbiasc.gov)

**Zoning Division:**

Telephone: 803.545.3333

Email: [Zoning@columbiasc.gov](mailto:Zoning@columbiasc.gov)

**I acknowledge that I have read the above and understand that I am responsible for contacting the Development Center and Zoning divisions regarding regulations that apply to the project/property referenced in this application.**

Signature of Applicant \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

### Checklist for Applications

A complete application for a Certificate of Design Approval – Design Districts 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](mailto:DevelopmentCenter@columbiasc.gov) or call (803) 545-3483 by the application deadline for the Design/ Development Review Commission.

Applicant Initials	Staff Initials
<input type="text"/>	<input type="text"/>

This completed and signed **Application Form**

<input type="text"/>	<input type="text"/>
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**Materials required** (see submission materials checklist on page 4), completed by the applicant.

<input type="text"/>	<input type="text"/>
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**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. Applicant Information

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

### 2. Property Information

Address		
Tax Map Reference Number(s)		
Current Use	Number of Lots	Total Acreage

### 3. Applicable Design District

Please identify the applicable Design District where the property is located, and refer to applicable guidelines:

Five Points Design  
Overlay District  
**(OV-5P)**

Future Five Design/Development Guidelines  
<https://planninganddevelopment.columbiasc.gov/five-points/>

North Main  
Corridor Design  
Overlay District  
**(OV-NMC)**

North Main Corridor Design Guidelines  
<https://planninganddevelopment.columbiasc.gov/north-main-street/>

Downtown  
Columbia Overlay  
District **(OV-DC)**

Downtown Columbia Design Guidelines  
<https://planninganddevelopment.columbiasc.gov/downtown/>

### 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. 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. Determination of Certificate Type

To undertake the required development within a design district, either a Minor Certificate of Design Approval – Design District or a Major Certificate is required. Section 17-2.5(h)(3) of the UDO distinguishes between the development activities that require a Minor Certificate and a Major Certificate. The designated Planning staff will make the final determination as to whether a Major Certificate or Minor Certificate is required.

**Check here** if the proposed project will total 100,000sf or more, OR include 26 or more residential units. This will mean the project will require Major Site Plan Approval.

\$ \_\_\_\_\_ **Estimated Total Cost of Project** (required)

Check all that apply and provide quantities:

New construction      Total SF \_\_\_\_\_

Addition              SF of existing building \_\_\_\_\_      SF of addition \_\_\_\_\_

Site improvements (paving, steps, fencing, masonry walls), parking areas or driveways

For renovations, change in roof pitch, size of window openings, or exterior materials.

### 7. Project Description

Provide a brief description of the project. Approval of a certificate is contingent upon the application’s compliance with the decision standards in Sec. 17-2.5(g)(6) of the UDO.

### 8. Submission Materials

Please check all that apply and confirm that all required materials are included in your submission packet. Digital files are preferred. **Staff may require additional materials, such as color renderings, or large-scale paper copies on a case-by-case basis.**

**RENOVATION & ADDITIONS:**

1. Elevation drawings to scale indicating proposed alterations. Architectural renderings may be required for major alterations. Include window and door design(s) if altered.
2. Exterior material descriptions for existing and proposed structures. (Staff may request you to present samples at the meeting).
3. Existing and proposed floor plans.
4. Site plan showing dimensions of lot and location of existing building(s) or structure(s) on lot, location of additions, dimensions of existing structure, additions, and site improvements.
5. Photographs of existing conditions from all elevations.

**NEW CONSTRUCTION:**

1. Measured drawings, showing ALL sides and proposed floor plans with dimensions to scale. Color renderings may be required.
2. Photograph(s) of proposed site and adjoining properties.
3. Site plan including building footprint and setbacks, location and number of off-street parking spaces (in some instances), lot dimensions, scale and North arrow.
4. Material & details list including door and window styles, sizes, profiles, texture samples, and colors. (Staff may request you to present samples at the meeting.)
5. Streetscape drawings showing proposed infill and one to two block area of surrounding context may be required in some special cases.
6. Location of service equipment: HVAC, meters, dumpsters etc.
7. Landscaping Plan (if applicable)
8. Streetscape Plan (if within the Downtown Columbia Overlay) demonstrating the minimum requirements of the pedestrian realm. This drawing can be a plan or cross-section.
9. Street Tree Soil Volume Diagram (if within the Downtown Columbia Overlay). This drawing can be a plan or cross-section.
10. Sign plan (if applicable, see below)

**SITE IMPROVEMENT(S):** (fences, walls, driveways or parking areas, accessory buildings, etc.)

1. Site plan showing the location of the fence, wall, driveway or accessory building, along with the lot lines and setback lines.
2. Description of materials and design. Elevation drawings are strongly encouraged.
3. Photographs of areas affected.

**SIGNAGE:**

1. Site plan illustrating location of proposed and existing signs with legal property lines.
2. Illustration of design showing graphics, dimensions, illumination style, and materials.
3. For wall signs, an elevation of the building showing proposed signs to scale.

### 9. Signature

Signature of Applicant	
Print Name	Date