



Pre-Application Meeting Request

A pre-application conference is required before the submission of an application for any of the following: Zoning Map Amendments, Planned Development, Development Agreement, Major Site Plan, or a Major Subdivision Preliminary Plat. A Pre-application is optional before the submission of any other application not listed above.

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 developmentcenter@columbiasc.gov.

Please note: Meetings are scheduled on a first-come first serve-basis.

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

SUBJECT OF MEETING:

Rezoning Planned Development Development Agreement Major Site Plan Preliminary Plat Other

PROPERTY INFORMATION (list all properties to be discussed)

TMS #	ADDRESS IF ONE IS ASSIGNED	# OF ACRES

Brief description of the proposal.



Planned Development Application and Checklist

Checklist for All Applications

A complete site plan application shall include the following information. Refer to the Procedures Manual for additional information about these requirements. 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"/>
A Planned Development (PD) Plan. The PD Plan is required to include all the information identified in Sec. 17-3.7(c)(5)a of the Ordinance, as well as Sec. 17-3.7(c)(5)c relating to a development phasing plan and Sec. 17-3.7(c)(5)d relating to a conversion schedule as applicable.	<input type="checkbox"/>	<input type="checkbox"/>
A proposed Planned Development (PD) Agreement. The proposed PD Agreement is required to include all the information identified in Sec. 17-3.7(c)(5)b of the Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Application Meeting Date (M/D/Y) (required)* _____	<input type="checkbox"/>	<input type="checkbox"/>

**Please note that a pre-application meeting is required prior to submitting for a planned development.*

Pre-application meetings can be scheduled through the Zoning Division at the Zoning counter on the 3rd floor of 1401 Main Street or by email to Zoning@ColumbiaSC.gov

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

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 or acreage

3. Property Ownership

Does the applicant own the property? Yes No

If the applicant does not own the property, complete a **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. Project Description

Provide a brief description of the project.

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6. Signature

Signature of Applicant	
Print Name	Date

7. Planned Development Decision Standards

The advisability of adopting a PD zoning district is a matter committed to the legislative discretion of the City Council and is not controlled by any one factor. In determining whether to adopt or disapprove a PD zoning district, the City Council may consider many factors, including those listed in Sec. 17-2.5(c)(4), Zoning Map Amendment Decision Standards. The City Council shall not adopt a proposed PD zoning district unless it finds that the district complies with the standards for the proposed type of PD district in Sec. 17-3.6, Planned Development Districts, and the purposes of zoning ordinances as set forth in State law.