



# Zoning Map Amendment Pre-Application Meeting Request

A pre-application conference is required before the submission of an application for a Zoning Map Amendment (Rezoning) application. **This meeting request form must be submitted to Zoning at least 5 business days before the application deadline to allow time for scheduling.**

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 [Zoning@ColumbiaSC.gov](mailto:Zoning@ColumbiaSC.gov). You may also submit in-person at the Zoning office on the 3<sup>rd</sup> floor of 1401 Main Street.

**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

**PROPERTY INFORMATION** (list all properties to be discussed)

TMS #	ADDRESS (If one is assigned)	# OF ACRES

**Brief description of the proposal.**



# Zoning Map Amendment Application and Checklist

## Checklist for All Applications

A complete zoning map amendment 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 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"/>
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 rezoning.*

*Pre-application meetings can be scheduled through the Zoning Division at the Zoning counter on the 3<sup>rd</sup> floor of 1401 Main Street or by email to [Zoning@ColumbiaSC.gov](mailto:Zoning@ColumbiaSC.gov)*

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



# Zoning Map Amendment Application and Checklist

## 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. Requested Zoning Map Amendment

Current Zoning District	Current Zoning Overlay District (if applicable)
Requested Zoning District	Requested Zoning Overlay District (if applicable)



# Zoning Map Amendment Application and Checklist

## 6. Amendment Decision Standards

The decision to amend the Official Zoning Map is committed to the legislative discretion of the City Council.

Sec. 17-2.5(c)(4) of the Ordinance provides a nonexclusive list of decision standards that City Council may consider during its decision-making process. These factors include whether the proposed map amendment:

1. Is consistent with the goals and policies of the Comprehensive Plan and other applicable plans and planning documents adopted by the City;
2. Would allow a range of uses that are compatible with the uses allowed on other property in the immediate vicinity;
3. Is appropriate for the land;
4. Addresses a demonstrated community need;
5. Is consistent with the overall zoning program as expressed in future plans for the City;
6. Would avoid creating an inappropriately isolated zoning district unrelated to adjacent and surrounding zoning districts;
7. Would allow the subject property to be put to a reasonably viable economic use;
8. Would result in development that can be served by available, adequate, and suitable public facilities (e.g., streets, potable water, sewerage, stormwater management);
9. Would avoid creating significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment; and
10. Is appropriate due to any changed or changing conditions in the affected area.

## 7. Signature

Signature of Applicant	
Print Name	Date