



# City of Columbia DEVELOPMENT CENTER

1136 Washington Street  
Columbia, SC 29201  
803.545.3483  
Fax: 803.733.8699

## LAND DISTURBANCE (GRADING)

**NOTE: IF LAND DISTURBANCE IN CONJUNCTION WITH NEW DEVELOPMENT, REVIEW APPLICABLE INFORMATION SHEET FOR ADDITIONAL REQUIREMENTS.**

- If project is in a **DESIGN OR HISTORIC DISTRICT (DD or DP)** – refer to information sheet for supplementary review requirements.
- If project is in **FLOODPLAIN OR FLOODWAY** – refer to information sheet concerning supplementary requirements.
- If project requires connection to or extension of City **WATER AND SEWER** lines, refer to information sheet concerning supplementary requirements.

**For applications and further information please visit our website at:  
[www.columbiadevelopmentservices.net](http://www.columbiadevelopmentservices.net)**

### SUBMITTAL REQUIREMENTS

**Submit plans to: CITY OF COLUMBIA DEVELOPMENT CENTER**

Below are the plans necessary for review of a Land Disturbance permit. Please note that incomplete plans will not be accepted for review. **ALL PLANS MUST BE TO SCALE.**

**LAND DISTURBANCE PERMIT APPLICATION: 1 copy**

**TRANSMITTAL LETTER: 1 copy**

**STORMWATER PLAN REVIEW FEE**

**SITE PLAN: 4 copies at 18" x 24" minimum • 1 digital copy**

- Name, phone and fax number of contact person;
- Name of development;
- Total acreage;
- Location of lots and outlots (numbered and area in square feet);
- Location of buildings (including setbacks from property lines, distances between other proximate buildings, and height of buildings);
- Location and dimensions of parking and access/driveways;
- List total number of parking spaces, number of HC accessible spaces, show details and accessible routes;
- Location of lakes, rivers, streams, swamps/wetlands, other bodies of water, and 100-year Floodplain and Floodway;
- Statement/Chart of the intensity of development (Number and size of dwelling units by unit type for residential and/or gross floor area by building and use for nonresidential);
- Stamp of Registered Surveyor, Engineer, and/or Architect with original signature and date;
- North Arrow, Scale (not less than 1 inch equals 20 feet), and Vicinity Map (at 1 inch equals 1,000 feet);
- Driveways adjacent to and across from development;
- Location of curb cuts; **(if new curb cut required, refer to Curb Cut checklist)**;
- Address (if not yet assigned – contact Engineering at 803-545-3400);
- Tax Map Number(s) of property;

**☐ TREE SURVEY: 2 copies at 18" x 24" minimum (Contact Land Planner to determine requirements)**

- Site plan with existing conditions locating all "protected trees" as defined by ordinance.  
**NOTE:** Can be combined with Landscape or Site Plan.

**☐ TREE PROTECTION: 2 copies at 18" x 24" minimum (Contact Land Planner to determine requirements)**

- All trees identified to be preserved with tree protection detail and notes.  
**NOTE:** Can be combined with Landscape or Site Plan.

**☐ STORMWATER MANAGEMENT and SEDIMENT & EROSION CONTROL CHECKLIST FOR DESIGN PROFESSIONALS:**

**1 copy at 8<sup>1/2</sup>" x 11": Checklist can be found at the following website:  
(<http://www.columbiasc.gov/stormwater/regulatory-programs/construction-permitting>)**