



# City of Columbia DEVELOPMENT CENTER

1136 Washington Street  
Columbia, SC 29201  
803.545.3483

## MAJOR SUBDIVISION\*

*\*Subdivision that includes extension of new utilities or streets.*

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

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

### SUBMITTAL REQUIREMENTS

Submit plans to: CITY OF COLUMBIA DEVELOPMENT CENTER  
Below are the plans necessary for review of a Major Subdivision. Please note that incomplete submittals will not be accepted for review. ALL PLANS MUST BE TO SCALE.

**PLANNING COMMISSION SITE PLAN REVIEW REQUIRED**  
**SEE COMMISSION SITE PLAN REVIEW HANDOUT FOR REQUIREMENTS. BELOW ARE LISTED THE REQUIREMENTS AFTER PLANNING COMMISSION REVIEW.**

**BUILDING/ZONING PERMIT APPLICATION: 1 copy**

**SITE PLAN: 6 copies at 24" x 36" • Digital copy, if available**

- Name of development;
- Total acreage;
- Address(es) (if not yet assigned – contact Engineering);
- Tax Map Sheet #s;
- Location of lots and outlots (numbered and area in square feet);
- Location of buildings (including setbacks from property lines and distances between other proximate buildings);
- Location and dimensions of parking and access/driveways;
- List total number of parking spaces and number of HC accessible spaces;
- Location of rights-of-way and/or easements for streets, railroads, and utility lines upon and abutting subject property;
- Location of streets, alleys, railroads, and utility lines upon and abutting subject property;
- Location of lakes, rivers, streams, swamps/wetlands, other bodies of water, and 100-year floodplain and floodway;

- Proposed names of streets with letter of approval from Richland County;
- 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);
- Topography by contours (at vertical intervals of not more than 5 feet);
- Stamp of Registered Surveyor, Engineer, and/or Architect;
- North Arrow, Scale (not less than 1 inch equals 20 feet), and Vicinity Map (at 1 " equals 1,000');
- Driveways adjacent to and across from development;
- Location of curb cuts;
- Dimensions and lane configuration of adjacent roadways;
- Location of signage;
- Emergency access (if applicable);
- Location of lighting and light fixture cut sheets;
- Location of fire hydrants, fire department access;
- Plat of survey.

**☐ LAND DISTURBANCE: 4 Copies at 24" x 36"**

- **SEE LAND DISTURBANCE HANDOUT FOR PLAN REQUIREMENTS**

**☐ FIRE SUPPRESSION: 2 copies at 18" x 24"**

**Fire Pumps/Standpipes/Smoke Control Systems/FM200 Systems**

Specification sheet(s) on any and all of these systems and their appurtenances

**☐ LANDSCAPE PLAN: 2 copies at 18" x 24" minimum**

- Location of all proposed improvements;
- Location of protected trees;
- Location of all preserved trees (labeled as such);
- Utility location;
- Location of any street trees;
- All new trees and shrubs;
- Plant list of all plantings indicating common & botanical names, quantity, caliper/height of trees & container size of shrubs;
- NOTE: this information may be provided on site plan if desired.

**☐ TREE PROTECTION: 2 copies at 18" x 24" minimum**

***Required if protected trees on landscape plan – Contact the Land Planner for more information.***

- All trees identified to be preserved with tree protection detail and notes. NOTE: This may be shown on Landscape Plan or Site Plan;
- Tree survey may be required – contact Landscape Planner.