



SPECIAL EXCEPTION APPLICATION

CITY OF COLUMBIA BOARD OF ZONING APPEALS

Applications for Special Exception are due on or before 4:00pm on the due date (see attached calendar). Please review the following checklist to ensure that your application is complete. You should schedule a pre-application conference with staff (803-545-3333) prior to the application deadline to discuss your specific case and its requirements. **Failure to submit a complete application or to provide requested documentation may result in your application being returned or your case scheduled for a later date.**

- Completed and Signed Application
- Letter of Agency (*if applicant is not the property owner*)
- Calendar (*included in this packet for your information*)
- Application Fee
 - o \$50 for residential applications
 - o \$75 for commercial applications (projects valued under \$50,000)
 - o \$125 for commercial applications (projects valued \$50,000 or more)
- Supporting Materials, i.e.:
 - o Site Plan
 - o Plat of property
 - o Photographs

Staff Contact:

Andrew Livengood

Deputy Zoning Administrator
City of Columbia Zoning Division
1136 Washington Street
Columbia, SC 29201

803-545-3333

www.columbiaplanning.net
atlivengood@columbiasc.net

OFFICE USE ONLY:

Date Received _____
Staff _____
Fee Paid _____

Case Number _____ - _____ -SE
Zoning Dist. _____
Overlay _____

Property and Applicant Information:

Address of Subject Property: _____

Tax Map Number (Example: 12345-67-8910) _____

Zoning District: _____

Describe your proposal in detail:

List pertinent section(s) of City of Columbia Zoning Ordinance: _____

What is the current use of the property?: _____

Applicant Name (Please Print): _____

Name of Company (If applicable): _____

Address: _____

City, State, ZIP: _____

Email Address: _____

Phone Number(s) _____

Are you the property owner? Please circle **Yes** or **No**.
If No, please complete and submit a Letter of Agency.

Criteria for approval of special exception applications:

In addition to the definitive standards applicable to the proposed use as detailed in Chapter 17 of the Code of Ordinances of the City of Columbia, the Board of Zoning Appeals shall approve an application for special exception only upon a finding that the following criteria are met.

Please explain *in detail* how your application meets the following criteria (attach separate sheets if necessary):

1. The proposed special exception will not have a substantial adverse impact on vehicular traffic or vehicular and pedestrian safety and adequate provisions are made in the proposed exception for parking and for loading and unloading.

2. The proposed special exception will not have a substantial adverse impact on adjoining properties in terms of environmental factors such as noise, lights, glare, vibration, fumes, odors, obstruction of air or light, and litter.

3. The proposed special exception will not have a substantial adverse impact on the aesthetic character of the area, to include a review of the orientation and spacing of buildings.

4. The proposed special exception will not have a substantial adverse impact on public safety or create nuisance conditions detrimental to the public interest or conditions likely to result in increased law enforcement response.

5. The establishment of the proposed special exception does not create a concentration or proliferation of the same or similar types of special exception use, which concentration may be detrimental to the development or redevelopment of the area in which the special exception use is proposed to be developed.

6. The proposed special exception is consistent with the character and intent of the underlying district as indicated in the zoning district description, with any applicable zoning overlay district goals and requirements.

7. The proposed special exception is appropriate for its location and compatible with the permitted uses adjacent to and in the vicinity of the property.

8. The proposed special exception will not adversely affect the public interest.

By signing below, I, the applicant, understand and/or acknowledge that:

1. I have completely read this application and understand all that it includes.
2. While the members of the Board of Zoning Appeals will carefully review and consider this application, the burden of proving conformance with the criteria for grant of special exception rests with me.
3. The Board of Zoning Appeals conducts public hearings on the second Tuesday of each month in City Council Chambers, 3rd floor of City Hall, 1737 Main Street, Columbia, South Carolina, 29201.
4. The Board of Zoning Appeals will render a written order regarding my application as soon as possible following the public hearing.
5. Any time frames related to an appeal of a decision of the Board of Zoning Appeals shall start from the date that the written and signed Order of the Board is mailed to the applicant.
6. The Board may prescribe appropriate conditions and safeguards in conformity with Ch. 17, including, but not limited to items like the following: (1) hours of operation; (2) landscaping; and (3) screening of activities or structures.
7. Violation of the conditions and safeguards prescribed in conformity with Ch. 17, when made a part of the terms under which a special exception is granted, shall be deemed a violation, punishable under the penalties established therein.
8. Failure to begin or complete an action for which a special exception is required, within the time limit specified, when such time limit is made a part of the terms under which the special exception is granted, shall void the special exception.
9. The proposed use and construction complies or will comply with all other requirements of the City of Columbia Zoning Ordinance.

Signature _____ Date _____

Print Name _____



LETTER OF AGENCY

DATE: _____

TO: ZONING ADMINISTRATOR, CITY OF COLUMBIA

I, the undersigned PROPERTY OWNER below, do hereby attest that I am the person that holds, or I am authorized to act on behalf of the party that holds, fee simple interest in the following property:

COMMON STREET ADDRESS(ES): _____ ,

also known by TAX MAP NUMBER(S): _____ .

Further, I hereby authorize the person listed as AUTHORIZED AGENT below to act on my behalf for the purpose of submitting documents, amending documents, meeting with staff, attending public meetings and hearings, and as otherwise may be necessary and proper to fulfill the required steps to request (CHECK ALL THAT APPLY):

- a **variance** from the Board of Zoning Appeals;
- a **special exception** from the Board of Zoning Appeals;
- an **appeal of the decision of the Zoning Administrator** from the Board of Zoning Appeals;
- a change to the Zoning Maps of the City of Columbia from City Council, **rezoning** the property listed above from _____ to _____;
- site plan review** by the Planning Commission;
- a **minor subdivision**; and/or
- other** (describe) _____

SIGNATURE OF PROPERTY OWNER: _____ DATE: _____

PRINT Name of Property Owner: _____

Street Address of Property Owner: _____

City, State, ZIP of Property Owner: _____

Telephone Number of Property Owner: _____

SIGNATURE OF WITNESS: _____ DATE: _____

PRINT Name of Witness to Signature of Property Owner: _____

SIGNATURE OF AUTHORIZED AGENT: _____ DATE: _____

PRINT Name of Authorized Agent: _____

Company/Firm of Authorized Agent: _____

Street Address of Authorized Agent: _____

City, State, ZIP of Authorized Agent: _____

Telephone Number of Authorized Agent: _____