



City of Columbia APPLICATION for SITE PLAN/SUBDIVISION PLAT REVIEW

OFFICE USE ONLY: Date Received _____ By _____

1) APPLICANT (Please Print)

Name:		Company:	
Tel. #:		Fax#:	
Mobile #:		E-mail:	

Do you own any of the property affected by this application? YES NO; If NO, provide Letter of Agency

2) THIS APPLICATION IS FOR (Check all that apply)

- Group/Individual Commercial Development
- Group Residential Development
- Residential Subdivision
- Planned Unit Development Site Review

3) PROPERTY

Address:			
TMS#:		Total Acreage:	
Current Use:		Proposed Use:	
Current Zoning:			
Number of Lots and/or Units:		Total Sq. Ft.	

3) DETAILED PROJECT DESCRIPTION: (Attach additional paper if you need more space)

4) NEIGHBORHOOD CONSULTATION

Prior to the Planning Commission meeting, meet with the adjacent neighbors or neighborhood association to communicate details of the proposed project. Please note that this informational meeting is not required by ordinance, but is *strongly* encouraged. Contact information may be obtained from Zoning staff.

5) PLAN SUBMITTAL

Please refer to the Checklist for Site Plan Review for materials required for submittal with this application

6) SIGNATURE

Applicant Signature:	
Print Name:	
Date:	

PC Date: _____ Action: _____



CHECK LIST FOR SITE PLAN REVIEW

Please prepare 1 set of the information below and review it with Staff during a pre-application conference approximately ONE WEEK BEFORE THE APPLICATION DEADLINE.

After Staff has determined that the application contains the required information (that the application is complete), submit the information denoted below to the Zoning Division by the deadline listed on the *Planning Commission Calendar of Public Meetings*. All information is required unless checked and initialed by Development Services staff.

PLEASE PRINT!

Project Address: _____

TMS#: _____

Applicant Name: _____

Applicant Telephone #: _____

Contact Name: _____

Contact Telephone #: _____

Staff will place your item on the next-available Planning Commission agenda only if the application is complete!

Provided	Not Provided	# of Copies	Size Required	SUBMITTAL ITEM
<input type="checkbox"/>	<input type="checkbox"/>	1	8 1/2" x 11"	PLANNING COMMISSION APPLICATION
<input type="checkbox"/>	<input type="checkbox"/>	13	18" x 24" min.	EXISTING SITE PLAN OR PLAT OF SURVEY
<input type="checkbox"/>	<input type="checkbox"/>	1	8 1/2" x 11"	<i>To Scale and Fully Dimensioned</i>
<input type="checkbox"/>	<input type="checkbox"/>	13	18" x 24" minimum	PROPOSED SITE PLAN • To Scale and Fully Dimensioned <input type="checkbox"/> Total Acreage; <input type="checkbox"/> Location of Lots and Outlots (Numbered and Area in Square Feet); <input type="checkbox"/> Location of Buildings (including Setbacks from Property Lines and Distances between Buildings); <input type="checkbox"/> Location of Parking and Access/Driveways; <input type="checkbox"/> Location of Rights-of-Way and/or Easements for Streets, Railroads, and Utility Lines Upon and Abutting Subject Property; <input type="checkbox"/> Location of Streets, Alleys, Railroads, and Utility Lines Upon and Abutting Subject Property; <input type="checkbox"/> Location of Lakes, Rivers, Streams, Swamps/Wetlands, Other Bodies of Water, and 100-year Floodplain and Floodway; <input type="checkbox"/> Location of Signage; <input type="checkbox"/> 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); <input type="checkbox"/> Topography by Contours (at Vertical Intervals of Not More Than 5 Feet); <input type="checkbox"/> Stamp of Registered Surveyor, Engineer, and/or Architect; <input type="checkbox"/> North Arrow; <input type="checkbox"/> Scale; <input type="checkbox"/> Vicinity Map (at 1 inch equals 1,000 feet).
<input type="checkbox"/>	<input type="checkbox"/>	1	8 1/2" x 11"	<input type="checkbox"/> Location of Lakes, Rivers, Streams, Swamps/Wetlands, Other Bodies of Water, and 100-year Floodplain and Floodway; <input type="checkbox"/> Location of Signage; <input type="checkbox"/> 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); <input type="checkbox"/> Topography by Contours (at Vertical Intervals of Not More Than 5 Feet); <input type="checkbox"/> Stamp of Registered Surveyor, Engineer, and/or Architect; <input type="checkbox"/> North Arrow; <input type="checkbox"/> Scale; <input type="checkbox"/> Vicinity Map (at 1 inch equals 1,000 feet).

- SEE NEXT PAGE --

<input type="checkbox"/>	<input type="checkbox"/>	4	18" x 24" min.	BUILDING ELEVATIONS AND FLOOR PLANS Please note this information is not required, but it is encouraged.
<input type="checkbox"/>	<input type="checkbox"/>	1	8 ½" x 11"	
<input type="checkbox"/>	<input type="checkbox"/>	3	18" x 24" min.	LANDSCAPE PLAN Please note that, while this item is not a listed requirement within the Zoning Ordinance, the Ordinance permits the Planning Commission to ask for additional documentation that they feel necessary to make an informed decision, and a landscape plan is always requested. You may contact Nancy Lee Trihey at (803) 545-3218 to review your landscape plan prior to the pre-application conference.
<input type="checkbox"/>	<input type="checkbox"/>	1	8 ½" x 11"	
<input type="checkbox"/>	<input type="checkbox"/>	1	18" x 24" min.	EXISTING TREE INVENTORY Please note that, while this item is not a listed requirement within the Zoning Ordinance, the Ordinance permits the Planning Commission to ask for additional documentation that they feel necessary to make an informed decision, and an existing tree inventory is always requested. You may contact Nancy Lee Trihey at (803) 545-3218 to review your tree inventory prior to the pre-application conference.
<input type="checkbox"/>	<input type="checkbox"/>	1	8 ½" x 11"	

CONFIRMATION OF THE PROVISION OF REQUIRED INFORMATION AND APPEARANCE AT THE PLANNING COMMISSION

I, _____ (the named applicant above), hereby attest that I have provided to staff all information listed above and as required within §17-305 of the Zoning Ordinance of the City of Columbia. I understand that the Planning Commission reserves the right to require additional information that it deems reasonably appropriate. Further, I understand that my Application for Map Amendment will be on the Planning Commission’s agenda for _____ (date of Planning Commission meeting **TO BE ENTERED BY STAFF**) and that I should attend. I understand that this meeting starts at 5:15 p.m. at the City Council Chambers, 1737 Main Street.

SIGNATURE of Named Applicant Above: _____

Date: _____



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; and/or
- a **minor subdivision**.

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: _____
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: _____



FEE SCHEDULE for ZONING APPLICATIONS

ZONING PERMITS

	<u>COST</u>
SINGLE FAMILY RESIDENTIAL (UNDER \$10,000)	\$5.00
SINGLE FAMILY RESIDENTIAL (OVER \$10,000)	\$10.00
MULTI-FAMILY	\$10.00
COMMERCIAL (UNDER \$50,000)	\$10.00
COMMERCIAL (OVER \$50,000)	\$10.00 + \$1.00 FOR EACH ADDITIONAL \$50,000

REQUESTS

BOARD OF ZONING APPEALS (VARIANCES, SPECIAL EXCEPTIONS, AND ADMINISTRATIVE APPEAL)

	<u>COST</u>
RESIDENTIAL	\$50.00
COMMERCIAL (UNDER \$50,000)	\$75.00
COMMERCIAL (OVER \$50,000)	\$125.00
LANDMARKS COMMISSION	\$25.00
REQUESTS FOR RECONSIDERATION	½ ORIGINAL FEE

REZONINGS

	<u>S.F. TO S.F.</u>	<u>OTHER</u>
FIRST LOT (LESS THAN 2 ACRES)	\$100.00	\$200.00
FIRST LOT (MORE THAN 2 ACRES)	\$125.00	\$250.00
EACH ADDITIONAL LOT OR ACRE	\$25.00	\$50.00

SUBDIVISIONS

	<u>PRELIMINARY PLATS</u>	<u>FINAL PLATS</u>
1-25 LOTS	\$75.00	\$37.50
26-50 LOTS	\$75.00 + \$3.00	\$37.50 + \$1.50
51-100 LOTS	\$150.00 + \$2.00	\$75.00 + \$1.00
101 AND UP	\$250.00 + \$1.00	\$100.00 + \$.50.

EXEMPTED PLATS

EXISTING LOT OF RECORD (MEANING NO CHANGES ON PLAT)	\$5.00
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RESIDENTIAL GROUP DEVELOPMENT PLAN REVIEW FEE

1-25 UNITS	\$75.00
26-50 UNITS	\$75.00 + \$3.00
51-100 UNITS	\$150.00 + \$1.00
101 AND UP	\$250.00 + \$1.00

COMMERCIAL/INDUSTRIAL DEVELOPMENT PLAN REVIEW FEE

10,000 SQ. FT. TO 50,000 SQ. FT.	\$50.00 FOR FIRST 10,000 SQ. FT., + \$7.50 FOR EACH ADDITIONAL 10,000 SQ. FT.
50,000 SQ. FT. TO 100,000 SQ. FT.	\$100.00
100,000 SQ. FT. OR MORE	\$100.00 FOR FIRST 100,000 SQ. FT., + \$15.00 FOR EACH ADDITIONAL 10,000 SQ. FT.

PLANNING COMMISSION - SITE PLAN REVIEW 2013 CALENDAR OF REGULAR MEETINGS

CITY COUNCIL CHAMBERS
1737 MAIN STREET
THIRD FLOOR, CITY HALL

EAU CLAIRE PRINT BUILDING
3907 ENSOR AVENUE
(N MAIN STREET & MONTICELLO ROAD)
(These dates indicated with a ¹)

FIRST MONDAY OF EACH MONTH

5:15 P.M.
(803) 545-3206

STANDARD APPLICATION DEADLINE 4:00 p.m.	MEETING DATE 5:15 p.m.
December 5, 2012	January 7, 2013 ¹
January 9, 2013	February 4, 2013 ¹
February 6, 2013	March 4, 2013 ¹
March 6, 2013	April 1, 2013 ¹
April 3, 2013	May 6, 2013 ¹
May 8, 2013	June 3, 2013 ¹
June 5, 2013	July 1, 2013 ¹
July 10, 2013	August 5, 2013 ¹
August 7, 2013	September 9, 2013 *
September 11, 2013	October 7, 2013
October 9, 2013	November 4, 2013
November 6, 2013	December 2, 2013
December 4, 2013	January 6, 2014
January 8, 2014	February 3, 2014

* Date changed due to holiday.

**Please note that Staff may defer your case if all materials are not received and complete by the materials deadline!

*** The State of South Carolina has passed extra-ordinary notification requirements to Fort Jackson and South Carolina Aeronautics Commission when land-use decisions are made within a mandated distance to Fort Jackson and Jim Hamilton – L.B. Owens Airport. Applications located within these areas require external agency review and the scheduled meeting dates are subject to change.

¹ Public meetings normally held in City Council Chambers will be held at the Eau Claire Print Building during repairs and renovations. This work is scheduled to be completed late summer 2013. Please check agendas and calendars regularly for updates.

Please visit our website at

www.columbiadevelopmentservices.net

There, you will find agendas, applications, calendars with deadlines, the City Code, and much, much more!