



# City of Columbia APPLICATION to AMEND THE ZONING ORDINANCE

**OFFICE USE ONLY:** Date Received \_\_\_\_\_ By \_\_\_\_\_

## 1) APPLICANT (Please Print)

<b>Name:</b>		<b>Company:</b>	
<b>Tel. #:</b>		<b>Fax#:</b>	
<b>Mobile #:</b>		<b>E-mail:</b>	

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)

**REZONING (MAP and/or PUD AMENDMENT)**

<b>From:</b>		<b>To:</b>	
<b>For PUD Amendment (Check one below)</b>			
<input type="radio"/> Minor Amendment		<input type="radio"/> Major Amendment	

**PROPERTY INFORMATION**

<b>Address:</b>			
<b>TMS#:</b>		<b>Total Acreage:</b>	
<b>Current Use:</b>		<b>Proposed Use:</b>	
<b>Current Zoning:</b>			

**TEXT AMENDMENT**

List affected code section(s):	
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## 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) SIGNATURE

<b>Applicant Signature:</b>	
<b>Print Name:</b>	
<b>Date:</b>	

PC Date: \_\_\_\_\_  
 ZPH Date: \_\_\_\_\_

Action: \_\_\_\_\_  
 1<sup>st</sup> Reading Date: \_\_\_\_\_  
 2<sup>nd</sup> Reading Date: \_\_\_\_\_

Action: \_\_\_\_\_  
 Action: \_\_\_\_\_



# 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.