



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
- Street Name(s)

3) PROPERTY

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

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

5) 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.

6) PLAN SUBMITTAL

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

7) 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: _____
