



City of Columbia

APPLICATION to

AMEND THE ZONING ORDINANCE

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)

REZONING (MAP and/or PUD AMENDMENT)

From: _____ To: _____

For PUD Amendment (Check one below)

Minor Amendment Major Amendment

PROPERTY INFORMATION

Address:			
TMS#:		Total Acreage:	
Current Use:		Proposed Use:	
Current Zoning:			

TEXT AMENDMENT

List affected code section(s): _____

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

Applicant Signature:	
Print Name:	
Date:	

PC Date: _____
ZPH Date: _____

Action: _____
1st Reading Date: _____
2nd Reading Date: _____

Action: _____
Action: _____



LETTER OF AGENCY BOARDS AND COMMISSIONS

TO: Planning and Development Services, City of Columbia

I, the undersigned property owner, do hereby attest that I am the person that holds, or I am authorized on behalf of the party that holds, fee simple interest in the following parcel(s):

COMMON STREET ADDRESS(ES): _____

TAX MAP NUMBER(S): _____

Further, I hereby authorize the persons and/or entities listed as AUTHORIZED AGENT(S) 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 the following:

1. Variance, Special Exception, and/or Administrative Appeal (Board of Zoning Appeals)
2. Zoning Map Amendment (Planning Commission and City Council, if applicable)
3. Site Plan Review (Planning Commission or D/DRC)
4. Design Review (D/DRC)
5. Minor Subdivision (Staff)
6. Major Subdivision (Planning Commission)

***Please strike-through and initial any of the above-listed steps that do not fall under the scope of this Letter of Agency*

Name, Company/Firm, Telephone Number

AUTHORIZED AGENT(S): _____

Please note that the Authorized Agent(s) will be the designated contact for all correspondence related to the above-listed steps

SIGNATURE OF PROPERTY OWNER: _____ DATE: _____
PROPERTY OWNER NAME (PRINTED): _____

WITNESS TO SIGNATURE: _____ DATE: _____
WITNESS NAME (PRINTED): _____



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
--	--------

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 2020 CALENDAR OF REGULAR MEETINGS

**CITY COUNCIL CHAMBERS
1737 MAIN STREET, THIRD FLOOR, CITY HALL**

FIRST MONDAY OF EACH MONTH

5:15 P.M.

(803)545-3222

STANDARD APPLICATION DEADLINE 4:00 p.m.	MEETING DATE 5:15 p.m.
December 4, 2019	January 6, 2020
January 8, 2020	February 3, 2020
January 29, 2020	March 2, 2020
March 4, 2020	April 6, 2020
April 1, 2020	May 4, 2020
April 29, 2020	June 1, 2020
June 3, 2020	July 13, 2020
July 1, 2020	August 3, 2020
August 12, 2020	September 14, 2020
September 2, 2020	October 5, 2020
September 30, 2020	November 2, 2020
November 4, 2020	December 7, 2020
December 2, 2020	January 4, 2021
December 30, 2020	February 1, 2021

* **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.

Note: Meeting dates are subject to change. Please visit our website at www.columbiasc.net to confirm the meeting. There, you will find agendas, applications, revised calendars, links to the City Code, and much more!