

# CITY OF WEST COLUMBIA

## Certificate of Zoning Compliance for Building Permit

Thank you for choosing to grow with the City of West Columbia. Obtaining a Certificate of Zoning Compliance helps to eliminate delays associated with nonconforming or prohibited structures. Please complete this form in its entirety. Missing or inaccurate information will delay the review process. This form must be submitted with all requests for building permits. A list of zoning permits that may be required in addition to the Certificate of Zoning Compliance is located below. **Building Permits are required in addition to zoning permits and must be obtained through the Building Department.** It is the applicant's responsibility to apply for all additional permits. **Please contact the Zoning Administrator at (803) 791-1880 with any questions.** The City of West Columbia is pleased to assist you through this process.

Property Street Address	Tax Map #	Zoning Class
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Proposed Activity (Check all that Apply):     New Construction     Altering Existing Building     Land clearing/parking improvements

Detailed Description of Activity

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**Please submit two copies of the site plan for all building projects. Plans must include actual dimensions and shape of the lot, setback lines, off-street parking spaces, the sizes, height, use, and locations of existing structures on the lot, and the location and dimensions of a proposed structure or alteration, and other pertinent information. ZONING CERTIFICATES RELATING TO BUILDING PERMITS WILL NOT BE PROCESSED WITHOUT A SUBMITTED SITE PLAN. Please see the back of this certificate for an example site plan. Landscape plans must be approved prior to site development activity.**

Height of Proposed Structure	Gross Square Footage of Proposed Structure	Square Footage of Lot Area	Date Existing Structure Erected
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**ADDITIONAL PERMITS ARE REQUIRED FOR THE FOLLOWING ACTIVITIES**

<input type="checkbox"/> Temporary Use for Nonconforming Buildings, Structures, or Uses Incidental to Construction or Land Development (604) <input type="checkbox"/> Highlighting Bright, Dark, or Vivid Colors on Buildings, such as Red, Yellow, Orange, Pink, Purple, Blue, Green, Black, or Brown (617) <input type="checkbox"/> Murals (617.3) <input type="checkbox"/> Class A, B, or C Mobile Homes (808) <input type="checkbox"/> Communication Towers and Antennas (810) <input type="checkbox"/> Temporary Signs (905.4) <input type="checkbox"/> Business Signs (907) <input type="checkbox"/> Advertising Signs (908) <input type="checkbox"/> Certificate of Zoning Compliance for Nonconforming Use or Structure (1002.2)	<input type="checkbox"/> Landscape Regulations (811) <input type="checkbox"/> Temporary Use Certificate of Zoning Compliance (1002.3) <input type="checkbox"/> Other Uses which Require a Special Exception or Approval from the Zoning Board of Appeals <input type="checkbox"/> Other uses which require approval by the Planning Commission <ul style="list-style-type: none"> <li>➢ Subdivision Development</li> <li>➢ Cluster Housing</li> <li>➢ Group Developments</li> <li>➢ High Rise Apartments</li> </ul> <input type="checkbox"/> Projects located in an overlay district
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**Please contact the Zoning Administrator for more information regarding additional zoning permits, approval by the Zoning Board of Appeals, or approval by the Planning Commission**

Applicant Signature	Date	Applicant Printed Name
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Street Address	City	State	Zip Code	Telephone Number
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**Office Use Only**

**The building and lot conforms to the provisions of the West Columbia Zoning Ordinance. Conditions:**

**The building and/or lot does not conform to the provisions of the West Columbia Zoning Ordinance.**

Reason for Nonconformity

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Section(s) Violated

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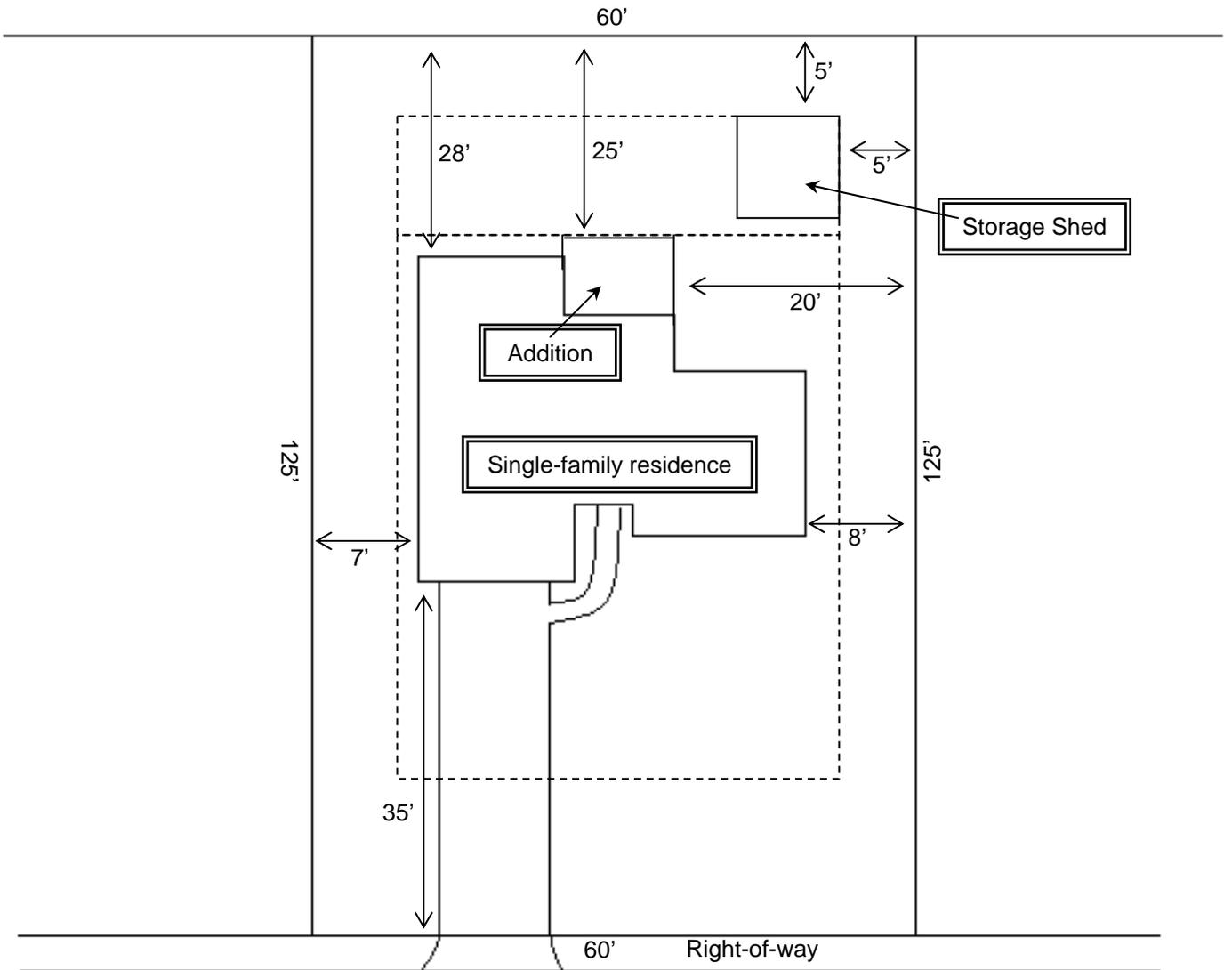
**Zoning Permit Approved. Conditions:**

**Zoning Permit Denied. Reasons:**

Zoning Administrator or Designee Signature	Date
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**Appeals must be made within 30 days**

# EXAMPLE SITE PLAN



1234 Anywhere Lane, West Columbia, SC

<p style="text-align: center;"><b>Square Footage</b></p> <p>Residence: 2025 sq.ft.                  Storage shed: 64 sq.ft.                  Addition: 96 sq.ft.</p> <p style="text-align: center;"><b>Structure Height</b></p> <p>Residence height: 18'                  Addition height: 18'</p> <p>Parking for two vehicles provided in the driveway.</p>	<p>Zoning: R-3</p> <p style="text-align: center;"><b>Minimum Yard Setbacks</b></p> <p>Front: 25'                  Side: Combined total of 10' (no less than 3' on one side)                  Rear: 25' (principal structure)                  5' (accessory structure)</p> <p>TMS#: 001234-56-789</p> <p style="text-align: center;"><b>Drawing Not To Scale</b></p>
<p>Submitted by: Professional Building Designs of Anytown, Inc.                  800 Some Street                  West Columbia, SC 29169                  (803) 555-1212</p>	