



# PLANNING COMMISSION APPLICATION CHECKLIST



A completed application package must be received by the Zoning Division no later than 5:00 p.m. for paper applications and 11:59pm for digital submissions through Etrakit on the last working day of the month to be eligible for the following month's Planning Commission meeting. An application is not complete unless ALL applicable checked items and associated fees are provided.

- Completed Application
- Letter of Authorization by owner if applicant is not the owner (**Mandatory**).
- A plat of the subject parcel, including the bearing and distances.
- Completed PDD submission checklist, if applicable.
- Pre-application meeting (must take place prior to application submission).**
- Other, as determined by the zoning office.

**All fees are nonrefundable**

- Rezoning Fee**     \$105.31 for the first ten (10) acres and \$105.31 for each ten (10) acres or portion thereof.
- PDD Fee**         \$105.31 for the first fifteen (15) acres and \$105.31 for each ten (10) acres or portion thereof

**\*Deferrals for all Zoning Map Amendments will cost an additional 50% of the initial fee.**  
Initial: \_\_\_\_\_

I hereby certify that I have read this application and the information supplied herein is true and correct to the best of my knowledge. I agree to comply with all applicable County Ordinances and State Laws related to land development. I am the property owner, or his/her authorized agent of the subject sites(s). **I understand that falsifying any information herein may result in nullification of this request.**

\_\_\_\_\_  
Property owner or authorized agent

\_\_\_\_\_  
Date

If you are in need of additional information, the staff of the Richland County Planning Department may be contacted at (803)-576-2190 or at [planningcommision@richlandonline.com](mailto:planningcommision@richlandonline.com)

Received by:  
Initial: \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# MAP AMENDMENT APPLICATION

(Please type or write clearly)



Date Submitted: \_\_\_\_\_ Project Number: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Project or Applicant Name: \_\_\_\_\_

Tax Map Numbers: \_\_\_\_\_ (Attach legal description of parcels)

General Location: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Requested Zoning: \_\_\_\_\_ Size in Acres: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Applicant/Representative: (Contact Person) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

**If the applicant is someone other than the property owner, the applicant must include a statement signed by the property owner that authorizes the applicant to apply for this specific purpose and location on his behalf. Such statement must be attached to this Application.**

### CERTIFICATION

I hereby certify that I have read this application and the information supplied herein is true and correct to the best of my knowledge. I agree to comply with all applicable County Ordinances and State Laws related to land development. I certify that I am the property owner of the subject site. I understand that falsifying any information herein may result in nullification of this request.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

**This application shall not be accepted unless signed by the verifiable property owner of record.**



# RESTRICTED COVENANTS AFFECTING ACTIVITY



I, \_\_\_\_\_, am the Applicant for a MAP AMENDMENT  
(name) (type of permit)  
 permit for the purpose of \_\_\_\_\_, and I hereby truthfully  
(use that will go on the property)  
 disclose that, to the best of my personal knowledge, the tract or parcel of land subject to said permit:

\_\_\_ is restricted by a recorded covenant that is contrary to, conflicts with, or prohibits the activity for which this permit applies.

\_\_\_ is NOT restricted by a recorded covenant that is contrary to, conflicts with, or prohibits the activity for which this permit applies.

I further understand and agree that unless stated above, Richland County does not have actual notice of any recorded covenant that is contrary to, conflicts with, or prohibits the activity for which this permit applies. Applicant therefore agrees to indemnify and hold harmless Richland County from any Liabilities resulting from any Claims in the event that the permitted activity is found to be in violation of a recorded covenant.

As used herein:

- (1) 'actual notice' is not constructive notice of documents filed in local offices concerning the property, and does not require Richland County to conduct searches in any records offices for filed restrictive covenants;
- (2) 'permit' does not mean an authorization to build or place a structure on a tract or parcel of land; and
- (3) 'restrictive covenant' does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land."

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
DATE