

# Submit a New Application



CITY OF COLUMBIA

Start Help

Name, number, address

Search

Kevmccart



Select Apply



## Get Started

Click on an item below to get started



Pay

Search for payable fees with the new Fee Finder.



Apply

Apply for a permit, project, or license.



Your Items

Manage your applications, reports, and requests.



Contractor Status

Check your current contractor status.



Renew

A quick guide for renewing your license online.



Advanced Search

Use the many available filters to find what you're looking for.



Inspections

Search for available inspection scheduling items.



Open Data

View and download from the available reports.

- Your Items
- Your Watch List
- Your Contractor Status
- Manage Account
- Log off

# Submit a New Application: Getting Started

Filter for  
Planning  
Projects

Select the  
Appropriate  
Project Type  
and Click  
“Start”

The screenshot shows a web interface titled "Apply" with the subtitle "Choose from the available applications below to begin". At the top, there are navigation tabs: "All", "Planning Projects", "Structure Permits", "Accessory Permits", "Other Permits", "Trade Permits", "Fire Permits", and "Engineering Permits". The "Planning Projects" tab is highlighted with a red box. Below the tabs is a search bar labeled "Filter by keyword" and a "Clear" button. The main content area displays six project type cards, each with a gear icon, a title, a description, and a "Start" button. The "Annexation" card is highlighted with a red box. Red arrows point from external text labels to the "Planning Projects" tab, the "Annexation" card, and the "Certificate of Appropriateness" card.

Project Type

Description of  
Project Type

# Submit a New Application: Application Requirements

**An Informational Pop-Up Explains the Application**

The screenshot shows a 'Before You Begin' pop-up window with a close button (X) in the top right corner. The window contains the following text:

Final PUD master plan applications are initiated through application to the Planning Commission. Preliminary master plans submitted for consideration by the Planning Commission must conform to the approved preliminary master plan with sufficient detail to control development. The plan must include all of the information listed at 8.5.21.O-S of the Zoning Ordinance. The Department of Development Services will review the application for completeness, coordinate technical review by the Development Review Committee (DRC), and present the request to the Planning Commission along with technical comments. The Planning Commission is the decision-making authority for all final PUD master plans.

As part of your online submittal, be prepared to upload the following documents:

1. A complete online application form.
2. A detailed final master plan that demonstrates compliance with the standards of the City of Columbia Zoning Ordinance
3. All applicable items on the Preliminary Plat, Site Development Plan, and PUD Checklist

Once the application has been deemed complete by staff the

At the bottom right of the window is a blue button labeled 'Continue'.

Red annotations include:


- A red rounded rectangle around the first paragraph of text.
- A red rounded rectangle around the list of documents.
- A red arrow pointing from the 'Continue' button to the text 'Click "Continue" to Proceed'.
- A red arrow pointing from the text 'Description of Process' to the first paragraph.
- A red arrow pointing from the text 'List of Application Items' to the list of documents.

**Description of Process**

**List of Application Items**

**Click "Continue" to Proceed**

# Submit a New Application: Identify a Location

 **Final Planned Unit Development Master Plan**

[Continue](#)

[Cancel](#)

[Delete Application](#)

[Choose Location](#) >

[Description](#) >

Information entered, including document attachments, will not be saved until you click Save Changes or Submit.

**Location**

Choose the location of the desired project. \*

[Choose Location](#) ← **Identify a Location**

**Description**

Type a description for this project here. \*

# Submit a New Application: : Identify a Location

Enter an Address

Project Location ×

Enter the location for the project. \*

Don't have an address? [Enter Parcel ID.](#)

Help Continue

Choose Location ×

If the desired location is not listed, click "Back" below, modify your search, and try again. For further assistance, click "Help".

Back Help Choose

OR

Provide a Parcel ID

Enter Parcel Number ×

Specify the parcel number of the proposed permit: \*

Back Help Continue

Choose a Parcel ×

If the desired parcel is not listed, click "Back" below, modify your search, and try again. For further assistance, click "Help".

Back Help Continue

# Submit a New Application: Describe the Project

**Enter a →  
Description with  
all Pertinent  
Information**

**Description**

Type a description for this project here. \*


Final PUD Master Plan for Hipster Flats. A mix of townhomes (20) apartments (80) and single-family homes (20) for a total of 120 residential units with associated infrastructure and amenities.

**Save and Continue**

**Continue**

**← Save & Continue**

# Submit a New Application: Upload Documents

 **Final Planned Unit Development Master Plan**

Last edited by: PublicWeb  
LAMA on 8/17/2023

**Save Changes**

Cancel

Delete Application

### Document Submittals

Submit one or more document(s) relevant to the current application. Common documents include site plan/diagram, architectural drawing, elevation certificate, proof of insurance, and contract/quote for work. Accepted file formats: pdf, jpg, png, tiff, txt, Microsoft Office. Files over 100MB should be submitted on a disk (CD-ROM or DVD) or USB drive in person.  
**Applications will not be processed until all required documents have been submitted.**

#### Submit General Document(s)

Submit relevant documents to the current application. Accepted file formats: pdf, jpg, png, tiff, txt, Microsoft Office.

**Choose File** StaffReport.pdf **Add**

**Existing Documents:**

#### Review and Submit Application

**Submit** **View & Print** **Save Changes**


**Select a File**

**Click "Add"**

**Note: Our software vendor currently limits file sizes to 30 MB. Please break up large documents.**

**Do not email documents to planning staff as an alternative to uploading. Emailed documents may be rejected and lead to delayed project review.**

# Submit a New Application: Finalize the Application

 **Final Planned Unit Development Master Plan**

Last edited by: PublicWeb LAMA on 8/17/2023

[Save Changes](#)

[Cancel](#)

[Delete Application](#)

[Choose Location](#) >

[Description](#) >

[Submit Documents](#) >

[Review and Submit](#) >

### Document Submittals

Submit one or more document(s) relevant to the current application. Common documents include site plan/diagram, architectural drawing, elevation certificate, proof of insurance, and contract/quote for work. Accepted file formats: pdf, jpg, png, tiff, txt, Microsoft Office. Files over 100MB should be submitted on a disk (CD-ROM or DVD) or USB drive in person.

**Applications will not be processed until all required documents have been submitted.**

#### Submit General Document(s)


Submit relevant documents to the current application. Accepted file formats: pdf, jpg, png, tiff, txt, Microsoft Office.

StaffReport.pdf [Add](#)


**Existing Documents:**

### Review and Submit Application

[Submit](#) [View & Print](#) [Save Changes](#)

Click "Submit" 

# Submit a New Application: Electronic Signature

 **Final Planned Unit Development Master Plan**

Last edited by: PublicWeb LAMA on 8/17/2023

[Save Changes](#)

[Cancel](#)

[Delete Application](#)

[Choose Location](#) >

[Description](#) >

[Submit Documents](#) >

[Review and Submit](#) >

**Project Application Submittal** [X]

**E-Signature**

In completing this application, I attest that I am familiar with the rules, regulations, and procedures of the City of Columbia and all information contained herein is in accordance and true to the best of my knowledge.

Print Name \*

Email	Date & Time	Your IP Address
kmccarthy@colur	Thursday, August	75.46.244.194

[Close](#) [Submit](#)

**Review and Submit Application**

[Submit](#) [View & Print](#) [Save Changes](#)

Documents include site and contract/quote for work. B should be submitted on a disk

en submitted.

ats: pdf, jpg, png, tiff, txt,

**Provide Electronic Signature**