



SITE PLAN APPLICATION TECHNICAL REVIEW COMMITTEE (TRC)

CITY OF CHARLESTON
Department of Planning, Preservation and Sustainability
2 George Street, Charleston, SC 29401

843.724.3781

www.charleston-sc.gov

The applicant and/or owner must complete the application below. A completed application, fee, and copies of the plans must be submitted to the Permit Center at 2 George Street, per the published schedule of deadlines and meeting dates. **Incomplete applications and/or submittals will not be accepted.** The TRC Manual may be accessed at <http://www.charleston-sc.gov/trc>.

Requested Meeting Date: (see published schedule of meeting dates)

Project name:	City Project I.D.:		
Street address:	Zoning:	County:	
TMS#:	Location (i.e. West Ashley):		
Total acres:	Highland:	Critical area:	Wetlands:

Property Owner:	Phone #:
Applicant:	Phone #:
Contact Name:	Email:
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Engineer <input type="checkbox"/> Surveyor <input type="checkbox"/> Architect <input type="checkbox"/> Landscape Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Other	
Applicant's mailing address (street, city, state, zip):	

Project description:	Building sq.ft.:	# Res. Units:
List dates & types of previous TRC reviews:		
List other review board approvals required or received (BAR, BZA, DRB, PC, etc.):		

PROJECT/SUBMITTAL TYPE (check one)	Mandatory Pre-App	1 st Review	2 nd Review	3 rd + Review(s)
Site Plan Review	<input type="checkbox"/> no fee	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75	<input type="checkbox"/> \$125

<p>I hereby acknowledge by my signature below that this application and submittal are complete and accurate. My signature also confirms that I represent all legal owner(s) of the subject property. I understand that additional information or clarification may be requested during the review process prior to approval. I authorize the subject property to be inspected and this application to be heard by the TRC. I understand that incomplete submittals will not be accepted.</p>	<p>SUBMITTAL REQUIREMENTS:</p> <input type="checkbox"/> Application <input type="checkbox"/> Fee <input type="checkbox"/> 8 copies of the site plans <input type="checkbox"/> 8 copies of responses to previous comments <input type="checkbox"/> Checklist <input type="checkbox"/> Supporting docs as needed (i.e. traffic study, drainage report, etc.)
Applicant's signature: _____	Date: _____

OFFICE USE ONLY	date & time application received:	fee:	receipt#:	staff:
Results: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/ conditions <input type="checkbox"/> Revise & resubmit <input type="checkbox"/> Deferred <input type="checkbox"/> Disapproved Date: _____				

TRC **Site Plan** Submittal Requirements – Checklist for TRC Intake

Incomplete submittals will not be accepted

I. Mandatory Pre-Application Review

- Title Sheet
- Existing Conditions
- Layout Plan

II. Subsequent Reviews

a. Completed

- Title Sheet
- Existing Conditions
- Layout Plan
- Grading and Drainage Plan
- Utility Plan
- Landscape Plan
- Fire Protection Plan
- ADA Accessibility Plan
- Elevations

b. Status Addressed (if required)*

- Traffic Impact Study
- Construction Activity Application with Supporting Documentation
- Comprehensive Stormwater Pollution Prevention Plan
- Street Name Reservation Documentation
- Addressing Plan
- Approved Plat
- City Encroachment Agreements
- Permits from Other Agencies

*The necessity of these items shall be determined at the Pre-Application Review. If required, the applicant shall provide documentation of their status as part of the submittal for Subsequent Reviews. Any issues shall be resolved with the appropriate TRC member.