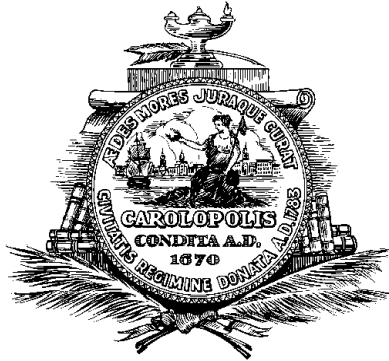


# **TRC**

## **Technical Review Committee Procedure Manual**



**Site Plan Review**

**PUD Master Plan Review**

**Subdivision Review**

**Linear Construction Review**

**City of Charleston, South Carolina, USA**

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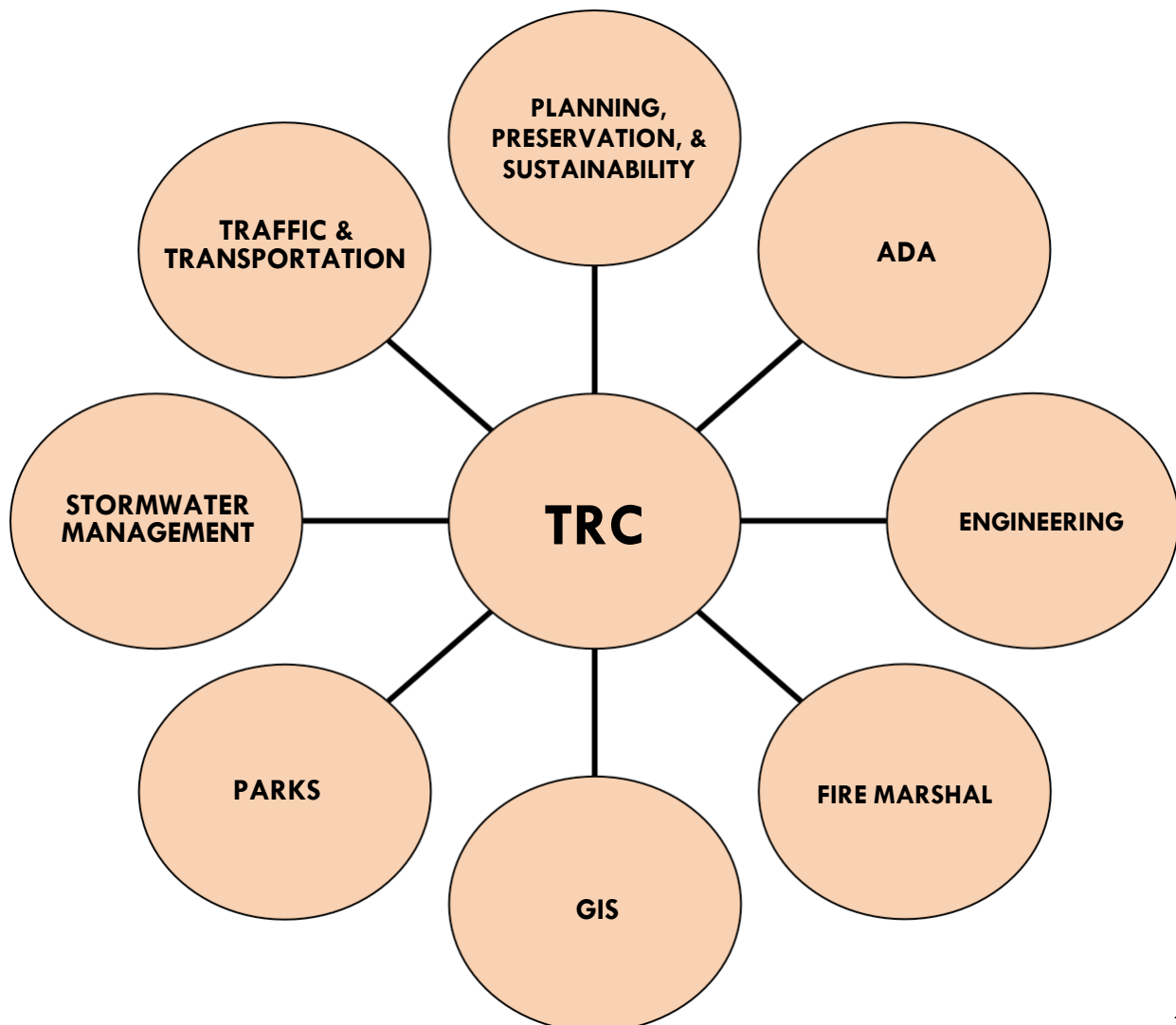
**Revised December 2017**

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## Welcome and Purpose

Thank you for doing business in the City of Charleston. The Technical Review Committee (TRC) was created to help those who want to develop in Charleston navigate the many levels of review by and among multiple departments. The TRC comprises representatives from the Departments of Planning, Preservation, and Sustainability; Executive; Fire; Information Technology; Parks; Public Service; Stormwater Management; and Traffic and Transportation. The TRC is charged with bringing together the City Departments responsible for reviewing land development plans to ensure compliance with all applicable City codes and regulations. Our shared goal through this process is to approve projects that are not only designed and permitted in the most productive and efficient manner possible but also provide a benefit to the health and safety of the City and its residents. This Procedure Manual is intended as a guidance document and does not supersede or limit in any way the relevant City Codes and Regulations. References provided in this manual are meant as a helpful starting point but the applicant's responsibility is to verify the current ordinance/regulation version that applies to a project even if this manual has not yet been updated or has any typographical error.

For information about the TRC, applications, and meeting schedules please visit <https://www.charleston-sc.gov/298/Technical-Review-Committee-TRC>



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## **Section 1: Introduction**

The TRC consists of representatives from various city departments who address design, development, and construction issues including building codes, zoning requirements, stormwater management regulations, traffic impacts, fire codes, and right-of-way improvements.

The Technical Review Committee Procedure Manual is prepared by staff in accordance with the [Zoning Ordinance](#) to assist designers and developers in understanding the minimum procedures and requirements of the City as it relates to through three different types of project reviews. Any requirements specific to a Construction Activity Application and/or associated Stormwater Regulations may be found in the current City of Charleston [Stormwater Design Standards Manual](#).

1. **Site Plan Review** includes multi-family, institutional, commercial and industrial development in accordance with [Article 6](#) of the Zoning Ordinance, to include Linear Construction Review consisting of sidewalks, multi-use paths, utility lines, drainage systems exceeding 100 linear feet requiring the platting of a new easement.
2. **PUD Master Plan Review** includes properties zoned or rezoned Planned Unit Development (PUD) in accordance with [Article 2](#) and [Article 8](#) of the Zoning Ordinance. PUD Master Plans typically include Subdivision Concept Plans and both follow the same approval process: TRC review and approval followed by Planning Commission review and approval.
3. **Subdivision Review** includes properties being subdivided in accordance with [Article 8](#) of the Zoning Ordinance. TRC subdivision review and approval typically includes three levels of submittal and review: (1) Subdivision Concept Plan, (2) Preliminary Subdivision Plat, and (3) Road Construction Plans to include Linear Construction Review consisting of sidewalks, multi-use paths, utility lines, drainage systems exceeding 100 linear feet requiring the platting of a new easement. Each component is submitted to TRC for review and approval. Comments will not necessarily be the same for each level. Subdivision Concept Plans, once approved by TRC, also require Planning Commission approval.

This manual describes the general information that must be provided with each application to allow for adequate staff review. This manual does not include all regulations pertaining to new development. For these regulations, various publications available from the City of Charleston or other agencies should be consulted. These include the following:

- [City of Charleston Website](#)
- [City of Charleston Code of Ordinances](#)
- [City of Charleston Zoning Ordinance](#)
- [International Building Code](#)
- [International Fire Code](#)

- [ADA Architectural Guidelines](#)
- [Stormwater Design Standards Manual](#)
- [Special Protection Area \(SPA\) Mapping](#)
- [City of Charleston Street Tree Manual](#)
- [City of Charleston Street Light Management](#)
- [SCDOT Access and Roadside Management Standards \(ARMS\) Manual](#)
- [Manual on Uniform Traffic Control Devices \(MUTCD\)](#)
- [Standard Highway Signs and Markings](#)
- [Traffic & Transportation TIA Preparation Guide](#)
- [ADA Standards for Accessible Design](#)
- [Charleston Water Service](#)

## **Section 2: TRC Review Requirements**

### **2.1 Developments Requiring TRC Approval (Sec. 54-604.a.)**

1. any new building construction in excess of 500 square feet in area; or
2. any construction or renovation that results in a building addition to an existing building where the footprint of the new building is two thousand (2,000) or more square feet in area; or
3. any construction or development that results in changes to traffic circulation, internal or external, to the development site, specific to changes to or additions of curb cuts, site access, drive- thru lanes; or
4. any construction, development, or redevelopment that requires a Type II or Type III Construction Activity Application as prescribed in the City's Stormwater Design Standards Manual; or
5. TRC approval is required by the zoning classification of a given site, specific to a PUD, Neighborhood District, Gathering Place District and Upper Peninsula District; or
6. TRC approval is required by restrictive covenants applicable to a given site; or
7. any construction of a new building or building addition on the peninsula or in an area identified as a Special Protection Area by the Department of Stormwater Management that results in a total of three or more dwelling units on a single lot;
8. single-family or two-family dwelling unit construction that results in a total of four or more units on a single lot.
9. any linear construction project, specific to sidewalks, multi-use paths, utility lines, surface or subsurface drainage systems, exceeds a continuous length of 100 feet or requires the platting of a new easement; excluding construction projects in existing easements except that such projects may require a Construction Activity Application approval.

### **2.2 Exemptions from TRC Approval (Sec. 54-604.b.)**

1. dwelling unit construction not exceeding the requirements #7 or #8 listed above.
2. small storage structures or garages that do not exceed five hundred (500) square feet in area; and



3. routine repairs and maintenance of existing structures.

### 2.3 Developments Requiring TRC PUD Master Plan Approval (Sec. [54-253](#) & [54-809](#))

**PUD Master Plan Approval** is required for all properties zoned or being rezoned PUD (Planned Unit Development). PUD Master Plans typically include a Subdivision Concept Plan and both follow the same approval process. A PUD Master Plan is reviewed by TRC as part of the rezoning and/or Subdivision Concept Plan approval process. The review of a PUD rezoning application may be carried out simultaneously with the review of the PUD Master Plan and Subdivision Concept Plan.

### 2.4 Developments Requiring TRC Subdivision Approval (Sec. [54-808](#), [54-809](#), [54-810](#))

**TRC Subdivision Approval** is required for any property being subdivided in a manner such that it is considered a Major Subdivision. Major Subdivisions require Subdivision Concept Plan approval by TRC and Planning Commission, Preliminary Subdivision Plat approval by TRC, and Road Construction Plan approval by TRC. All Final Subdivision Plats and Preliminary Subdivision Plats for Minor Subdivisions are not approved by TRC and are instead reviewed and approved by the Plat Review Committee through a weekly review process.

## **Section 3: Development Classifications for TRC Review**

### **3.1 TRC Site Plan Classifications**

Site Plans are not classified by different project types. All Site Plan applications include the same requirements and follow the same process.

### **3.2 TRC PUD Master Plan Classifications**

A PUD may be classified as a PUD Site Plan; if being subdivided, a PUD may also be classified as a Minor or Major Subdivision (see 3.3 below). All PUD projects require the review of a PUD Master Plan by TRC.

### **3.3 TRC Subdivision Classifications ([Sec. 54-808.2](#))**

- A. **Minor Subdivision:** all divisions of a tract or parcel of land into 4 or fewer lots and any subdivision not considered a Major Subdivision. Minor Subdivisions do not require approval by the TRC, but instead require Preliminary Subdivision Plat and Final Subdivision Plat approval by the [Plat Review Committee](#), which is managed by the Engineering Division.
- B. **Major Subdivision:** all divisions of a tract or parcel of land into 5 or more lots, or any division of land involving any of the following:
1. A new or extended public or private right-of-way, but not including future street alignments illustrated in a plan of re-subdivision as required by [Sec. 54-814](#)
  2. Improvements within an existing street right-of-way, other than repair of streets, or repair or construction of sidewalks or other pedestrian connections required by these regulations, fire hydrants or other types of minor improvements necessary to serve the lots being created
  3. A future public school site, park site, greenway corridor or open space site
  4. The dedication of a right-of-way or easement for construction of a public water or sewer transmission line
  5. Dedications, reservations, improvements, or environmental conditions that, in the opinion of the Zoning Administrator with advice from reviewing agencies, require construction documents to be reviewed prior to final plat approval in order to insure the public health, safety, and welfare
- C. **Linear Construction Projects:** sidewalks, multi-use paths, utility lines, and drainage systems exceeding 100 linear feet within a public right-of-way require the same review procedures as Road Construction plan review.

Major Subdivisions require Subdivision Concept Plan approval by TRC and Planning Commission, Preliminary Subdivision Plat approval by TRC, Road Construction Plan approval by TRC, and Final Subdivision Plat approval by the Plat Review Committee.

## **Section 4: TRC Procedures**

The Technical Review Committee must approve all Early Site Packages, Site Plans, PUD Master Plans, and Subdivision Plans during a regularly scheduled or appointed meeting date. Generally, the Technical Review Committee meets 4 times per month on Thursdays at 9:00a.m. in Conference Room 1408 in the Gaillard Center at 2 George Street or, remotely using web conference software. A schedule of meetings and submittal deadlines is available at the Permit Center at 2 George Street and on the [TRC website](#).

### **4.1 Procedures for All Applications**

- A. **“Sketch Plan Wednesdays”** are biweekly meetings held between City Staff and the applicant/engineer team to discuss the conceptual nature of a future project. These meetings are meant to not only fulfill the requirements of [Sec. 54-809](#) when applicable, but are open to any project potentially requiring TRC review. Board of Architectural Review (BAR), Design Review Board (DRB), and Planning staff may also attend and provide comments on the preliminary concept relative to their oversight. The meetings are held at 9:00 and 9:30 on alternating Wednesdays. Appointments are reserved on a first-come-first-served basis. Scheduling is conducted through the TRC Coordinator.
- B. Required application materials must be submitted in .pdf format to the TRC Coordinator in accordance with the published schedule of deadlines and meeting dates. Applications that do not include all required information, address all prior comments, or submitted late may not be accepted. All subsequent submittals made after the first submittal must include a copy of previous TRC comments and written responses to those comments.
- C. Submittal files shall be forwarded by the TRC Coordinator to the appropriate departments prior to the scheduled meetings once all applicable fees are paid. Submittal review will be added to a TRC meeting agenda per the published [TRC Application Matrix](#).
- D. The applicant, upon a showing of extreme hardship, may petition the TRC Administrator to schedule a special meeting. If approved by the Administrator, the date and time of the special meeting shall be set with notice of the meeting sent to the applicant and members of the TRC. If a special meeting is called, a total application fee equal to double the standard fee shall be charged to the applicant.
- E. During the TRC meeting, all available written comments shall be provided to and discussed with the applicant. No applicant is guaranteed written comments from all departments at these meetings.
- F. The applicant may submit application(s) to any City of Charleston board or commission concurrently with any TRC application. It is strongly recommended, however, that the applicant first apply for TRC review before proceeding to any City of Charleston board or commission. The applicant is also advised that final approval by TRC is not granted until all other City approvals, including staff, board, and commission approvals, have been obtained. Any reviews generated by of other City of Charleston boards or

commissions must be referenced in submittals to TRC.

- G. All work within the right-of-way of state roads must be permitted by the SCDOT and all state permits must be obtained and submitted to TRC with the application for final approval. Therefore, applications for developments requiring SCDOT permits are advised to begin that review process concurrently with the TRC process.
- H. All work requiring review and approval of: any local municipality, such as Charleston County, Berkeley County, or the Town of James Island; State or Federal agency, such as South Carolina Historic Preservation Office, South Carolina Department of Health and Environmental Control, and/or Army Corps of Engineers; must be submitted with required permits to TRC for final approval. Therefore, applications for developments requiring approval from outside entities are advised to begin that review process concurrently with the TRC process.
- I. **“PreCons”** - If required, upon final stamping of plans, the applicant, or representative, must coordinate and attend a Pre-Construction meeting with City TRC staff to receive final stamped plans. The construction management team and contractor are provided a list of anticipated site inspections which are uploaded to the project’s permit workflow accessible via the Citizen’s Access Portal. These inspections are additional to any ‘trade’ or ‘building’ inspections that may be required by the Building Inspections Division as conditions of any building permits. Meeting minutes are required to be kept by the applicant and verified by city staff prior to inspections being performed. PreCon meetings are held every Wednesday afternoon on a first-come-first-serve basis. Scheduling cannot occur until all departments have approved the project’s TRC Plan and all necessary documentation has been provided to Engineering, Stormwater, and Zoning divisions. Once approval has been given, scheduling is coordinated with the Engineering Division.

#### **4.2 Procedures for Site Plan Review**

- A. A pre-application submittal to TRC may be made for all Site Plan projects prior to subsequent full application submittals. This courtesy review provides the applicant initial staff comments on the project design and confirms other City, local, or State reviews required for approval. After the pre-application Site Plan review, all subsequent applications to the TRC shall include all information required to issue final approval.
- B. Site Plan submittals made for optional pre-application review by TRC do not constitute a site specific development plan as defined in [Sec. 54-961](#).
- C. An [Early Site Package](#) submittal may be made to TRC for approval of site work prior to the approval of the full TRC Site Plan and Building Inspections plans for vertical construction. Activities that may be approved with an Early Site Package include tree removal and clearing, demolition of buildings or hardscape, rough grading and surcharge, and test piles. Utility installations, production piles, or other vertical construction is not permitted as part of an Early Site Package approval.

- D. When a Site Plan application receives final TRC approval, complete sets of the plans, including landscape plans, details, and all necessary approved architectural drawings shall be submitted to the Zoning Division and shall be stamped and signed by the TRC Administrator. These documents can be sent in .pdf form by email. The plans will be digitally stamped.
- E. Once plans have been stamped by Zoning, a PreCon can be scheduled with the Engineering Division Site Development Manager (See 4.1H)
- F. After the Pre-Construction conference, the applicant is authorized to install erosion and/or sediment control measures and tree protection barricades. Additionally, the applicant shall be required to pay a silt fence/erosion control inspection fee to the Engineering Division. Inspections of the erosion controls by an Engineering inspector and the tree protection barricades by a Zoning inspector must be completed prior to a Building Permit being issued.
- G. Building construction drawings may be submitted to the Building Inspections Division for their review at any time during the TRC Site Plan review process.
- H. A Building Permit shall be issued by the Building Inspections Division after they have approved the building construction plans and received a copy of the stamped TRC Site Plans from the applicant.

#### **4.2.1 Projects Containing Attainable/Affordable Housing**

Increasing the supply, availability, and quality of affordable housing is among the top priorities of the City of Charleston. As such, developments with affordable housing units are given a special status at TRC with the following addendums to previously enumerated procedures.

1. Upon request, conceptual review of affordable housing projects will automatically be added to the next Sketch Plan Wednesday agenda regardless of availability.
2. Upon providing a complete submittal to TRC, the project review will be placed on a TRC meeting agenda 17 days from the applicable submission deadline.
3. Following the delivery of initial comments, a meeting between TRC staff and the applicant team can be scheduled to address and discuss resolution of comments.
4. Once plans are stamped TRC Approved, the applicant may request a “PreCon” meeting be scheduled on the next Wednesday regardless of availability.

#### **4.3 Procedures for PUD Master Plan Review**

- A. A required pre-application meeting with City, Planning, and TRC staff shall be arranged prior to a formal submittal for TRC review. These meetings are held every other Wednesday. Scheduling pre-application meetings is conducted through the TRC Coordinator.
  - Refer to Section [4.1A](#) - “Sketch Plan Wednesdays”

- B. Upon a formal submittal being made, TRC shall review the PUD Master Plan to determine if the plan satisfies all applicable requirements of the Zoning Ordinance and City Code. PUD Master Plans shall be reviewed at TRC two times prior to being presented to Planning Commission, unless, at the required pre-application meeting, City staff determines that two visits to TRC prior to Planning Commission are unnecessary.
- C. The findings of the TRC review process shall be presented to the Planning Commission and a staff recommendation for approval, conditional approval, disapproval, or deferral will be made. The Planning Commission shall provide a recommendation to City Council to approve, conditionally approve, or disapprove the PUD Master Plan.
- D. The applicant may coordinate the PUD rezoning and PUD Master Plan review with the Subdivision Concept Plan review. PUD Master Plans typically include a Subdivision Concept Plan and both follow the same approval process. Therefore, the review of a Subdivision Concept Plan may be carried out simultaneously with the review of a PUD rezoning application or PUD Master Plan application. Two applications are required: a Rezoning application and a TRC Subdivision/PUD application.

#### 4.4 Procedures for Subdivision Review

- A. A required pre-application meeting with City Planning and Zoning staff shall be arranged prior to a formal submittal for TRC review. These meetings are held every other Wednesday. Scheduling pre-application meetings is conducted through the TRC Coordinator.
  - Refer to section [4.1A](#) - "Sketch Plan Wednesdays"
- B. **Subdivision Concept Plan:** TRC shall review the Subdivision Concept Plan to determine if the plan satisfies all applicable requirements of the Zoning Ordinance and City Code. Subdivision Concept Plans shall be reviewed at TRC at least times prior to being presented to Planning Commission, unless City staff determines that two visits to TRC prior to Planning Commission are unnecessary. The findings of the TRC review process shall be presented to the Planning Commission and a staff recommendation for approval, conditional approval, disapproval, or deferral will be made. The Planning Commission shall approve, conditionally approve, or disapprove the Subdivision Concept Plan.
- C. **Preliminary Subdivision Plat:** Upon receipt of TRC approval, a digital copy of the plat shall be submitted to the Zoning Division and shall be stamped and signed by the Chair of the Technical Review Committee.
- D. **Road Construction Plans:** Upon receipt of TRC approval, a digital copy of the plans, including a set of the landscape plans and details, shall be submitted to the Engineering Division and shall be stamped and signed by the City Engineer.

## **4.5 Appeals**

Staff or TRC actions to approve or disapprove a TRC Site Plan, Preliminary Subdivision Plat or Road Construction Plans may be appealed to the Planning Commission by any party in interest. The Planning Commission shall act on the appeal within sixty days of the action being appealed and the action of the Planning Commission is final (Sec. [54-607](#) & [54-810](#)).

## **4.6 Revisions to Approved Plans**

All changes to the TRC approved plans within public right-of-way or private property must be submitted for consideration to the TRC Administrator by the engineer of record and/or the professional whose registration stamp and signature appears on the plans. The TRC Administrator will consider the request and determine if additional TRC review is warranted. Within the public right-of-way, all changes in previously approved specifications for materials must only be submitted and approved in writing by the City Engineer.

## **Section 5: TRC Site Plan Review Submittal Requirements**

A Technical Review Committee application with required plan sheets, supplemental information, and fees must be submitted to and accepted by the Zoning Division prior to the deadlines set forth in the TRC "[Schedule of Meetings](#)".

Incomplete applications or Site Plans that do not include all required information will not be accepted. Please note that 24" x 36" drawings are preferred, oversized Site Plans must be justified.

### **5.1 Site Plan Requirements**

Applications for TRC Review must include a complete set of Site Plans. TRC Site Plan application and checklists are available on the [City's website](#). A City of Charleston Construction Activity Permit Application may also be required (see City of Charleston [Stormwater Design Standards Manual](#)).

### **5.2 Site Plan Submittal Requirements**

In general, Site Plan submittals must provide the following information. Drawings shall be prepared by an architect, landscape architect, surveyor, or engineer registered in South Carolina. Site Plans should be drawn at a scale of 1" = 50' or greater. Applications requiring a smaller scale, such as 1" = 100', must obtain prior approval from the TRC Administrator.

#### **A. Pre-Application Review**

- Title Sheet
- Existing Conditions
- Layout Plan

#### **B. All Subsequent Reviews**

##### **Plan Sheets**

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



**Supplemental Information (if required)\***

- Traffic Impact Study\*\*
- Construction Activity Application with Supporting Documentation
- Comprehensive Stormwater Pollution Prevention Plan with Stormwater Technical Report
- Street Name Reservation Documentation
- Addressing Plan
- City Encroachment Agreements
- Permits from Other Agencies
- Status of Charleston Water System, SCDOT, Dominion Energy, etc. submittal review(s)

\*The necessity of these items shall be determined at the Pre-Application Review. If required, the applicant shall provide documentation of each item's status as part of each submittal following the Pre-Application Review. When completed, these items must be submitted only once.

\*\*A Traffic Impact Study is required when a development includes one or more of the following:

- A. A drive-through service window
- B. More than six fuel dispensing units
- C. More than 10,000 square feet of non-residential building coverage in existing and/or new buildings
- D. Five or more acres
- E. The requirement of a variance from the driveway spacing requirements of Article 3, Part 3 of the Zoning Ordinance
- F. A restaurant with more than 4,000 square feet of gross floor area
- G. SINGLE- or two-family dwellings in which the total area ultimately to be developed permits 45 or more dwelling units

These types of developments shall require a Traffic Impact Study unless the Department of Traffic and Transportation deems that a Traffic Impact Study is not required on the basis of the Department's prior studies, analysis, and evaluation of existing or proposed transportation facilities.

Similarly, and depending on the type and size of a single- or two-family development, the Department of Traffic and Transportation may require a basic level of traffic study as opposed to a full Traffic Impact Study. Additional components of a Traffic Impact Study may be required as deemed necessary.

A Traffic Impact Study or other traffic analysis may be required for any project submitted to the Technical Review Committee if determined by Traffic and Transportation that the project impacts vehicular, bicycle, pedestrian, transit, or other mode of transportation in any way.

### 5.3 Early Site Package Submittal Requirements

Early Site Package submittals must provide the following information. Drawings shall be prepared by an architect, landscape architect, surveyor, or engineer registered in South Carolina. Site Plans should be drawn at a scale of 1" = 50' or greater. Applications requiring a smaller scale, such as 1" = 100', must gain prior approval from the TRC Administrator.

#### A. Pre-Application Review

- Title Sheet
- Existing Conditions
- ESP Plan

#### B. All Subsequent Reviews

##### Plan Sheets

- Title Sheet
  - Include ADA note about access in the Right-of-Way
- Brief Project Description
- Existing Conditions
- Demolition Plan
- Erosion/Sediment Control and Tree Protection Barricade Plan/Details
- Rough Grading Plan/Surcharge Plan
- Test Pile Plan

##### Supplemental Information (if required)\*

- Traffic Impact Study and Truck Route Plan
- Construction Activity Application with Supporting Documentation
- Comprehensive Stormwater Pollution Prevention Plan with Stormwater Technical Report
- 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 each item's status as part of each submittal following the Pre-Application Review. When completed, these items must be submitted only once.

## **Section 6: PUD Master Plan Review Submittal Requirements**

A Technical Review Committee application with required Master Plan, supplemental information, and fees must be submitted to and accepted by the Zoning Division prior to the deadlines set forth in the TRC "[Schedule of Meetings](#)".

Incomplete applications or Master Plans that do not include all required information will not be accepted, and no meeting will be scheduled. If a Subdivision Concept Plan is submitted in conjunction with the PUD document, 24" x 36" drawings are preferred.

### **6.1 PUD Master Plan Submittal Requirements**

Applications for PUD Master Plan approval must include a complete set of plans. The application and submittal checklist are available on the [City's website](#) and in the Permit Center at 2 George.

#### **A. Mandatory Pre-Application Meeting**

It is not required for these plans to be prepared by a licensed professional.

- Conceptual Land Use Plan
- General Plan for Public Facilities

#### **B. PUD Master Plan Submittal**

Each plan shall be certified by an architect, engineer, landscape architect, or surveyor registered in the State of South Carolina and shall, at a minimum, include the following information:

- Title Page
- Current Survey of Existing Conditions
- Aerial Photograph with Project Boundaries
- Land Use Plan
- Open Space Plan
- Zoning Regulations
- Cultural Resource Inventory
- Preliminary Drainage Study\*
- Traffic Impact Study\*
- Any additional information requested at the Pre-Application Review

\*The extent of information required in these items shall be determined at the Pre-Application Meeting.

## **Section 7: Subdivision Review Submittal Requirements**

A TRC application with required subdivision plan, supplemental information, and fees must be submitted to and accepted by the Zoning Division prior to the deadlines set forth in the TRC [“Schedule of Meetings”](#).

Incomplete applications or subdivision plans that do not include all required information will not be accepted and no meeting will be scheduled. Please note that 24” x 36” drawings are preferred, oversized plans must be justified.

### **7.1 Subdivision Plan Requirements**

Applications for subdivision approval must include a complete set of subdivision plats/plans. The TRC subdivision application and submittal checklists are available at on the [City’s website](#) or in the Permit Center at 2 George.

Subdivision Plans shall be certified by an engineer or surveyor registered in South Carolina and shall be drawn to a scale of 1”=100’ or greater. Submittals requiring a smaller scale must gain prior approval from the TRC Administrator.

### **7.2 Subdivision Submittal Requirements**

#### **A. Subdivision Concept Plan**

- Title Sheet
- Aerial Photograph with Project Boundaries
- Current Survey of Existing Conditions
- Layout Plan
- Open Space Plan (if required)
- Grading and Drainage Plan
- Preliminary Drainage Study
- Utility Plan
- Fire Protection Plan
- ADA Accessibility Plan (or ADA inclusive statement on title sheet)
- Phase Plan
- Right-of-Way Cross-Sections
- Traffic Impact Study (if required)

#### **B. Preliminary Subdivision Plat**

- Plat
- Street Name Reservation Documentation
- Permits from Other Agencies

### **C. Road Construction Plans**

- Title Sheet
- Current Survey of Existing Conditions
- Approved Preliminary Subdivision Plat
- Street Name Reservation Documentation
- Roadway Plan and Profiles
- Open Space Plan
- Landscape, Street Tree, and Lighting Plan
- Grading and Drainage Plan
- Utility Plan
- Fire Protection Plan
- ADA Accessibility Plan (or ADA inclusive statement on Title Sheet)
- Tree Protection Plan
- Stormwater Pollution Prevention Plan
- Traffic Sign and Marking Plan
- Detail Sheets

### **D. Final Subdivision Plat**

Final Plats are not reviewed by TRC but are reviewed by the Plat Review Committee via a weekly plat review and recording process.

## **7.3 Additional Requirements**

- A. [Subdivision Concept Plan Submittal Checklist](#) required for first submittal.
- B. Preliminary Drainage Study  
A preliminary drainage study and plan shall be required for all single- and two-family developments requiring TRC subdivision review. A full basin study may be required as part of the preliminary drainage study and plan in basins with known drainage problems or designated as a Special Protection Area, as determined by the Department of Stormwater Management. The drainage study and plan shall be of sufficient detail to assess the preliminary sizing and location of all major drainage facilities proposed and the associated easements. The plan shall locate all existing easements and intended outfalls. The study and plan shall support compliance with all current drainage policies of the City, as well as any additional coordinating State and Federal agencies, if deemed necessary by the Department of Stormwater Management.
- C. Traffic Impact Study  
Developments in which the total area to ultimately be developed permits 45 or more dwelling units or is five or more acres shall require a Traffic Impact Study unless the Department of Traffic and Transportation deems that a Traffic Impact Study is not required on the basis of the Department's prior studies, analysis, and evaluation of existing or proposed transportation facilities. Similarly, and depending on the type and size of a single- or two-family development, the Department of Traffic and Transportation may require a basic level of traffic study as opposed to a full Traffic Impact Study. Additional components of a Traffic

Impact Study may be required as deemed necessary. A traffic impact study or other traffic analysis may be required for any project submitted to the Technical Review Committee if determined by Traffic and Transportation that the project impacts vehicular, bicycle, pedestrian, transit, or other mode of transportation in any way.

D. Stormwater Requirements

A completed Construction Activity Application, review fee, Comprehensive Stormwater Pollution Prevention Plan with Stormwater Technical Report, and other required information shall be submitted with the subdivision application for Road Construction Plans.

E. Encroachment permits from the SCDOT are required for any work within State rights-of-way.

F. Permits from agencies other than the City of Charleston. This may include but is not limited to South Carolina DHEC/OCRM permits and/or U.S. Army Corps of Engineers permits where applicable.

G. A listing on the Preliminary Plat and Road Construction Plans of all approvals and/or variances obtained from any board or commission with the type, date, and conditions of approval indicated.

H. Provide receipt of submittal to, or comments from, Charleston Water Service, SCDOT, Dominion Energy, etc.

I. If applicable, all City encroachment agreements must have City Council approval prior to final TRC approval.

## Section 8: TRC Review Process Flowcharts

### TRC Site Plan Review Process



# TRC Subdivision Review Process

