



# EARLY SITE PACKAGE APPLICATION TECHNICAL REVIEW COMMITTEE

City of Charleston  
Department of Planning, Preservation & Sustainability  
2 George Street, Charleston, SC29401

843.724.3781  
[www.charleston-sc.gov/trc](http://www.charleston-sc.gov/trc)

The applicant and/or owner must complete the application below. A completed application, fee, and set plans must be submitted to the [TRC Coordinator](#), 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>.

<b>SUBMITTAL TYPE</b>	<b>1<sup>st</sup> Review</b>	<b>2<sup>nd</sup> Review</b>	<b>3<sup>rd</sup> + Review</b>
<b>Early Site Package Review</b>	\$200	\$200	\$200

<b>Project Name:</b>		<b>TRC Project ID#:</b>	
<b>Street Address:</b>		<b>TMS#:</b>	<b>Zoning:</b>
Charleston Co. <input type="checkbox"/> Berkeley Co. <input type="checkbox"/>	Cainhoy <input type="checkbox"/> Daniel Island <input type="checkbox"/> James Island <input type="checkbox"/> Johns Island <input type="checkbox"/> Peninsula <input type="checkbox"/> West Ashley <input type="checkbox"/>	<b>Special Protection Area?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Total Acres:</b>	<b>Highland:</b>	<b>Critical Area:</b>	<b>Wetlands:</b>
<b>Disturbed Area:</b>			
Please check the appropriate box for all proposed work for which the applicant is requesting approval:  <input type="checkbox"/> Tree removal and clearing of vegetation <input type="checkbox"/> Demolition of existing building and/or hardscape <input type="checkbox"/> Rough grading (earthwork) <input type="checkbox"/> Rough grading and surcharge (earthwork) <input type="checkbox"/> Test piles only (typically 2-5 piles but may vary)			
<b>Applicant:</b>		<b>Contact Name:</b>	
<b>Phone #:</b>		<b>Email:</b>	
<b>Owner:</b>		<b>Phone #:</b>	

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.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use

Received:

Staff:

## TRC **Early Site Package Submittal** Requirements – Checklist for TRC Intake

\*Incomplete submittals will not be accepted\*

### **I. Subsequent Reviews**

- ☐ Title Sheet – Including ADA note about access in the R.O.W.
- ☐ Brief project description of activities
- ☐ Existing Conditions Sheet
- ☐ Demolition Sheet
- ☐ Erosion/Sediment Control and Tree Protection Barricade Plan/Details Sheet
- ☐ Rough Grading Plan /Surcharge Plan
- ☐ Test Pile Only Plan

Additional Information that may be required includes, but is not limited to the following (notice to be given at Pre-App meeting)

- ☐ Traffic Impact Study and Truck Route Plan
- ☐ Construction Activity Application with Supporting Documentation
- ☐ Comprehensive Stormwater Pollution Prevention Plan
- ☐ Approved Plat
- ☐ City Encroachment Agreements
- ☐ Permits from Other Agencies

\*The necessity of these items shall be determined at a Sketch Plan Meeting 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.