



# SITE PLAN APPLICATION TECHNICAL REVIEW COMMITTEE (TRC)

City of Charleston  
Department of Planning, Preservation & Sustainability  
2 George Street, Charleston, SC 29401

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 of 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 submittal requirements may be accessed at <http://www.charleston-sc.gov/trc>.

Submittal (Fee is required for each review)	1st Review (\$710)	2nd Review (\$710)	3rd + Review (\$710)
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Project Name:		TRC Project ID:	
Street Address:		TMS#:	Zoning:
Charleston Co.	Berkeley Co.	Cainhoy	Daniel Island James Island Johns Island Peninsula West Ashley
Total Acres:	Highland:	Critical area:	Wetlands: Disturbed Area:
Project Description:			
Linear Construction Project Type:	Sidewalk	Multi-Use Path	Drainage System Utility Line(s) Linear Feet:
Building Footprint (SQFT):	Special Protection Area?	Yes No TBD	No. of Residential Units:
No. of Affordable Units:	No. of Workforce Units:	No. of (Keyed) Hotel Rooms:	
SCDOT Permit Required? Yes No		Plans submitted to Charleston Water Systems? Yes No	
City Board approvals required: DRB BAR-L BAR-S BZA-S BZA-Z DRC			

Applicant:	Phone #:
Contact Name:	Email:
Property Owner:	Phone #:

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: \_\_\_\_\_

#### SUBMITTAL REQUIREMENTS:

Application

Fee

Transmittal Sheet

Civil plans

Responses to previous comments.

Supplemental information as needed (traffic study, drainage report, etc.)

Office Use	Received:	Staff:
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## TRC **Site Plan** Submittal Requirements – Checklist for TRC Intake

\*Incomplete submittals will not be accepted\*

### **I. First And Subsequent Reviews**

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

#### **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
- Application submitted to SCDOT/Charleston Water Systems

\*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.