



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

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.

SUBMITTAL REQUIREMENTS:

Application
Fee
Transmittal Sheet
Civil plans
Responses to previous comments.
Supplemental information as needed (traffic study, drainage report, etc.)

Applicant's Signature: _____ **Date:** _____

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.