



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)	Pre-Application (No fee) <input type="checkbox"/>	1st Review (\$600) <input type="checkbox"/>	2nd Review (\$600) <input type="checkbox"/>	3rd + Review (\$600) <input type="checkbox"/>
--	---	---	---	---

Project Name:		TRC Project ID:		
Street Address:		TMS#:	Zoning:	
Charleston Co. <input type="checkbox"/>	Berkeley Co. <input type="checkbox"/>	Cainhoy <input type="checkbox"/>	Daniel Island <input type="checkbox"/>	James Island <input type="checkbox"/>
		Peninsula <input type="checkbox"/>	West Ashley <input type="checkbox"/>	
Total Acres:	Highland:	Critical area:	Wetlands:	Disturbed Area:
Project Description:				
Linear Construction Project Type:	Sidewalk	Multi-Use Path	Drainage System	Utility Line(s) <input type="checkbox"/>
Linear Feet:				
Building Footprint (SQFT):	Special Protection Area? Yes <input type="checkbox"/> No <input type="checkbox"/> TBD			No. of Residential Units:
No. of Affordable Units:	No. of Workforce Units:	No. of (Keyed) Hotel Rooms:		
SCDOT Permit Required? Yes <input type="checkbox"/> No <input type="checkbox"/>		Plans submitted to Charleston Water Systems? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		
City Board approvals required: DRB <input type="checkbox"/> BAR-L <input type="checkbox"/> BAR-S <input type="checkbox"/> BZA-SD <input type="checkbox"/> BZA-Z <input type="checkbox"/> DRC <input type="checkbox"/>				

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

<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> <ul style="list-style-type: none"> <input type="checkbox"/> Application <input type="checkbox"/> Fee <input type="checkbox"/> Transmittal Sheet <input type="checkbox"/> Civil plans <input type="checkbox"/> Responses to previous comments. <input type="checkbox"/> Supplemental information as needed (traffic study, drainage report, etc.) 	
<p>Applicant's Signature: _____ Date: _____</p>		
Office Use	Received:	Staff:

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

Incomplete submittals will not be accepted

I. Optional Pre-Application Review

- Title Sheet
- Existing Conditions
- Layout Plan

II. 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.