



TECHNICAL REVIEW COMMITTEE (TRC)

PROJECTS REQUIRING TRC REVIEW

CITY OF CHARLESTON
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TRC SITE PLAN REVIEW REQUIREMENTS

Site Plan Approval is required when one of the following occurs:

- Any new building in excess of 500 square feet; or
- Any construction or renovation which results in the addition of two thousand (2,000) square feet in area; or
- Any construction or development which results in changes to traffic circulation; internal or external to the site, specific to changes to or additions of curb cuts, site access, drive-thru lanes; or
- 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
- Site plan review is required by restrictive covenants applicable to a given site; or
- Any construction resulting in 3 or more dwelling units on the Peninsula or in a Special Protection Area; or
- Single-family or two-family dwelling unit construction, which results in a total of four or more units on a single lot.
- Linear construction (utility lines, sidewalks, multi-use paths, etc.) exceeding 100' continuous linear feet, except projects in existing utility easements.

Exemptions from Site Plan Requirements. The following development(s) are exempt from requiring TRC approval but shall still require the approval of the zoning administrator:

- Single-family dwelling(s) and two-family dwelling(s) resulting in a total of three or less units on a lot;
- Small structures that do not exceed five hundred (500) square feet in area; and
- Routine repairs and maintenance that do not exceed the provisions of Section 54-604(a)(2).

Approval Process: Pre-Application review (optional), Full Site Plan Review, Final Review and/or Combined Review (Preliminary + Final).

If a project is in the jurisdiction of BAR or DRB, it must go through at least one TRC review prior to submittal to any of the aforementioned boards.

TRC SUBDIVISION / LINEAR CONSTRUCTION REVIEW REQUIREMENTS

Minor Subdivision Approval is required when:

- A minor subdivision includes 4 lots or less and does not include new road(s), new utility transmission line(s), a new public school site, new public park space, or the need for infrastructure construction plans.(Sec. 54-808b).

Approval Process: For any Minor Subdivision, the preliminary subdivision plat must be reviewed and approved by the [Plat Review Committee](#).

Major Subdivision Approval is required when:

- A major subdivision includes 5 lots or more and/or includes new road(s), new utility transmission line(s), new public school site, new public park space, or the need for infrastructure construction plans. (Sec. 54-808a).

Approval Process: For any Major Subdivision, the applicant must first have a pre-application (Sketch Plan Wednesday) meeting with City staff. Next, the subdivision Concept Plan must be reviewed by TRC and approved by the Planning Commission. The preliminary subdivision plat and road construction plans must then be approved by TRC; these items may be submitted separately or together. After infrastructure construction is completed and inspected, the final subdivision plat approval may occur via a weekly internal staff review.

Road/Linear Construction Approval is required when:

- Any sidewalk, multi-use path, utility lines, drainage system, etc. exceeding 100 continuous linear feet in the right-of-way.