



CITY OF CHARLESTON  
DEPARTMENT OF TRAFFIC & TRANSPORTATION  
TRC SITE PLAN CHECKLIST



- The project may be required to submit a traffic study. See City of Charleston TIS preparation guide for requirements. Additionally, projects that do not meet the requirements may be required to perform some kind of traffic analysis at the discretion of the Department of Traffic and Transportation, and the applicant will be notified during the TRC process. Contact Traffic and Transportation for TIS parameters. A final copy must be submitted and approved by Traffic and Transportation prior to receiving final TRC approval.
- This site must meet the Vision Clearance requirements as stated in Zoning Ordinance Article 3, § 54-351. This requirement is different from the sight visibility requirement.
- This site must meet sight distance visibility requirements outlined in the SCDOT ARMS manual.
- Stop sign locations must be indicated on plans at egresses onto the right-of-way and internal to the site. Provide separate details of sign and sign installation.
  - a. Minimum 30" sign (36" for approach onto multi-lane highway) installed 7' from bottom of sign on minimum 3lb/ft. green u-channel post.
  - b. Must be MUTCD compliant and meet minimum reflectivity standards.
  - c. Include MUTCD reference numbers.
- Stop bar locations must be indicated on plans at egresses onto the right-of-way and internal to the site. Provide separate details of stop bar.
  - a. Labeled to be installed 24" with white thermoplastic paint.
  - b. Minimum 4' in advance of pedestrian crossing.
- ADA sign locations must be indicated on the plans. The number of ADA parking spaces must meet ADA requirements. At minimum one 8x8 or 11x5 van accessible space must be provided.
- Include separate details of ADA sign and parking space and include MUTCD reference numbers. R7-8 & R7-8P.
- Include separate typical parking space detail on the plans including:
  - a. Parking space size(s) (width & length),
  - b. Details of separation lines [i.e., type of paint, width and color(s), angle],
  - c. Also include the aisle width between parking stall lines.On-street parking spaces must be installed with "T" type markings.
- Show the location of all traffic control devices on plans (i.e., pavement markings/arrows, warning signs, one-way signs, Do Not Enter signs, etc.). Include all applicable MUTCD reference numbers.
  - a. Include one-way signs at all one-way ingress and one-way egress locations. Signs must be double-sided for intersections/driveways with traffic approaching from both directions.
  - b. Include do not enter signs at all one-way egress locations.
  - c. Stop, do not enter, and one-way signs may be combined into one assembly. Refer to attachment.
- Plans must indicate driveway separation distances and distances to the nearest intersections.
- Label driveway widths on plans
- Plans must indicate speed limit of adjacent roads.
- Show locations of proposed speed limit signs. Include details and MUTCD reference numbers.
- Show location of street name signs on plans. Include details of installation and sign.
- Include 4" double yellow centerlines at the ingresses/egresses to provide safe lane separation. Extend from stop bar into site for length of driveway throat.
- Provide a copy of an approved SCDOT encroachment permit to the Department of Traffic and Transportation and the Department of Public Service, Engineering Division.
- Include City of Charleston Traffic and Sign Standards on Plans.
- Provide a demolition/construction delivery route to and from the site.
- Sidewalks must be provided within the right-of-way.
- A pedestrian connection (sidewalk) must be provided from the right-of-way into the site.



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- Transit improvements may be required as part of this project per City ordinance (*Part 15 – Transit Accommodations, Sec. 54-365*). Please review the ordinance to determine if this requirement is met.
  - a. If required, coordination with City Traffic and Transportation and CARTA will be necessary. Contact Belen Vitello with the Charleston Area Regional Transit Authority (CARTA) at [BelenV@BCDCOG.com](mailto:BelenV@BCDCOG.com) or (843) 529-2128 to discuss existing and future transit routes and transit stop locations.
- Include the following notes on the plans:
  1. Sight distance visibility at all exits and/or intersections will be maintained in accordance with SCDOT’s, ACCESS AND ROADSIDE MANAGEMENT STANDARDS manual.
  2. All traffic control devices will be to MUTCD standards (MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES).
  3. If traffic signs or markings within the right-of-way are impacted, relocation of these items must be coordinated with Traffic and Transportation prior to construction.
  4. If the street is blocked or impacted during construction at any time for any reason a street blocking permit will be required. Coordinate with Traffic and Transportation prior to construction.
  5. No construction parking or staging will be permitted within the right-of-way without prior authorization by Traffic and Transportation.
  6. Lane closures of any type or duration within the right-of-way must be approved by Traffic and Transportation well in advance of the occurrence. Coordinate with Traffic and Transportation prior to construction.
  7. Construction and demolition traffic must avoid residential streets at all times unless there are no alternative routes. If impacts to residential streets are anticipated, the contractor should contact Traffic and Transportation prior to using the route.
  8. Removal or changes to parking meters and/or parking metered spaces or other on-street parking/loading zones must be coordinated with Traffic and Transportation prior to construction.
  9. If metered (or non-metered) parking spaces that are not approved for removal are blocked or impacted during demolition or construction at any time for any reason a Meter Bag Permit (or Construction Parking Permit) will be required. Coordinate with Traffic and Transportation prior to construction.
  10. If traffic signals or traffic signal equipment is impacted in any way, show existing and proposed changes. Changes or impacts to traffic signal items must be coordinated with Traffic and Transportation prior to construction.
  11. Improvements to the right-of-way pavement markings may be required. Crosswalks, centerlines, pavement marking arrows, bike and pedestrian markings, etc. adjacent to the site may be required to be replaced if damaged during construction.
  12. Any curbs, sidewalks, pavement, etc. damaged during construction will be required to be repaired/replaced
- Include detail of SCDOT high-visibility crosswalk (also known as school crosswalk – non signalized). See SCDOT Std. Dwg. 625-305-00 (School crosswalk – non signalized detail)
- Include City standard no parking signs on all streets. See below for sign details. The signs must be labeled as double arrow, single arrow right, or single arrow left depending on the sign that is used.
  1. Signs should be shown on plans at a 45-degree angle facing the direction of traffic flow.
  2. Spacing of the signs will vary depending on block length and other factors. Discuss with Traffic and Transportation.
  3. Signs may be installed on light posts if post locations are in line with required sign locations.

