



# EARLY SITE PACKAGE APPLICATION TECHNICAL REVIEW COMMITTEE

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 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 TRC Manual may be accessed at <http://www.charleston-sc.gov/trc>.

<b>SUBMITTAL TYPE</b>	<b>Optional Pre-Application</b>	<b>1st Review</b>	<b>2nd Review</b>	<b>3rd + Review</b>
<b>Early Site Package Review</b>	<input type="checkbox"/> No Fee	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200

<b>Project Name:</b>		<b>TRC Project ID#:</b>		
<b>Street Address:</b>		<b>TMS#:</b>		<b>Zoning:</b>
Charleston Co. <input type="checkbox"/> Berkeley Co. <input type="checkbox"/>	Cainho <input type="checkbox"/> Daniel Island <input type="checkbox"/> James Island <input type="checkbox"/> Johns Island <input type="checkbox"/> Peninsula <input type="checkbox"/> West Ashley <input type="checkbox"/>	<b>Special Protection Area?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Total Acres:</b>	<b>Highland:</b>	<b>Critical Area:</b>	<b>Wetlands:</b>	<b>Disturbed Area:</b>
Please check the appropriate box for all proposed work for which the applicant is requesting approval: <ul style="list-style-type: none"> <li><input type="checkbox"/> Tree removal and clearing of vegetation</li> <li><input type="checkbox"/> Demolition of existing building and/or hardscape</li> <li><input type="checkbox"/> Rough grading (earthwork)</li> <li><input type="checkbox"/> Rough grading and surcharge (earthwork)</li> <li><input type="checkbox"/> Test piles only (typically 2-5 piles but may vary)</li> </ul>				
<b>Applicant:</b>		<b>Contact Name:</b>		
<b>Phone #:</b>		<b>Email:</b>		
<b>Owner:</b>		<b>Phone #:</b>		

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: \_\_\_\_\_

<b>Office Use</b>	Received: _____	<b>Staff:</b>
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## TRC **Early Site Package Submittal** Requirements – Checklist for TRC Intake

\*Incomplete submittals will not be accepted\*

### **I. Optional Pre-Application Review**

- Title Sheet
- Existing Conditions
- ESP Plan(s)

### **II. Subsequent Reviews**

- Title Sheet – Including ADA note about access in the R.O.W.
- Brief project description of activities
- Existing Conditions Sheet
- Demolition Sheet
- Erosion/Sediment Control and Tree Protection Barricade Plan/Details Sheet
- Rough Grading Plan /Surcharge Plan
- Test Pile Only Plan

Additional Information that may be required includes, but is not limited to the following (notice to be given at Pre-App meeting)

- Traffic Impact Study and Truck Route Plan
- Construction Activity Application with Supporting Documentation
- Comprehensive Stormwater Pollution Prevention Plan
- Approved Plat
- City Encroachment Agreements
- Permits from Other Agencies

\*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.