



EARLY SITE PACKAGE APPLICATION TECHNICAL REVIEW COMMITTEE (TRC)

CITY OF CHARLESTON
Department of Planning, Preservation and Sustainability
2 George Street, Charleston, SC 29401 843.724.3781

www.charleston-sc.gov

The applicant and/or owner must complete the application below. A completed application, fee, and copies of the plans must be submitted to the Permit Center at 2 George Street, 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>.

Requested Meeting Date: <small>(see published schedule of meeting dates)</small>	
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Project name:	City Project I.D. #:	
Street address:	Zoning:	County:
TMS#:	Location (i.e. West Ashley):	
Total acres:	Highland:	Critical area: Wetlands:

Property Owner:	Phone #:
Applicant:	Phone #:
Contact Name:	Email:
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Engineer <input type="checkbox"/> Surveyor <input type="checkbox"/> Architect <input type="checkbox"/> Landscape Architect <input type="checkbox"/> Contractor <input type="checkbox"/> Other	
Applicant's mailing address (street, city, state, zip):	

Please check the appropriate box in which applicant is requesting approval for:	<input type="checkbox"/> Tree removal and clearing of vegetation
	<input type="checkbox"/> Demolition of existing building and/or hardscape
	<input type="checkbox"/> Rough grading (earthwork)
	<input type="checkbox"/> Rough grading and surcharge (earthwork)
	<input type="checkbox"/> Test piles only

List dates & types of previous TRC reviews:
List other review board approvals required or received (DRB, BZA, PC, BAR, etc):

PROJECT/SUBMITTAL TYPE (check one)	Mandatory Pre-app	1 st Review	2 nd Review	3 rd + Review
Site Plan Review	<input type="checkbox"/> no fee	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200

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:
	<input type="checkbox"/> Application <input type="checkbox"/> Fee <input type="checkbox"/> 8 copies of the site plan <input type="checkbox"/> 8 copies of responses to previous review comments <input type="checkbox"/> Checklist <input type="checkbox"/> Supporting docs as needed (i.e. MS4 info, traffic study, 2 copies of drainage report etc.)
Applicant's signature: _____	Date: _____

OFFICE USE ONLY	date & time application received:	fee:	receipt#:	staff:
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Results: Approved Approved w/ conditions Revise & resubmit Deferred Disapproved **Date:** _____

TRC **Early Site Package Submittal** Requirements – Checklist for TRC Intake

Incomplete submittals will not be accepted

I. Mandatory Pre-Application Review

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

II. Subsequent Reviews

- Title Sheet
- 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.