The applicant and/or owner must complete the application below. A completed application, fee, and set of the 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.

**Project/Submittal Type**  
(check one; fee is charged for each review)

- PUD or Concept Plan (TRC & Planning Commission)
- Preliminary Plat (TRC)
- Road Plans (TRC)
- Linear Construction (TRC)
- Road Phasing Plan (TRC)

**Meeting Date**  
(Projected)

- 1st TRC Review: ________________________
- 2nd TRC Review: ________________________

**Planning Comm.:**

**Major Subdivision**

- PUD - $910 ☐  Concept Plan - $810 ☐
- PUD/Concept Plan - $1720* ☐

*Both fees required for simultaneous PUD and Concept Plan reviews*

<table>
<thead>
<tr>
<th>Project/Submittal Type</th>
<th>PUD or Concept Plan (TRC &amp; Planning Commission)</th>
<th>Preliminary Plat (TRC)</th>
<th>Road Plans (TRC)</th>
<th>Linear Construction (TRC)</th>
<th>Road Phasing Plan (TRC)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>5-20 lots - $350</td>
<td>$710</td>
<td>$710</td>
<td>$200</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20+ lots - $500</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Acres:**

- Highland:
- Critical Area:
- Wetlands:
- Disturbed Area:

**Project Description:**

- Linear Construction Project Type:
- Sidewalk ☐
- Multi-Use Path ☐
- Drainage System ☐
- Utility Line ☐
- Linear Feet:

**Special Protection Area?** Yes ☐ No ☐ TBD ☐

**Plans Submitted to CWS?** Yes ☐ No ☐

**Plans Submitted to SCDOT?** Yes ☐ No ☐

**No. of Lots:**

- Roads: Public ☐ Private ☐
- Water: Public ☐ Private(Well) ☐
- Sewer: Public ☐ Septic ☐

**No. of Residential Units:**

- Subdivision complies with existing neighborhood (i.e. HOA) covenants? N/A ☐ Yes ☐ No ☐

**Other review board approvals required:**

- BAR ☐
- BZA-SD ☐
- BZA-Z ☐
- DRB ☐
- DRC ☐
- Planning Commission ☐

**Applicant:**

- Phone #:________

**Contact Name:**

- Email:________

**Property Owner:**

- Phone #:________

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:**

- Application ☐  Fee ☐  Transmittal Sheet ☐
- Concept Plan, Prelim Plat, and/or Road Plans ☐
- Final Plat ☐
- Responses to comments ☐
- Supporting Documents as needed (i.e. MS4 Info, traffic study, drainage report, etc.)

**Applicant Signature:**______________  
**Date:**______________

**Office Use:**

- Received:________
- Staff:________
TRC Subdivision/Linear Construction Application 2022

TRC Subdivision Submittal Requirements – Checklist for TRC Intake

*Incomplete submittals will not be accepted*

I. Subdivision Concept Plan (required for major subdivisions)

☐ Title Sheet
☐ Current Survey of Existing Conditions
☐ Layout Plan
☐ Right-of-Way Cross Sections
☐ Open Space Plan (if required)
☐ Grading and Drainage Plan
☐ Utility Plan
☐ ADA Accessibility Plan (or ADA inclusive statement on title sheet)
☐ Phase Plan (if required)
☐ Fire Protection Plan
☐ Preliminary Drainage Study (if required)
☐ Traffic Impact Study (if required)

II. Preliminary Subdivision Plat (required for major and minor subdivisions)

☐ Plat
☐ Street Name Reservation Documentation
☐ Permits from Other Agencies

III. Road Construction Plans (required for subdivisions with new rights-of-way)

☐ Title Sheet
☐ Current Survey of Existing Conditions
☐ Approved Preliminary Plat
☐ Street Name Reservation Documentation
☐ Roadway Plan and Profiles
☐ Open Space Plan
☐ Landscape/Street Tree/Lighting Plan
☐ Grading and Drainage Plan
☐ Utility Plan
☐ Fire Protection Plan
☐ ADA Accessibility Plan (or ADA inclusive statement on title sheet)
☐ Tree Protection Plan
☐ Stormwater Pollution Prevention Plan
☐ Traffic Sign and Marking Plan
☐ Detail Sheets

**Status Addressed** (if required)*

- Traffic Impact Study
- Construction Activity Application with Supporting Documentation
- City Board Approvals
- City Encroachment Agreements
- Permits from Other Agencies
- Application submitted to SCDOT, Charleston Water Systems, Dominion, etc.

TRC PUD Master Plan Submittal Requirements – Checklist for TRC Intake

**Simultaneous submittals for PUD Master Plan and Concept Plan review must satisfy requirements of both checklists**

I. PUD Master Plan Submittal

☐ Title Page
☐ Current Survey of Existing Conditions
☐ Aerial Photograph with Project Boundaries
☐ Land Use Plan
☐ Open Space Plan
☐ Zoning Regulations
☐ Cultural Resource Inventory
☐ Preliminary Drainage Study*
☐ Traffic Impact Study*
☐ Any additional information requested at the Pre-Application Review

*The necessity of these items shall be determined at the Pre-Application Meeting.