



SUBDIVISION / LINEAR CONSTRUCTION APPLICATION

TECHNICAL REVIEW COMMITTEE / PLANNING COMMISSION

City of Charleston
Department of Planning, Preservation & Sustainability
2 George Street, Charleston, SC 29401

843.724.3781
www.charleston-sc.gov/trc

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)	1 st TRC Review: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2 nd TRC Review: _____				
	Planning Comm.: _____				
Major Subdivision	PUD - \$910 <input type="checkbox"/> Concept Plan - \$810 <input type="checkbox"/> PUD/Concept Plan - \$1720* <input type="checkbox"/> *Both fees required for simultaneous PUD and Concept Plan reviews*	5-20 lots - \$350 20+ lots - \$500	\$710	\$710	\$200 # of phases: _____

Project Name:		City Project ID:						
Street Address:		TMS #:			Zoning:			
Charleston Co. <input type="checkbox"/> Berkeley Co. <input type="checkbox"/>		Cainhoy <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"/>						
Total Acres:		Highland:		Critical Area:		Wetlands:	Disturbed Area:	
Project Description:								
Linear Construction Project Type: <input type="checkbox"/> Sidewalk <input type="checkbox"/> Multi-Use Path <input type="checkbox"/> Drainage System <input type="checkbox"/> Utility Line <input type="checkbox"/> Linear Feet:								
Special Protection Area? Yes <input type="checkbox"/> No <input type="checkbox"/> TBD <input type="checkbox"/>		Plans Submitted to CWS? Yes <input type="checkbox"/> No <input type="checkbox"/>			Plans Submitted to SCDOT? Yes <input type="checkbox"/> No <input type="checkbox"/>			
No. of Lots:		Roads: Public <input type="checkbox"/> Private <input type="checkbox"/>		Water: Public <input type="checkbox"/> Private(Well) <input type="checkbox"/>		Sewer: Public <input type="checkbox"/> Septic <input type="checkbox"/>		
No. of Residential Units:		Subdivision complies with existing neighborhood (i.e. HOA) covenants? N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>						
Other review board approvals required:		BAR <input type="checkbox"/> BZA-SD <input type="checkbox"/> BZA-Z <input type="checkbox"/> DRB <input type="checkbox"/> DRC <input type="checkbox"/> Planning Commission <input type="checkbox"/>						
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:
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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.**