



SUBDIVISION APPLICATION

TECHNICAL REVIEW COMMITTEE (TRC)/Planning Commission/Staff

CITY OF CHARLESTON
2 George Street, Charleston, SC 29401

Department of Planning, Preservation and Sustainability
843.724.3781
www.charleston-sc.gov/trc

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 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)
Requested Meeting Date(s):	1 st TRC review: <input style="width: 100px; height: 20px;" type="text"/> 2 nd TRC review: <input style="width: 100px; height: 20px;" type="text"/> Planning Comm: <input style="width: 100px; height: 20px;" type="text"/>	TRC review date: <input style="width: 100px; height: 20px;" type="text"/>	TRC review date: <input style="width: 100px; height: 20px;" type="text"/>
Minor Subdivision = 4 or fewer lots. See Sec. 54-808b.	N/A	<input type="checkbox"/> \$100	N/A
Major Subdivision = 5 or more lots and/or a new road, new utility transmission line, new public school site, new public park, or the need for infrastructure construction plans. See Sec. 54-808a.	<input type="checkbox"/> PUD = \$800 Concept Plan = \$700	<input type="checkbox"/> 1 - 4 lots = \$100 5 - 20 lots = \$350 20 + lots = \$500	<input type="checkbox"/> \$600

Project name:	City Project I.D. #:
Street address:	Zoning: _____ County: _____
TMS#:	Location (i.e. West Ashley):
Total acres: _____ Highland: _____ Critical area: _____ Wetlands: _____	
Project description:	Phasing: <input type="checkbox"/> No <input type="checkbox"/> Yes, total # phases: _____
# Lots/Units in phase & entire project:	Smallest/Largest Lot Sizes: _____
Roads: <input type="checkbox"/> Public <input type="checkbox"/> Private Water: <input type="checkbox"/> Public <input type="checkbox"/> Private (Well) Sewer: <input type="checkbox"/> Public <input type="checkbox"/> Private (Septic)	
Subdivision complies with existing neighborhood (i.e. HOA) covenants?	<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
List dates & types of previous TRC reviews:	
List other review board approvals required or received (ex: BZA):	

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):	

<p>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.</p>	<p>SUBMITTAL REQUIREMENTS:</p> <p><input type="checkbox"/> Application <input type="checkbox"/> Fee</p> <p><input type="checkbox"/> 8 copies for Concept, Prelim Plat & Road Plans</p> <p><input type="checkbox"/> 3 copies for Final Plat</p> <p><input type="checkbox"/> 8 copies of responses to previous review comments</p> <p><input type="checkbox"/> Supporting docs as needed (i.e. MS4 info, traffic study, 2 copies of drainage report etc.)</p>
Applicant's signature: _____	Date: _____

OFFICE USE	date & time received:	fee:	receipt#:	staff:
Results: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/ conditions <input type="checkbox"/> Revise & resubmit <input type="checkbox"/> Deferred <input type="checkbox"/> Disapproved Date: _____				

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

*The necessity of these items shall be determined by TRC staff. If required, the applicant shall provide documentation of their status as part of the submittal. Any issues shall be resolved with the appropriate TRC member.