

City of Charleston

Digital Reviews Guidebook

PURPOSE AND VERSION

The purpose of this document is to define the expectations of both applicants and plan reviewers to ensure a seamless digital process. This is a living document and will be updated as we learn, technology changes, and identify ways to improve the process.

Date	Version	Description of changes
December 2019	1.0	Creation of the guidebook including: Applicant Communication (TRC) Document Submission Standards File Naming Convention (TRC)
March 2020	1.1	Minor updates to TRC filenaming to include transmittal documents

APPLICANT COMMUNICATION

Technical Review Committee

1. Submit Application

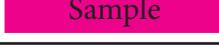
Applicants will create a new TRC submittal using the citizen access portal (CAP) accessed via the City's website (www.charleston-sc.gov) --> Online Services --> Plans & Permits. For new projects, a TRC Plan Case Number will be generated and the applicant can then attach the application and plan documents required as outlined in the **File Naming Conventions** section in PDF format. Upon an initial review that the application is complete and adheres to the standards outlined in this guidebook, the TRC Coordinator will accept the application and will assign it the appropriate meeting date.

2. Application Acceptance

The TRC Coordinator will email the applicant of record with notification of application acceptance. The applicant will then need to pay the fee. Once the fee is paid, the TRC Coordinate the project to an appropriate meeting date.

3. City Review Completion

When all reviewers have completed their reviews, the TRC Coordinator will release the reviews and email the applicant of record that corrections and comments are available. Applicants will then be able to view and download comments via CAP. Reviewers comments can be visually distinguished by color:

Department	Color	Samples
ADA	Yellow	Sample, Sample ,  Sample
Fire	Red	Sample, Sample ,  Sample
GIS	Purple	Sample, Sample ,  Sample
Parks	Magenta	Sample, Sample ,  Sample
Public Service (Engineering)	Cyan	Sample, Sample ,  Sample
Stormwater	Royal Blue	Sample, Sample ,  Sample
Traffic & Transportation	Orange	Sample, Sample ,  Sample
Zoning	Green	Sample, Sample ,  Sample

4. Applicant Corrections

Applicants will respond to all reviewer comments in the plan document and provide a PDF containing those responses in their subsequent submittal using the file naming convention outlined in this document. Applicants will also provide a clean copy of their submittal using the appropriate file naming convention.

DOCUMENT SUBMISSION STANDARDS

NOTICE: Failure to comply with the standards outlined below will result in your application being rejected and will require a resubmittal.

Plan Sheets should be a minimum size of 24 inches x 36 inches and in Landscape View. Final Plats should be a minimum of 24 inches x 36 inches.

All documents shall be in PDF format with the following considerations:

- A graphic scale on each page.
- Pages rotated so that the pages read upright.
- Each Plan Sheet **must be clearly bookmarked** to identify the content of the page.
- Documents shall be created with TrueType Fonts.
- Unlock and Flatten all drawings & reports.
- The markups list & layers should be cleared and empty. Previous version with response to comments should be submitted following the file naming conventions specified.
- Sheet title blocks shall remain consistent on each page of the plan set including subdisciplines.
- Reserve a location on each plan sheet for City stamps. The size shall be a minimum of 3 inches x 2 inches and be in the bottom right corner of every sheet.
- The final sheet of each plan should be a blank sheet that will be used to provide additional general comments.
- Vector Content only. Except for the application file, scanned images are prohibited.
- Files must be unlocked and unprotected.

- Reports and other documents must be submitted as a separate PDF for each document type (e.g. application, calculations, specifications, reports, studies, etc.).
- File names are required to match the **File Naming Conventions** established by the City.
- When exporting your PDF maintain output scale on export (do NOT use “fit to page” setting)

FILE NAMING CONVENTIONS

Technical Review Committee

To ensure a successful submission of your TRC applications, the following naming convention must be used submitting your digital files. **Failure to comply will result in your submittal being rejected and may impact your project timeline.** This process helps facilitate resubmittals in the event your application must be resubmitted and will also ensure the plans are placed in the correct order for the final stamped plan sets.

There are three components to the standard plan file naming convention:

PlanCaseNumber_YEARMONTHDAY(Deadline Date)_File Name

All resubmittals will include **two (2)** versions of the plans. One will be the last submittal with your response to comments and a new clean version of your plans. The previous submittal with your response to comments will use the file naming convention above plus “_RTC”:

PlanCaseNumber_YEARMONTHDAY(Deadline Date)_File Name_RTC

All document titles should begin with the TRC Plan Case Number which will be assigned once applications are initiated through E-Reviews. Each document name will also include the deadline date of the submittal to allow plan reviewers to easily track revisions. Finally, each file name will include the descriptive file name.

SAMPLE: TRC-SP2019-000234_20190724_ConstructionPlans

TRC Early Site Packages

1. TRC-ESP2019-000234-20190724-Transmittal
Transmittal page that lists all the documents included in this submittal.
2. TRC-ESP2019-000234-20190724-Application
Includes a completed TRC Early Site Plan Application
3. Please include the following:

- Title Sheet
- Brief Project Description of Activities
- Existing Conditions
- ESP Plan(s)
- Demolition Sheet
- Erosion/Sediment Control and Tree Protection Barricade Plan/Details Sheet
- Rough Grading Plan /Surcharge Plan
- Test Pile Only Plan
- ADA Plan for Affected Right-of-Way

Other plans that may be required:

4. TRC-ESP2019-000234_20190724_TrafficImpactStudyandTruckRoutePlan
5. TRC-ESP2019-000234_20190724_ConstructionActivityApplicationwithSupportingDocumentation
6. TRC-ESP2019-000234_20190724_ComprehensiveStormwaterPollutionPreventionPlan
7. TRC-ESP2019-000234_20190724_ApprovedPlat
8. TRC-ESP2019-000234_20190724_CityEncroachmentAgreements
9. TRC-ESP2019-000234_20190724_PermitsfromOtherAgencies

TRC Site Plans

1. TRC-SP2019-000234-20190724-Transmittal
Transmittal page that lists all the documents included in this submittal
2. TRC-SP2019-000234_20190724_Application
Includes a completed TRC Site Plan Application
3. TRC-SP2019-000234_20190724_ConstructionPlans
Please include the following:
 - Title Sheet
 - Brief Project Description of Activities
 - Existing Conditions
 - Layout Plan
 - Grading and Drainage Plan
 - Utility Plan
 - Landscape Plan
 - Fire Protection Plan
 - ADA Accessibility Plan
 - Traffic Sign and Marking Plan
 - Addressing Plan
 - Approved Plat
 - BZA-Z and BZA-SD Approvals

4. TRC-SP2019-000234_20190724_Elevations
Elevations Sheet

Other plans that may be required:

5. TRC-SP2019-000234_20190724_TrafficImpactStudy
6. TRC-SP2019-000234_20190724_ConstructionActivityApplicationwithSupportingDocumenta-
tion
7. TRC-SP2019-000234_20190724_ComprehensiveStormwaterPollutionPreventionPlan
8. TRC-SP2019-000234_20190724_StreetNameReservationDocumentation
9. TRC-SP2019-000234_20190724_CityEncroachmentAgreements
10. TRC-SP2019-000234_20190724_PermitsfromOtherAgencies

TRC Subdivision Concept Plan

1. TRC-SUB2019-000234-20190724-Transmittal
Transmittal page that lists all the documents included in this submittal
2. TRC-SUB2019-000234_20190724_Application
Includes a completed TRC Subdivision Package Application
3. TRC-SUB2019-000234_20190724_SubdivisionConceptPlan
 - Title Sheet
 - Current Survey of Existing Conditions
 - Layout Plan
 - Right-of-Way Cross Sections
 - Open Space Plan (if required)
 - Grading and Drainage Conceptual Plan
 - Utility Plan
 - ADA Accessibility Plan (or ADA inclusive statement on title sheet)
 - Phase Plan (if required)
 - Fire Protection Plan
 - Conceptual Utility Plan
4. TRC-SUB2019-000234_20190724_PreliminaryDrainageStudy (if required)
5. TRC-SUB2019-000234_20190724_TrafficImpactStudy (if required)

TRC Preliminary Plat

1. TRC-SUB000234-20190724-Transmittal
Transmittal page that lists all the documents included in this submittal
2. TRC-SUB2019-000234_20190724_Application
Includes a completed TRC Subdivision Package Application
3. TRC-SUB2019-000234_20190724_PreliminarySubdivisionPlat
 - Plat
 - Street Name Reservation Documentation
 - Permits from Other Agencies

TRC Road Construction Plans

1. TRC-SUB2019-000234_20190724_Transmittal
2. TRC-SUB2019-000234_20190724_Application
Includes a completed TRC Subdivision Application
3. TRC-SUB2019-000234_20190724_TrafficRoadConstructionPlans (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
 - BZA-Z and BZA-SD Approvals
4. TRC-SUB2019-000234_20190724_TrafficImpactStudy
5. TRC-SUB2019-000234_20190724_ConstructionActivityApplicationwithSupportingDocumentation
6. TRC-SUB2019-000234_20190724_CityEncroachmentAgreements
7. TRC-SUB2019-000234_20190724_PermitsfromOtherAgencies