



City of Charleston

**TECHNICAL REVIEW
COMMITTEE**

**Digital Review
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 file naming to include transmittal documents |
| July-October 2023 | 1.2 | Updated for system improvements and changes New Citizen Access Portal - CSS New Submittal and Review Protocols New Standards for Stormwater Documentation |

APPLICANT COMMUNICATION

Technical Review Committee “eReview”

1. Submit Application

Applicants will upload all new TRC projects using the [Application Assistant module](#) on the [Citizen Self Service \(CSS\)](#) portal. For new Projects, a TRC Plan Case Number will be generated by the applicant once all application and plan documents are submitted through CSS. Project resubmittals for eReview will be uploaded through the project’s CSS page. Refer to the guides linked below:

[Submitting for Pre-App or 1st Review via CSS](#)

[Resubmitting Revised Plans via CSS](#)

2. Application Intake Review and Acceptance

The TRC Coordinator will receive the submittal files within EnerGov and review for completeness. Should the submittal be incomplete, the TRC Coordinator will notify the applicant.

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 Coordinator assigns the project to an appropriate meeting date.

3. TRC Review

When all reviewers have completed their reviews, the TRC Coordinator will release the reviews and email the applicant of record that markups and comments are available. Applicants will then be able to view and download comments via the project's CSS page. If a submittal review is not complete by the meeting date, the TRC Coordinator will email all available markups to the applicant contained within a markup summary and annotation file. The annotation file(s) can be imported into the submitted files to display the available markups as they were entered by the reviewer.

Reviewers' markups/ comments, typically entered as "Notes", can be visually distinguished by color:

| | | |
|--------------------------|-------------|---|
| Zoning | Light Green |  |
| Parks | Pink |  |
| ADA | Yellow |  |
| Traffic & Transportation | Orange |  |
| Engineering | Light Blue |  |
| Stormwater | Dark Blue |  |
| GIS | Purple |  |
| Planning | Green |  |
| Fire Marshal | Red |  |

4. Applicant Corrections

Applicants will respond to all reviewer comments in the revised plans/documents in their subsequent resubmittal using the file naming convention outlined in this document. Refer to the guide linked below:

[Responding to TRC Staff Comments](#)

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.
- 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.
- All markups not generated by city staff need to be flattened.
- **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)

Documentation submitted for the concurrent review of a project’s Construction Activity Application (CAA) by the Dept. of Stormwater Management must adhere to the following considerations:

- All required documentation listed in the [2020 SWDSM Technical Procedure Document](#) based on submittal type, must be provided.
- All required exhibits (CAA, NOI, CZC, JD Letter, Technical Report, e.g.) must be included within the Comprehensive Stormwater Pollution Prevention Plan (CSWPPP) file in a manner conducive to effective review of its contents.
 - The CAA should also be provided in the submittal as a separate file.
 - The CSWPPP and Technical report files must contain functional bookmarks directing the reviewer to each section, subsection, and appendix listed in the Table of Contents.

RESUBMITTALS OF CSWPPP FILE*:

- Applicant will provide (2) versions of the CSWPPP:
 1. The previously reviewed/marked-up file, containing staff comments and applicant responses
 2. A new clean version.

- The previously reviewed version of the CSWPPP that includes applicant responses should include the suffix “_RTC” (Response to Comments) in addition to the File Naming Conventions listed in the next section of the guidebook.

- Comment responses in CSWPPP file must begin with the location (page or section) where the comment has been addressed.

FILE NAMING CONVENTIONS

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:

Plan Case Number_YEARMONTHDAY(Deadline Date)_File_Name*

All document titles should begin with the TRC Plan Case Number which will be assigned once applications are submitted through CSS for eReview. 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.

*All first submittals for eReview (Pre-App or 1st Review – Site Plan or Early Site Package, 1st Review – Subdivision Concept or Development Plan) will not have a TRC Plan Case ID# assigned until the files are submitted. Simply list the “YEARMONTHDAY(Deadline Date)_File_Name” for all files uploaded with the first submittal. All files subsequently resubmitted for 2nd+ Review should employ the standards listed below.

**“Paperwork Only” Review (The previous submittal results did not require a complete resubmittal for full TRC review) documentation will not need to use the next applicable submittal deadline date in the file name. Instead, list the “YEARMONTHDAY(Submittal Date)_File_Name” on all files being uploaded through CSS.

SAMPLE: TRC-SP2023-000600_20230109_Construction_Plans

TRC Site Plans

- TRC-SP2023-000600-20230109_Transmittal
- TRC-SP2023-000600-20230109_Application
- TRC-SP2023-000600-20230109_Construction_Plans

Other plans that may be required:

- TRC-SP2023-000600-20230109_Traffic_Impact_Study (If Applicable)
- TRC-SP2023-000600-20230109_CAA
- TRC-SP2023-000600-20230109_CSWPPP*
- TRC-SP2023-000600-20230109_Street_Name_Reservation_Documentation
- TRC-SP2023-000600-20230109_City_Encroachment_Agreements
- TRC-SP2023-000600-20230109_Permits_from_Other_Agencies

TRC Subdivision Concept Plan

- TRC-SUB2023-000200_20230103_Transmittal
- TRC-SUB2023-000200_20230103_Application
- TRC-SUB2023-000200_20230103_Concept_Plan
- TRC-SUB2023-000200_20230103_Concept_Plan_Checklist
- TRC-SUB2023-000200_20230103_Traffic_Impact_Study
- TRC-SUB2023-000200_20230103_City_Encroachment_Agreements
- TRC-SUB2023-000200_20230103_Permits_from_Other_Agencies

TRC Preliminary Plat

- TRC-SUB2023-000200_20230103_Transmittal
- TRC-SUB2023-000200_20230103_Application
- TRC-SUB2023-000200_20230103_Preliminary_Plat

TRC Road Construction Plan

- TRC-SUB2023-000200_20230103_Transmittal
- TRC-SUB2023-000200_20230103_Application
- TRC-SUB2023-000200_20230103_Road_Construction_Plans
- TRC-SUB2023-000200_20230103_CAA
- TRC-SUB2023-000200_20230103_CSWPPP*
- TRC-SUB2023-000200_20230103_Traffic_Study (If Applicable)