



SKETCH PLAN WEDNESDAY MEETING REQUEST FORM

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

843.724.3781

The applicant and/or landowner must complete the meeting request form and submit all required documentation to the [TRC Coordinator](#) for a completeness check by the deadline on the published schedule. The submittal requirements may be accessed at <https://www.charleston-sc.gov/TRC>

Desired Meeting Date:		
Project Name:		
Project Team/ Firm:		
Project Description:		
Address:	TMS #:	Zoning:
Property Owner:	Phone #:	
Applicant (Lead):	Phone #:	
Contact (Lead):	Email:	

Documents To Be Provided (Please Check):

- ☐ *8 1/2 x 11 City Zoning Map of Subject Parcel(s)
- ☐ Existing Conditions Survey/ Aerial Photo (Optional)
- ☐ *Sketch of Proposed Project
- ☐ Project Narrative (Optional)

*Must Be Provided (Incomplete submittals will not be accepted)

I hereby acknowledge by my signature below that this request 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 assigned City of Charleston staff. I understand that incomplete submittals will not be accepted.

Applicant Signature: _____ **Date:** _____
CITY USE ONLY

Sketch Plan Wednesday Meeting Request Received:	Staff:
Sketch Plan Wednesday Meeting Date:	Staff: