



SITE PLAN APPLICATION TECHNICAL REVIEW COMMITTEE (TRC)

CITY OF CHARLESTON
Department of Planning, Preservation and Sustainability
75 Calhoun Street, 3rd Floor, Charleston, SC 29401 • 843.724.3781 • www.charleston-sc.gov

The applicant and/or owner must complete the application below. A completed application, fee and copies of the site plan must be submitted to the Zoning Division counter of the Department of Planning, Preservation & Sustainability @ 75 Calhoun St, 3rd Floor per the published schedule of deadlines and meeting dates. **Incomplete applications and/or submittals will not be accepted.** The TRC Manual and submittal requirements may be accessed at <http://www.charleston-sc.gov/trc>.

Requested Meeting Date: <small>(see published schedule of meeting dates)</small>	
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Project name:	City Project I.D. #:	
Street address:	Zoning:	County:
TMS#:	Location (i.e. West Ashley):	
Total acres:	Highland:	Critical area:
Wetlands:		

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):	

Project description:	Building sq.ft.:	# Res. Units:
List dates & types of previous TRC reviews:		
List other review board approvals required or received (CCDRB, BZA, PC, BAR, etc):		

PROJECT/SUBMITTAL TYPE (check one)	Courtesy Review	Preliminary Review	Final Review	Combined Review
Minor Development <small><1 acre; or 3-10 multi-family res. units; or < 5000 sqft building coverage (new or existing)</small>	<input type="checkbox"/> no fee	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75	<input type="checkbox"/> \$125
Intermediate Development <small>1-9 acres; or 11-49 multi-family residential units; or 5000 -19,999 sqft bldg coverage (new or existing)</small>	<input type="checkbox"/> no fee	<input type="checkbox"/> \$50	<input type="checkbox"/> \$125	<input type="checkbox"/> \$175
Major Development <small>10 + acres; or 50 + multi-family res. units; or 20,000 sqft + building coverage(new or existing)</small>	<input type="checkbox"/> no fee	<input type="checkbox"/> \$75	<input type="checkbox"/> \$175	<input type="checkbox"/> \$250

<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 of the site plan</p> <p><input type="checkbox"/> 8 copies of responses to previous review comments</p> <p><input type="checkbox"/> Checklist</p> <p><input type="checkbox"/> Supporting docs as needed (i.e. MS4 info, traffic study, 2 copies of drainage report etc.)</p>
<p>Applicant's signature: _____ Date: _____</p>	

OFFICE USE ONLY	date & time application received:	fee:	receipt#:	staff:
<p>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: _____</p>				



SITE PLAN CHECKLIST & SUBMITTAL REQUIREMENTS TECHNICAL REVIEW COMMITTEE (TRC)

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SITE PLAN - COURTESY REVIEW

Eight (8) sets of plans (no smaller than 1:50 scale) and two extra drainage reports are required for submittal to include the following **required** information. Note, you may submit plans for review to the Inspections Division any time during the TRC process. Please check the boxes below to confirm that the following information is being submitted.

Title Sheet

- The name of the project.
- Project team contact persons and phone numbers.
- North arrow and location map showing the project area in relation to major streets, waterways, etc.

Existing Natural Features

- Location of lakes, marshes, wetlands and other natural features.

Existing Manmade Features

- Boundary survey and easements.
- Name, location and widths of all public rights-of-way (including curb/handicapped ramps), private streets and drainage ways.
- Existing traffic and parking conditions.

Proposed Site Development

- Proposed use of the site with gross and net square footage of floor space indicated.
- Location and size of parking spaces and sidewalks.
- Location of the Main Entrance(s) and the Accessible Route(s) from the accessible parking spaces.
- Location of roads and driveways
- Location of lighting facilities and location of all utility connections.
- Details for improvements within the public right-of-way.
- Proposed parking and traffic design.

See also Fire Protection Plan Checklist



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SITE PLAN - PRELIMINARY REVIEW

Eight (8) sets of plans (no smaller than 1:50 scale) and two extra drainage reports are required for submittal to include the following **required** information. Note, you may submit plans for review to the Inspections Division any time during the TRC process. Please check the boxes below to confirm that the following information is being submitted.

Title Sheet

- The name of the project.
- Project team contact persons and phone numbers.
- North arrow and location map showing the project area in relation to major streets, waterways, etc.
- List any boards or commissions with approval date and description of approval.

Existing Natural Features

- Topographic survey showing mean sea level elevations at one-foot (1') intervals.
- Tree survey (per requirements of Section 54-328 of the Zoning Ordinance).
- Location of lakes, marshes, wetlands and other natural features.

Existing Manmade Features

- Boundary survey and easements.
- Location and height of existing structures including signs on the site.
- Name, location and widths of all public rights-of-way, private streets and drainage ways.
- Location and distances separating all driveways and intersections on or adjacent to, or across a street from, the site.
- Zoning information (for project site and adjacent parcels).
- Historic sites and structure.

Proposed Site Development

- Proposed use of the site with gross and net square footage of floor space indicated.
- Location, first floor elevation and height of structures.
- Building code information.
- Location and size of parking spaces and sidewalks.
- Location of roads and driveways with widths and curb radiuses indicated.
- Location, height and area of proposed signs, fences and walls.
- Location of refuse areas and screening detail.
- Location of outdoor storage or display areas.
- Location and details of Stormwater drainage.
- Location of lighting facilities and location of all utility connections.
- Tree protection plan and protected tree summary.
- Landscaping plan.

Proposed Site Development (continued)

- Construction details for improvements within the public right-of-way.
- Location of fire hydrant(s).

Proposed Site Development (continued)

- Indicate locations of "Stop" signs, "Stop" bars, and "Handicapped" signs, other traffic control devices (i.e. – arrows, warning signs, etc...) on a Traffic Control Plan Sheet.
- Parking analysis (including the number of "handicapped" parking spaces).
- Parking details indicated on the plans to include:
 - Parking space size(s) (width and length).
 - Details of separation lines (i.e. – type of paint, width and color(s), angle, etc.).
 - Aisle width between parking stall lines.
- Plans must show driveway separation distances and the distance to the nearest intersections.
- Density analysis noting the total acreage of high ground & the total number of residential dwelling units.
- Show vision clearance triangles at street intersections.
- Provide and label the required building setbacks.
- Provide the percentage of the lot occupied by buildings.

Americans with Disabilities Act Requirements

- Note any disturbances in existing accessible route(s) and indicate plans to provide accessible routes during construction.
- Indicate the Accessible Route from the public sidewalk.
- Indicate Accessible Curb Ramps- existing and proposed.
- Indicate accessible parking in relation to the accessible route.
- Detail Accessible Parking to include dimensions.
- Note height of ceiling in covered parking areas and passenger loading zones.
- Second floor square footage (if any).
- Indicate Accessible Egress and Egress Route.
- Detail Curb Ramps to be used.
- Indicate any variance(s) due to historic status and detail alternate accessibility.

See also Fire Protection Plan Checklist



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SITE PLAN - FINAL REVIEW

Eight (8) sets of plans (no smaller than 1:50 scale) are required for submittal to include the following **required** information. Note: you may submit plans for review to the Inspections Division any time during the TRC process. Please check the boxes below to confirm that the following information is being submitted.

- Information required for the preliminary review.
- Revisions or additional information requested at preliminary review.
- Encroachment permit(s) from the SCDOT for any work within State rights-of-way. No project will be allowed to progress from final review to in-house review without SCDOT approval.
- Permit(s) from agencies other than the City of Charleston. This may include South Carolina DHEC OCRM permits and/or U.S. Corps of Engineers permits where applicable.
- A listing on the site plans of all approvals and/or variances obtained from any board or commission with the type, date and conditions of approval(s) indicated.
- If applicable, all City encroachment agreements must have City Council approval prior to final approval.

Additional Requirements for Intermediate and Major Developments

Applications for **intermediate developments** must include a traffic impact study when the project includes a drive-through service window, includes more than six fuel dispensing units, includes more than 10,000 square feet of floor area and requires a variance from the driveway spacing requirement of Article 3, Part 3 of the Zoning Ordinance, or is a restaurant with more than 4,000 square feet of gross floor area.

Applications for **major developments** must include the following:

- A drainage basin study.
- A traffic impact study (refer to Section 54-606 of the Zoning Ordinance).
- A detour (vehicular and pedestrian) plan, if applicable.
- A construction material delivery plan.



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SITE PLAN - COMBINED REVIEW

Eight (8) sets of plans (no smaller than 1:50 scale) are required for submittal to include the following **required** information. Note, you may submit plans for review to the Inspections Division any time during the TRC process. Please check the boxes below to confirm that the following information is being submitted.

Title Sheet

- The name of the project including project team contact persons and phone numbers.
- North arrow and location map showing the project area in relation to major streets, waterways, etc...
- List on site plans approvals and/or variances obtained from any board or commission with the type, date and conditions.

Existing Natural Features

- Topographic survey showing mean sea level elevations at one-foot (1') intervals.
- Tree survey (per requirements of Section 54-328 of the Zoning Ordinance).
- Location of lakes, marshes, wetlands and other natural features.

Existing Manmade Features

- Boundary survey and easements.
- Location and height of existing structures including signs on the site.
- Name, location and widths of all public rights-of-way, private streets, and drainage ways.
- Location and distances separating all driveways and intersections on or adjacent to, or across a street from, the site.
- Zoning information (for project site and adjacent parcels).
- Historic sites and structure.

Proposed Site Development

- Proposed use of the site with gross and net square footage of floor space indicated.
- Location, first floor elevation and height of structures.
- Building code information.
- Location and size of parking spaces and sidewalks.
- Location of roads and driveways with widths and curb radiuses indicated.
- Location, height and area of proposed signs, fences and walls.
- Location of refuse areas and screening detail.
- Location of outdoor storage or display areas.
- Location and details of Stormwater drainage.
- Location of lighting facilities and location of all utility connections.
- Tree protection plan and protected tree summary.

Proposed Site Development (continued)

- Landscaping plan.
- Construction details for improvements within the public right-of-way.
- Location of fire hydrant(s).
- Indicate locations of "Stop" signs, "Stop" bars, and "Handicapped" signs, other traffic control devices (i.e. – arrows, warning signs, etc...) on a Traffic Control Plan Sheet.
- Parking analysis.
- Parking details indicated on the plans to include, parking space sizes (width and length), details of separation lines (i.e. – type of paint, width and color(s), angle, etc.), and aisle width between parking stall lines.
- Plans must show driveway separation distances and the distance to the nearest intersections.
- Density analysis noting the total acreage of high ground and the total number of residential dwelling units.
- Show vision clearance triangles at street intersections.
- Provide and label the required building setbacks.
- Provide the percentage of the lot occupied by buildings.
- Encroachment permit(s) from the SCDOT for any work within State rights-of-way. No project allowed to progress from final review to in-house review without SCDOT approval.
- Permit(s) from agencies other than the City of Charleston. This may include South Carolina DHEC OCRM permits and/or U.S. Corps of Engineers permits where applicable.
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(Site Plan Combined Review requirements continued on next page)



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SITE PLAN - COMBINED REVIEW (continued)

Americans with Disabilities Act Requirements

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- Indicate the Accessible Route from the public sidewalk and Accessible Curb Ramps.
- Indicate accessible parking in relation to the accessible route.
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- Note height of ceiling in covered parking areas and passenger loading zones.
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Applications for major developments must also include:

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- A detour (vehicular and pedestrian) plan, if applicable.
- A construction material delivery plan.

See also Fire Protection Plan Checklist



JOSEPH P. RILEY, JR.
MAYOR

THOMAS CARR, JR.
FIRE CHIEF

City of Charleston

Fire Department

Fire Marshal Division

Information to be provided
on all TRC site plans and
subdivision plats/plans as
applicable.

Site Plan Review Information

Issued September 23, 2010

The following information is needed in order for the Fire Marshal Division to complete an accurate review for new construction projects or projects requiring a site plan review. Please develop a plan entitled "Fire Protection", or similar, that includes the following:

Building Information

1. Provide the construction type (IBC), total square footage, stories above and below grade.
2. Will the project include a fire sprinkler system?
3. Indicate or describe any anticipated fire separations or fire walls.
4. Indicate the location of any fuel storage tanks, vaults, or pits.

Hydrants

5. Indicate all existing hydrants in the area or at least within 500' of the project. Fire hydrant quantities and spacing must be approved. Guidance may be found in the appendix of the IFC. Hydrants located outside of drawing area may be indicated by a measurement from a known reference point.
6. Indicate the size and type of water mains servicing the fire protection (hydrants, sprinkler, etc.).
7. Provide the available fire flow at the site, measured at 20 PSI residual pressure, available for firefighting.
8. Indicate the required fire flow in accordance with an acceptable calculation method. Basic guidance may be found in the appendix of the IFC. Flow rate reductions must be submitted for review and approval.
9. Indicate the locations of Fire Department Connections. Connections must be at least 40 feet away from the building and no closer than 20' but no further than 100' from a hydrant.
10. Hydrants shall be clearly identified and color coded. Private hydrants shall be painted red, public hydrants shall be painted yellow. Private hydrants shall have the bonnet and caps color coded in accordance with NFPA 291 after verification flow testing has been completed.

Access

11. Provide fire apparatus access road in accordance with IFC 2006 section 503. It may be necessary to provide a vehicle overlay to verify turn radius – utilize a template for a 40' straight frame vehicle.
12. Access roads must be provided within 150 feet of all points of the structure and the minimum road width of 20' for all fire access lanes. Any deviations must be approved.
13. Access roads must be designed to meet the imposed loads of fire apparatus and shall be constructed of an all weather driving surface.
14. Indicate any substantial grade changes along a fire apparatus access route.
15. Provide an approved turn-around for any access roads greater than 150 feet.
16. Fire lane signs and stripping will be required in front site hydrants, fire department connections, or other critical areas subject to obstructions. Indicate all anticipated fire lanes on the plan. Contractors should receive approval for striping and signage prior to initiating work.

Key Box

17. A key box for fire department use will be required on buildings equipped with an automatic fire sprinkler or fire alarm system. A key override system shall be provided for secured gates along fire apparatus access routes. The Charleston Fire Department utilizes the "Knox" key system.