



# SUBDIVISION APPLICATION

## TECHNICAL REVIEW COMMITTEE (TRC)/Planning Commission/Staff

CITY OF CHARLESTON  
 Department of Planning, Preservation and Sustainability  
 75 Calhoun Street, 3<sup>rd</sup> Floor, Charleston, SC 29401 • 843.724.3781 • [www.charleston-sc.gov](http://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, 3<sup>rd</sup> Floor 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>.

<b>Requested Meeting Date:</b> <small>(see published schedule of meeting dates)</small>	<input type="checkbox"/> Planning Commission (Concept Plans) <input type="checkbox"/> TRC (Concept Plans, Prelim Plats & Road Plans) <span style="float: right;"><input type="checkbox"/> Staff (final plats)</span>
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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:
Project description:	Wetlands:	
# Lots/Units in phase & entire project:	Phasing: <input type="checkbox"/> No <input type="checkbox"/> Yes, total # phases:	
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):	

PROJECT/SUBMITTAL TYPE <small>(check one; fee is charged for the first review only)</small>	Concept Plan <small>(Planning Commission &amp; TRC)</small>	Preliminary Plat <small>(TRC)</small>	Road Plans <small>(TRC)</small>	Final Plat <small>(Staff)</small>
<b>Minor Subdivision</b> = 4 lots or less. See also Sec. 54-808b .	N/A	<input type="checkbox"/> \$100	N/A	<input type="checkbox"/> \$25 per lot
<b>Major Subdivision</b> = 5 lots or more and/or a new road, new utility transmission line, new public school site, new public park, or the need for infrastructure construction plans. Planning Commission approval required. See also Sec. 54-808a.	<input type="checkbox"/> < 10 lots = \$100 < 50 lots = \$250 < 100 lots = \$350 > 100 lots = \$500	<input type="checkbox"/> < 10 lots = \$100 < 50 lots = \$250 < 100 lots = \$350 > 100 lots = \$500	<input type="checkbox"/> (\$1 per linear foot of road to be paid to Engineering Division when picking up stamped plans)	<input type="checkbox"/> \$25 per lot

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

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