

TRC

Technical Review Committee Procedure Manual



TRC Site Plan Review

www.charlestoncity.info/TRC

City of Charleston ** South Carolina

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Section 1: Introduction

The purpose of the Technical Review Committee (TRC) is to review proposed developments for compliance with City of Charleston codes. The review committee consists of representatives from various city departments who address a range of issues including building codes, zoning requirements, stormwater drainage regulations, ADA requirements, and traffic impacts. In addition, Charleston Water Systems (CWS) and South Carolina Department of Transportation (SCDOT) representatives regularly participate in the TRC process.

The Technical Review Committee Procedure Manual has been prepared in accordance with the **Zoning Ordinance** to assist designers and developers through three different types of project reviews.

1. **TRC Site Plan Review** includes multi-family, commercial and industrial development in accordance with Article 6 of the Zoning Ordinance.

This manual describes the information that must be provided with each application to allow for adequate staff review. This manual does not include all regulations pertaining to new development. For these regulations, various publications available from the City of Charleston or other agencies should be consulted. These include the following:

1. *City of Charleston [Zoning Ordinance](#)*, published by Municipal Code Corporation, Tallahassee, Florida. Call (904) 576-3171 to order, credit cards are accepted. Order forms are also available from the office of the Department of Planning, Preservation & Economic Innovation.
2. *International Building Code and International Fire Code*. Available from the International Code Council.

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City of Charleston ** South Carolina

Section 2: Review Requirements

2.1 Developments Requiring TRC Site Plan Approval

TRC Site Plan Approval is required when:

- a. A new building in excess of 500 square feet is to be constructed; or
- b. A building addition of 2,000 or more square feet of space is to be constructed; or
- c. A development will result in changes to traffic circulation and/or on- or off-site stormwater drainage systems; or
- d. The zoning classification of a property to be developed requires TRC approval; or
- e. Restrictive covenants applicable to a property to be developed require site plan review.

Exemptions from TRC Site Plan Approval;

- f. Developments of single-family dwelling(s) and/or two-family dwelling(s), except that developments of single-family and/or two-family dwellings where the total area to ultimately be developed is 10 or more acres, or permits 50 or more dwelling units, shall require TRC Subdivision Conceptual Approval as stated below;
- g. Small storage structures or garages not exceeding 500 square feet; and
- h. Routine repairs and maintenance of existing structures.

Section 3: Development Classifications for TRC Site Plan Review

To aid in reviewing **TRC Site Plans** and inspecting projects, the following guidelines are used to classify developments. When development falls into more than one development classification, the higher classification shall apply.

3.1 Major Developments contain;

- a. Ten or more acres, or
- b. Fifty or more dwelling units, or
- c. 20,000 or more square feet of non-residential building coverage in existing and/or new building(s).

3.2 Intermediate Developments contain;

- a. Between one acre and nine acres, or
- b. Between eleven and forty-nine dwelling units, or
- c. Between 5,000 square feet and 19,999 square feet of non-residential building coverage in existing and/or new building(s).

3.3 Minor Developments contain;

- a. Less than one acre, or
- b. Between three and ten housing units, or
- c. Less than 5,000 square feet of building coverage.

Please note that these classifications do not correspond to other requirements of the Zoning Ordinance or any other city codes.

Section 4: TRC Procedures and Options

The Technical Review Committee must approve all site plans during a regularly scheduled or appointed meeting date. The Technical Review Committee usually meets three (3) times a month on Thursdays at 2:00 P.M. in the main meeting room on the third floor of 75 Calhoun Street (City of Charleston offices are located on the third floor of the Charleston County School District Building). A schedule of meetings and submittal deadlines is available in both the Engineering Division and Zoning Division offices.

4.1 For TRC Site Plan Review, the following procedures shall apply:

- a. Required application materials must be submitted to the Engineering Division office at least nine days prior to the scheduled meeting date at which the plan is to be reviewed. No more than ten (10) applications will be reviewed at each TRC meeting. Applications that do not include all required information or are submitted late will not be accepted.
- b. Application materials and plans will be forwarded by the Chairman of the Technical Review Committee to the appropriate departments prior to the scheduled meetings.
- c. During the TRC meeting, a comment sheet noting all items of the proposed development not in compliance with city codes will be provided to the applicant.
- d. Once a site plan has received Preliminary Site Plan Approval, all subsequent applications to the TRC shall be for final approval. All applications for final approval must address all comments from previous TRC meetings to be approved.
- e. When an application for Site Plan Approval receives final approval, five (5) sets of the plans will be stamped and signed by a representative of the Technical Review Committee.
- f. After final Site Plan Approval, the applicant is authorized to install erosion controls and tree protection barricades. Inspections of the erosion controls by an engineering inspector (724-3782) and the tree protection barricades by a zoning inspector (724-3781) must be completed. Upon approval of the erosion controls and tree protection barricades by the inspectors, the applicant will receive two (2) sets of the signed site plans; one set to be presented to the Building Inspections Division with the application for a Building Permit, and one set for the applicant to keep at the construction site during all phases of construction.
- g. A Building Permit will be issued by the Building Inspections Division after they have approved the building construction plans and received a copy of the signed site plans from the applicant.

Reminder!

The **erosion controls and tree protection barricades required for each project must be installed and approved by the appropriate inspector** prior to any release of approved plans to the applicant, contractor or builder to obtain building permits.

4.4 Options

Applications before the Technical Review Committee have the following options during the site plan review process;

- a. The applicant may request one **Courtesy Review** prior to **Preliminary TRC Site Plan Review**. There is no fee for a Courtesy Review.
- b. The applicant may request preliminary and final **TRC Site Plan Review** simultaneously in a combined review.
- c. The applicant may submit application(s) to any City of Charleston board or commission concurrently with any TRC application. However, the Technical Review Committee strongly recommends that the applicant first apply for review of a project by TRC before proceeding to any City of Charleston board or commission. For projects requiring **TRC Site Plan Approval**, the applicant is also advised that final approval is not granted until all other city approvals have been obtained (i.e. variances, property line adjustment or abandonment, subdivisions, etc.)
- d. Building construction drawings may be submitted to the Building Inspections Division (577-1685) for their review at any time during the **TRC Site Plan Review** process.
- e. The applicant, upon a showing of extreme hardship, may petition the Chairman of the Technical Review Committee to schedule a special meeting. If approved by the chairman, the date and time of the special meeting shall be set with notice of the meeting sent to the applicant and members of the Technical Review Committee. If a special meeting is called, an extra fee equal to double the standard fee shall be charged to the applicant.

Section 5: TRC Site Plan Review Submittal Requirements

A Technical Review Committee application with required site plans and fees must be submitted to, and accepted by the Engineering Division of the Department of Public Service prior to the deadlines set forth in the TRC “Schedule of Meetings”.

Incomplete applications, oversized site plans (drawings must not exceed 24” x 36”) or site plans that do not include all required information will not be accepted.

5.1 Site Plan Requirements

Nine sets of plans (no smaller than 1:50 scale) are required. Note, you may submit plans for review to the Inspections Division any time during the TRC process.

5.2 Required Information – Courtesy Review

Site plans must provide the following information on drawings prepared by an architect, landscape architect, surveyor or engineer registered in South Carolina. Site plans should be drawn at a scale not exceeding 1” = 50’. (Applications requiring a larger scale, such as 1” = 100’, must gain prior approval from the Engineering Division).

Required Information;

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.

5.3 Required Information – Preliminary Review

Required Information

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.
- ❑ 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 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 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.

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.
- ❑ 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.

5.4 Required Information – Final Review

- ❑ 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 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 of Charleston encroachment agreements must have City Council approval prior to final approval.

5.5 Required Information – Combined Review

Title Sheet

- ❑ The name of the project and 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.
- ❑ 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 of South Carolina 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.
- ❑ If applicable, all City of Charleston encroachment agreements must have City Council approval prior to final approval.

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 and accessible curb ramps.
- ❑ 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.

5.6 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.

Section 6: Helpful Hints

If agencies other than the City of Charleston are involved, applicants are advised to contact them early in the development process.

- a. All work within the right-of-way of state roads must be permitted by the SCDOT and all state permits must be obtained and submitted to TRC with the application for final approval. Therefore, applications for developments requiring SCDOT permits are advised to begin that review process concurrently with the TRC process.
- b. Improvements within any public right-of-way must include details on the TRC drawings specifying their design and construction. Drawings stamped and approved by TRC become the inspection documents for city inspectors and, therefore, must clearly describe all such improvements.
- c. Each set of site plans for submittal should be assembled in one orderly package to clearly explain the proposed development.
- d. Signage for developments should be considered early in the design phase and in conjunction with landscaping improvements. Sign information identifying the type, dimensions and locations of the proposed signs must be submitted with the application for final approval. A separate sign permit application must be filed and approved by the zoning division prior to the installation of the sign.
- f. If a project is under the jurisdiction of the Board of Architecture Review, Commercial Corridor Design Review Board, or the Design Review Committee, the project must be reviewed by TRC at least once prior to applying for board review.
- g. If a project is under the jurisdiction of the Board of Architecture Review, Commercial Corridor Design Review Board, or the Design Review Committee, the project must have final approval from the appropriate board prior to final TRC approval being granted.

Section 7: Required Information By Division

7.1 Zoning Division Planning, Preservation, and Economic Innovation

Zoning Information

- ❑ Existing zoning of the property including any restrictive covenants or conditions placed on the property by the City Council or any public board or commission.
- ❑ Height district and/or historic district in which the property is located and architectural rating of all historic buildings on site should be noted where applicable.
- ❑ Zoning and land use of adjacent properties, including properties located across a street. Required setbacks and buffers based on requirements set forth in the Zoning Ordinance.
- ❑ Lot area for the project site in acres of highland and marsh with proposed subdivisions and/or property line adjustments or abandonment's shown.
- ❑ Building coverage – the percentage of total lot area occupied by buildings
- ❑ Housing density, when applicable, expressed in units per acre or highland acre.
- ❑ Parking analysis indicating the number of required parking spaces for the use (square footage) and the number of parking spaces proposed.

Tree Survey

A tree survey at the same scale as the site plan or plat that locates all trees (including pine) that are equal to or greater than eight (8") inches at DBH (Diameter Breast Height - four and half [4 ½'] feet above grade). Surveys must identify each tree by species and DBH. Dead or diseased trees must be identified. Groups of trees in close proximity (i.e. those within five feet of each other) may be designated as a clump of trees, with the predominant species, estimated number and average diameter indicated.

All tree surveys shall be prepared by a licensed landscape architect, surveyor or engineer registered in South Carolina and shall have an accuracy of plus or minus three feet. For developments including but not limited to golf courses, parks, playgrounds or other outdoor public recreational development and cemeteries, which exceed ten acres, an aerial photograph or print of equal quality may be substituted for a tree survey with the approval of the Zoning Administrator in instances where the Zoning Administrator determines that they would provide the same information as the tree survey.

Tree Protection Plan

The tree protection plan must clearly indicate which trees identified in the tree survey will be saved or relocated and which trees will be removed. Trees to be removed must be clearly indicated with an “X”. The tree protection plan must also state how trees are to be protected during development and include applicable construction details for protective barricades. If existing trees are to be relocated, the location where they are proposed to be re-planted must be designated on the plan. For information on tree protection requirements, see Article 3, Part 6, Section 54-327 of the City of Charleston Zoning Ordinance.

Location of Utility Connections

It is recommended that all utility connections including sewer, water, gas, electric and telecommunication connections to proposed buildings be indicated. The applicant should meet with each utility company involved prior to submittal for final review.

Landscaping Plan

This plan shows new landscaping proposed for the development site. The location, name (both botanical and common), and size of all plant materials proposed for the site must be indicated. Also, the location, name and size of all existing plant materials to be used to satisfy street frontage, buffer or other landscape requirements must be indicated. The landscaping plan should also include details illustrating landscaping installation and irrigation systems. For more information on parking lot, street frontage and buffer landscaping requirements, see Article 3, Part 7 of the City of Charleston Zoning Ordinance.

7.2 Engineering Division Department of Public Service

Topographic Survey

This must include existing and proposed ground contours drawn at one-foot (1') intervals or sufficient spot elevations to clearly reflect existing and proposed terrain and drainage patterns. Contour lines should extend at least fifty-feet (50') beyond the boundaries of the development site. Existing contours should be indicated with dotted or dashed lines while proposed contours should be drawn with solid lines. A sufficient number of spot elevations should be included to help relate contour lines with actual ground conditions. The location of drainage ways and their dimensions must be included.

Boundary Survey and Easements

The boundary survey must conform to the "Minimum Standards Manual for the Practice of Land Surveying" in South Carolina. The survey must be dated and scaled with the name and registration number of the engineer and/or land surveyor. Plat and title references of adjacent landowners are to be listed on the plat. All property line abandonment's and/or adjustments must be recorded prior to final approval. The location and dimensions of all easements, both public and private, must be marked on the plat or site plan.

Stormwater Drainage

Vertical and horizontal control for all stormwater drainage facilities, including ditches, swales, pipes, basins, inlets and other structures (existing and proposed) must be shown in accordance with the City of Charleston's "Stormwater Management System Criteria" listed below and included in the "Floodplain Management Plan".

1. The stormwater management system for a development shall provide for the existing flow of off-site stormwater and the site design shall not include ground fill, structures or vegetation which would block, impede or dam the existing off-site flow, unless the natural flow is properly redirected in accordance with these criteria and the City of Charleston's standards and specifications.
2. The maximum possible effort shall be made to preserve existing natural drainage patterns.
3. All collected stormwater flows shall be channeled into new or approved existing public or private collector systems. Easements shall be obtained from adjacent property owners as required.
4. The stormwater management system may be subject to review by the South Carolina Department of Health and Environmental Control's Ocean & Coastal Resource Management (OCRM).

5. The stormwater management system for developments of five (5) acres or more shall be required to provide and maintain on-site detention. The stormwater release rate following development shall be no greater than the rate of runoff prior to development of the site. Therefore, both pre- and post-development discharges rates must be equal. When such detention is required, calculations shall be provided for review.
6. The stormwater management system shall comply with the provisions of the City of Charleston Master Drainage Plan and the City's Standard Specifications for Design and Construction of Road and Drainage Systems. Conflicts will be resolved by decision of the city engineer.
7. The stormwater management system shall be designed in accordance with generally accepted engineering practices. One of the following methods shall be used for estimating runoff quantities in designing the stormwater management system;
 - a. Rational Method (for drainage areas of 200 acres or less only,
 - b. Unit Hydrograph Method, or
 - c. Soil Conservation Service Method.

The ten (10) year design storm frequency will be used to develop the required storm drainage system for the proposed site plan.

Construction Details

All proposed work within public rights-of-way and/or easements must be detailed. Details shall include materials and installation specifications as necessary for review, construction, inspection and permitting by the Engineering Division.

Outdoor Storage and Display Areas

The type of pavement material, thickness of pavement and type of material stored or displayed must be indicated on the site plan along with the type and height of screening for such areas.

Encroachment Permits

For developments where construction is proposed within the right-of-way of a state road, an encroachment permit from the South Carolina Department of Transportation is required prior to final approval. Applicants are encouraged to review development plans with South Carolina Department of Transportation officials early in the design process. Conflicts between SCDOT and city requirements should be identified and resolved as soon as possible in the development review process.

7.3 Building Inspection Division Department of Public Service

The following building code information must be submitted with each site plan;

1. Indicate type of occupancy according to the Standard Building Code,
2. Indicate the proposed type of construction according the Standard Building code,
3. Indicate the distance between structures and property lines,
4. If buildings are constructed with a common wall separation between dwelling units or other separately owned spaces, specify the type of occupancy, type of construction and proposed rating of fire separation,
5. Indicate the location of the nearest fire hydrant.

7.4 Department of Traffic and Transportation

Traffic Impact Study

Existing traffic levels along with expected traffic impacts based on the proposed project must be prepared for major developments, as classified in this manual.

1. Collectors or arterials nearest the site in each direction will define the impact area. Target impact year(s) will be build-out plus one year (each phase).
2. Directional counts along existing and planned access routes must be shown before and after for morning and evening peak hours on adjacent streets plus peak hour for site traffic.
3. Distribution of leaving/approaching traffic must be projected by turning movement volumes at site access points and all key intersections for the same peak periods. Use latest edition of ITE Trip Generation.
4. Level of service impacts must be estimated from projected volumes at the same locations and periods required in b. and c. above. Use latest TRB Highway Capacity Manual.
5. The study must include recommendations to mitigate levels of service exceeding Level D as a result of site traffic impacts. Also, include recommendations for safety improvements in front of the site.
6. Include estimates of pedestrian, transit and bicycle modal splits in cases where any one is expected to exceed five percent or total will exceed ten percent of site traffic.

Public Right-of-way and Private Drives

Right-of-way widths, pavement widths, lane markings, parking restrictions and directional flows of traffic must be indicated for all public rights-of-way and private drives adjacent to the development site.

Driveways and Intersections

The locations and distances separating existing and proposed driveways on or adjacent to the development site, or across a street from the development site must be indicated on the site plan. Also, distances separating existing and proposed driveways from intersections must be indicated.

The location, width, separation and directional flows of proposed driveways must also be indicated. Directional signs and/or pavement markings may be required depending on the proposed development. Construction details for these improvements must be included.

Parking Spaces and Sidewalks

The location and typical dimensions of existing and proposed parking spaces and aisles must be indicated on the site plan. Handicapped and compact car spaces must be indicated with pavement markings and signs. Site plans must include detailed notes specifying the type and dimensions of markings for parking spaces, directional arrows, legends and lane markings.

The location and width of existing and proposed sidewalks on or adjacent to the development site must be indicated on the site plan. Developments must provide pedestrian access from sidewalks in adjacent rights-of-way onto the site by means of paved pedestrian walkways that are separate from entrance and exit driveways.

7.5 Parks Department

Existing Information

An existing conditions sheet should be included in the submittal illustrating the existing right-of-way conditions as well as on-site conditions. Existing right-of-way conditions should consist of property lines, existing utilities (street lights, power poles, overhead line, manholes, etc.), plantings in the right-of-way, sidewalks, etc. On-site existing conditions should include a tree survey, any existing site lighting, walkways, parking, etc. The entire right of way should be shown on the existing conditions sheet.

Right-of-Way Improvements

Right-of-way improvements may be required for certain projects. Right-of-way improvements consist of, but are not limited to, street trees, street lights, curbing, sidewalks, etc. Please note that street tree species and spacing will be reviewed and approved by the Parks Department.

Construction Details

All proposed work in the right-of-way must be detailed. Details shall include materials, dimensions, and installation specifications as necessary for review, construction, inspection and permitting by the Engineering Division. Details must meet City standards.

Design Review Committee

Certain projects may need to be reviewed by the Design Review Committee prior to the Parks Department giving approval. The purpose of the Design Review Committee is to review any changes which may affect the visual quality of City of Charleston property, including interior and exteriors of buildings, streets and sidewalks, parking lots, parks, playgrounds and open spaces. Of particular concern are the original materials which make up our historic city. All work involving the removal, installation or repair to our historic building materials, such as brick, mortar, plaster, etc or our street materials such as bluestone, Belgian block and cobblestones, should be reviewed by DRC.

7.6 Legal Division

ADA Compliance items required are:

- Accessible routes in the right of way - curb cuts at all intersections, at the ends of all sidewalks, and entrances into large/stand-alone buildings such as apartment buildings or department stores.
- Accessible route connection to all accessible entrances.
- Accessible parking and its connection to an accessible route (Be aware that the number of accessible parking spaces increases for medical offices and facilities that treat people with mobility impairments reference www.access-board.gov.)
- An accessible entrance-**no** steps; level platform on either side of the entrance - Alternate Accessible Entrance-in the instance when the main entrance is not the Accessible Entrance, indicate the route to the accessible entrance, and include a detail about directional signage.
- Accessible egress and an accessible route from the egress.
- Compliance with the IBC for interior access and accessible features such as bathrooms.

Application Forms and Information
www.charlestoncity.info/TRC

Pocket here for forms.

Includes

- 1. Technical Review Committee Application Form**
- 2. TRC Meeting Schedule**
- 3. TRC Fee Schedule**
- 4. Schedule of Board of Zoning Appeals Meeting Schedule**
- 5. Board of Zoning Appeals Fee Schedule**
- 6. City of Charleston Zoning Ordinance Order Form**