



TECHNICAL REVIEW COMMITTEE (TRC) SITE PLAN & SUBDIVISION PROJECTS REQUIRING REVIEW

CITY OF CHARLESTON
Department of Planning, Preservation and Sustainability
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TRC SITE PLAN REVIEW REQUIREMENTS

Site Plan Approval is required when one of the following occurs:

- Any new building in excess of 500 square feet; or
 - Any construction or renovation which results in the addition of two thousand (2,000) square feet of space to an existing structure; or
 - Any construction or development which results in changes to traffic circulation onto or off a site, stormwater drainage systems or patterns onto or off of a site; or new parking lots, or renovations to parking lots for developments not exempted below; or
 - TRC approval is required by the zoning classification of a given site; or
 - Site plan review is required by restrictive covenants applicable to a given site; or
 - Single-family or two-family dwelling unit construction, which results in a total of four or more units on a single lot.
- * Approval Process for Minor, Intermediate & Major Projects: Courtesy Review (optional), Preliminary Review, Final Review and/or Combined Review (Preliminary + Final).
- * If a project is in the jurisdiction of BAR, CCDRB, BZZ-SD, BZA-Z or DRC, it must go through at least one TRC review prior to submittal to any of the aforementioned boards.

Exemptions from Site Plan Requirements. The following development(s) are exempt from requiring TRC approval but shall still require the approval of the zoning administrator:

- Single-family dwelling(s) and two-family dwelling(s), which result in a total of three or less units on a lot;
- Small structures that do not exceed five hundred (500) square feet in area; and
- Routine repairs and maintenance that do not exceed the provisions of Section 54-604(a)(2).

TRC SUBDIVISION REVIEW REQUIREMENTS

Minor Subdivision Approval is required when:

- A subdivision includes 4 lots or less and subdivision does not include new road(s), new utility transmission line(s), a new public school site, new public park space, or the need for infrastructure construction plans. (Sec. 54-808b).
- * Approval Process: For any Minor Subdivision, the preliminary subdivision plat must be reviewed and approved by S-TRC but final subdivision plat approval may occur via a weekly internal staff review.

Major Subdivision Approval is required when:

- A subdivision includes 5 lots or more and/or includes new road(s), new utility transmission line(s), new public school site, new public park space, or the need for infrastructure construction plans. (Sec. 54-808a).
- * Approval Process: For any Major Subdivision, the applicant must first have a pre-application meeting with city staff. Next, the subdivision Concept Plan must be reviewed by TRC and approved by the Planning Commission. The preliminary subdivision plat and road construction plans must then be approved by TRC; these items may be submitted separately or together. After infrastructure construction is completed and inspected, the final subdivision plat approval may occur via a weekly internal staff review.