

TRC

Technical Review Committee Procedure Manual



TRC Site Plan Review

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PUD Site/Concept Plan Review

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Subdivision Review

City of Charleston, South Carolina USA

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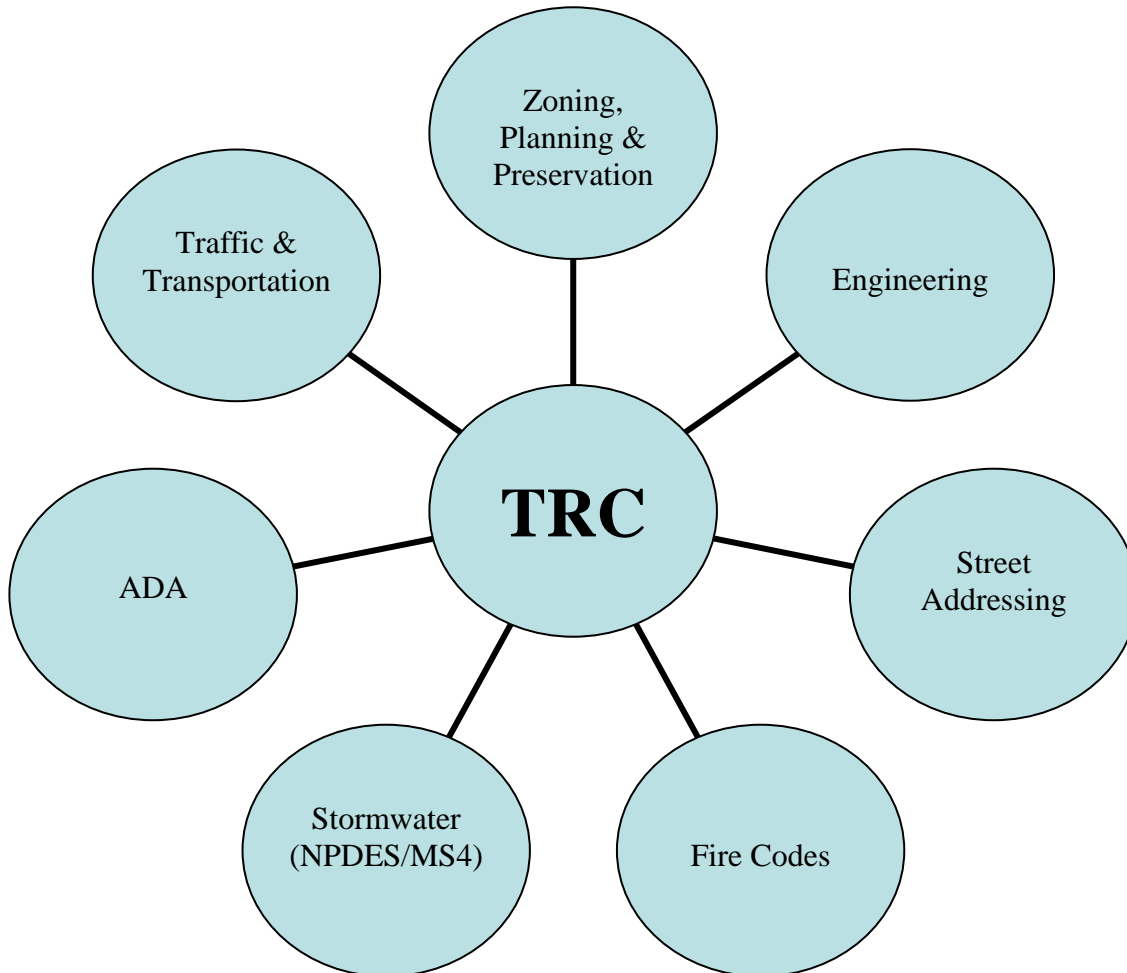
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Welcome and Purpose

Thanks for doing business in the City of Charleston. The Technical Review Committee exists to help people working in Charleston get development projects designed and permitted in the most efficient manner possible. Like all cities, Charleston has a set of laws established by City Council that are intended to protect the health and safety of citizens. These laws often are also for the purpose of improving the quality of design and construction in Charleston. Since there are multiple City departments responsible for administering these laws it is beneficial to have development review coordinated to avoid confusion and delay. That is the purpose of TRC.

For information about the TRC, applications and meeting schedules go to www.charleston-sc.gov/TRC



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Section 1: Introduction

The TRC consists of representatives from various city departments who address design, development and construction issues including building codes, zoning requirements, stormwater drainage regulations, traffic impacts, fire codes and right-of-way improvements.

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, institutional, commercial and industrial development in accordance with Article 6 of the Zoning Ordinance.
2. **PUD Site/Concept Plan Review** includes properties zoned Planned Unit Development (PUD) in accordance with Article 2, Part 7, Part 8 and Part 10 and Article 8, Part 2 of the Zoning Ordinance. PUD Site Plans and Subdivision Concept Plans are typically one in the same and follow the same approval process: TRC review and approval followed by Planning Commission review and approval.
3. **Subdivision Review** includes properties being subdivided in accordance with Article 8, Part 2 of the Zoning Ordinance. TRC subdivision review and approval has three components: Concept Plan, Preliminary Plat and Road Construction Plans. Each component is submitted to TRC for review and approval. Subdivision Concept Plans also require Planning Commission approval.

This manual describes the general 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:

- City of Charleston
<http://www.charleston-sc.gov>
- City of Charleston Code of Ordinances:
<http://www.municode.com/resources/gateway.asp?sid=40&pid=10245>
- City of Charleston Zoning Ordinance:
<http://www.municode.com/resources/gateway.asp?sid=40&pid=14049>
- International Building Code:
<http://publicecodes.citation.com/st/sc/st/SC-P-2007-999999.htm>

- Fire Code:
<http://publiccodes.citation.com/st/sc/st/b3v07/index.htm?bu=SC-P-2007-999999>
see also www.charleston-sc.gov/fire
- ADAAG (Americans with Disabilities Act Architectural Guidelines) :
<http://www.access-board.gov/adaag/html/adaag.htm>
- City of Charleston Stormwater Design Standards Manual:
<http://www.charlestoncity.info/dept/content.aspx?nid=1645>
- City of Charleston Street Tree Manual:
<http://www.charlestoncity.info/dept/content.aspx?nid=2206>
- City of Charleston Street Light Policy and Associated Graphics:
<http://www.charleston-sc.gov/dept/content.aspx?nid=1793&cid=12515>
- SCDOT ARMS Manual:
<http://www.scdot.org/doing/trafficengineering.shtml>
- MUTCD:
http://mutcd.fhwa.dot.gov/pdfs/2009/pdf_index.htm
- Standard Highway Signs:
http://mutcd.fhwa.dot.gov/ser-shs_millennium_eng.htm

Section 2: TRC Review Requirements

2.1 Developments Requiring TRC Site Plan Approval

TRC Site Plan Approval is required when: (Zoning Ordinance Sec. 54-604.a.)

1. Any new building(s) construction in excess of 500 square feet; or
2. Any construction or renovation which results in the addition of two thousand (2,000) square feet of space to an existing structure; or
3. Any construction or development which results in changes to traffic circulation and/or stormwater drainage systems onto or off of a site; or
4. TRC approval is required by the zoning classification of a given site; or
5. Site Plan review is required by restrictive covenants applicable to a given site; or
6. Single-family or two-family dwelling unit construction, which results in a total of four or more units on a single lot.

Exemptions from TRC Site Plan Approval: (Zoning Ordinance Sec. 54-604.b.)

1. Single-family dwelling(s) and two-family dwelling(s), which result in a total of three or less units on a lot;
2. Small storage structures or garages not exceeding 500 square feet; and
3. Routine repairs and maintenance of existing structures.

2.2 Developments Requiring TRC PUD Site/Concept Plan Approval

PUD Site/Concept Plan Approval is required for all properties zoned or being rezoned PUD (Planned Unit Development). PUD Site Plans and Subdivision Concept Plans are typically one in the same and follow the same approval process. A PUD Site/Concept Plan is reviewed by TRC as part of the rezoning, PUD Master Plan, and/or Subdivision Concept Plan approval process. The review of a PUD rezoning application may be carried out simultaneously with the review of the PUD Site Plan/Subdivision Concept Plan. (Zoning Ordinance Sec. 54-253 and 54-809).

2.3 Developments Requiring TRC Subdivision Approval

TRC Subdivision Approval is required for any property being subdivided in a manner such that it is considered a Minor Subdivision or Major Subdivision. (Zoning Ordinance Sec. 54-808 through 54-810.) Minor Subdivisions require Preliminary Plat approval by TRC. Major Subdivisions require TRC Subdivision Concept Plan approval, Planning Commission Concept Plan approval, TRC Preliminary Plat approval and TRC Road Construction Plan approval. Final Subdivision Plats are not approved by TRC and are instead approved by the Plat Review Committee via a weekly review process.

Section 3: Development Classifications for TRC Review

3.1 TRC Site Plan Classifications

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. (Zoning Ordinance Sec. 54-606.b.)

- A. **Major Developments** contain;
 - 1. Ten or more acres, or
 - 2. Fifty or more dwelling units, or
 - 3. 20,000 or more square feet of non-residential building coverage in existing and/or new building(s).

- B. **Intermediate Developments** contain;
 - 1. Between one acre and nine acres, or
 - 2. Between eleven and forty-nine dwelling units, or
 - 3. Between 5,000 square feet and 19,999 square feet of non-residential building coverage in existing and/or new building(s).

- C. **Minor Developments** contain;
 - 1. Less than one acre, or
 - 2. Between three and ten housing units, or
 - 3. 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.

3.2 TRC PUD Classifications

A PUD may be classified as a PUD Site Plan; if being subdivided, a PUD may also be classified as a Minor or Major Subdivision (see 3.3 below).

3.3 TRC Subdivision Classifications

The following standards are guidelines used to classify subdivisions. (Zoning Ordinance Sec. 54-808.2.)

- A. **Minor Subdivision:** all divisions of a tract or parcel of land into four (4) lots or less and any subdivision not considered a Major Subdivision. Minor subdivisions require TRC Preliminary Plat approval followed by Final Plat approval by the Plat Review Committee.

- B. **Major Subdivision:** all divisions of a tract or parcel of land into five (5) or more lots, or includes all division of land involving any of the following:
 - 1. A new or extended public or private right-of-way, but not including future street alignments illustrated in a plan of resubdivision as required by section 54-814.
 - 2. Improvement(s) within an existing street right-of-way, other than repair of streets, or repair or construction of sidewalk(s) or other pedestrian connections required by these regulations, fire hydrants or other types of minor improvements necessary to serve the lots being created.
 - 3. A future public school site, park site, greenway corridor or open space site.
 - 4. The dedication of a right-of-way or easement for construction of a public water or sewer transmission line.
 - 5. Dedications, reservations, improvements, or environmental conditions that, in the opinion of the administrator with advice from reviewing agencies, require construction documents to be reviewed prior to final plat approval in order to insure the public health, safety, and welfare.

Major Subdivisions require TRC Subdivision Concept Plan approval, Planning Commission Concept Plan approval, Preliminary Plat approval and Road Construction Plan approval followed by final plat approval by the Plat Review Committee.

Section 4: TRC Procedures

The Technical Review Committee must approve all Site Plans, PUD Site/Concept Plans and Subdivision Plans during a regularly scheduled or appointed meeting date. The Technical Review Committee usually meets four (4) times a month on Thursdays at 9:00 A.M. in the Planning Library on the third floor of 75 Calhoun Street (city offices are located on the third floor of the Charleston County School District Building). A schedule of meetings and submittal deadlines is available at the Zoning Division office and at www.charleston-sc.gov/trc .

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

- A. Required application materials must be submitted to the Zoning Division of the Department of Planning, Preservation and Sustainability office in accordance with the published schedule of deadlines and meeting dates. Applications that do not include all required information or are submitted late will not be accepted. All subsequent submittals made after the first submittal must include written responses to staff comments.
- 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, written comments noting all items of the proposed development not in compliance with city codes will be provided to and discussed with the applicant.
- D. Courtesy Site Plan submittal is not required however it is strongly encouraged. 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. All submittals must include written responses to comments from the previous review.
- E. When an application for Site Plan Approval receives final approval, six (6) full sets of the plans and one (1) set of the landscape plans and details and a pdf on a CD shall be submitted to the Zoning Division and will be stamped and signed by the Chairman of the Technical Review Committee.
- F. After final Site Plan Approval, the applicant is authorized to install erosion controls and tree protection barricades. Additionally, the applicant will be required to pay a silt fence/erosion control inspection fee to the Engineering Division. Inspections of the erosion controls by an engineering inspector (724-3782) and the tree protection barricades by a zoning inspector (724-3781 or 724-3790) must be completed. Upon approval of the erosion controls and tree protection barricades by the inspectors, the applicant will pick up two (2) sets of

the stamped approved 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:**

For TRC Site Plans: The **erosion controls and tree protection barricades required for each project must be installed and approved by the appropriate inspector and silt fence inspection fee must be paid** prior to any release of approved plans to the applicant, contractor or builder to obtain building permits.

4.2 For PUD Site/Subdivision Concept Plan Review, the following procedures shall apply:

- A. Required application materials must be submitted to the Zoning Division office at in accordance with the published schedule of deadlines and meeting dates. Applications that do not include all required information or are submitted late will not be accepted. All subsequent submittals made after the first submittal must include written responses to staff comments.
- 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, written comments noting all items of the proposed development not in compliance with city codes will be provided to the applicant. All subsequent submittals must address all comments from previous TRC review meeting to be approved. All subsequent submittals must also include written responses to comments from the previous review(s).
- D. PUD Site Plan/Subdivision Concept Plan: Subdivision Concept Plan: TRC shall review the PUD Site Plan/Subdivision Concept Plan to determine if the plan satisfies all applicable requirements of the Zoning Ordinance and City Code. The findings of the TRC review process shall be presented to the Planning Commission and a recommendation for approval, conditional approval, disapproval, or deferral will be made. The Planning Commission shall approve, conditionally approve or disapprove the PUD Site Plan/Subdivision Concept Plan.

4.3 For TRC Subdivision Review, the following procedures shall apply:

- A. Required application materials must be submitted to the Zoning Division office in accordance with the published schedule of deadlines and meeting dates. Applications that do not include all required information or are submitted late will not be accepted. All subsequent submittals made after the first submittal must include written responses to staff comments.
- 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, written comments noting all items of the proposed development not in compliance with city codes will be provided to the applicant. All subsequent submittals must address all comments from previous TRC review meeting to be approved. All subsequent submittals must also include written responses to comments from the previous review(s).
- D. When an application for subdivision approval has satisfied all submittal requirements and the required information is deemed to be acceptable by the City the subdivision will receive approval and the following shall occur:
 - 1. Subdivision Concept Plan: TRC shall review the Subdivision Concept Plan to determine if the plan satisfies all applicable requirements of the Zoning Ordinance and City Code. The findings of the TRC review process shall be presented to the Planning Commission and a recommendation for approval, conditional approval, disapproval, or deferral will be made. The Planning Commission shall approve, conditionally approve or disapprove the Subdivision Concept Plan.
 - 2. Preliminary Plat: two (2) full copies of the plat and a pdf on a CD shall be submitted to the Zoning Division and will be stamped and signed by the Chairman of the Technical Review Committee.
 - 3. Road Construction Plans: six (6) full sets of the plans and one (1) set of the landscape plans and details and a pdf on a CD shall be submitted to the Engineering Division and will be stamped and signed by the City Engineer.

*** Reminder:**

For TRC Road Construction Plans: The erosion controls and tree protection barricades required for each project must be installed and approved by the appropriate inspector and silt fence inspection fee must be paid prior to any release of approved plans to the applicant, contractor or developer.

4.4 Options

Applications before the Technical Review Committee have the following options during the TRC 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 request one pre-application **Subdivision or PUD Site/Concept Plan** review. There is no fee for a pre-application review.
- D. The applicant may coordinate the PUD rezoning and/or Site Plan review with the subdivision review. PUD Site Plans and Subdivision Concept Plans are typically one in the same and follow the same approval process. Therefore, the review of a Subdivision Concept Plan may be carried out simultaneously with the review of a PUD rezoning application or PUD Site Plan application made under the Zoning Ordinance. (Zoning Ordinance Sec. 54-808.5. and 54-809).
- E. 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 or Subdivision Approval (Preliminary Plat and/or Road Construction Plans)**, 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.).
- F. Building construction drawings may be submitted to the Building Inspections Division (724-7431) for their review at any time during the **TRC Site Plan Review** process.
- G. 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.

4.5 Appeals

Staff or TRC actions to approve or disapprove a TRC Site Plan, Preliminary Subdivision Plat or Subdivision Road Plans may be appealed to the Planning Commission by any party in interest. The Planning Commission shall act on the appeal within sixty days of the action being appealed and the action of the Planning Commission is final. (Zoning Ordinance Sec. 54-607 & 54-810).

4.6 Revisions to Approved Plans

Any major changes to the TRC approved plans within public right-of-way or private property that are specific to an approved detail and/or code must be submitted for consideration to the Chair of the TRC by the engineer of record and/or the professional whose registration stamp and signature appears on the plans. The Chair of the TRC will consider the request and determine if additional TRC review is warranted. Within the public right-of-way, any changes in previously approved specifications for materials only must be submitted and approved in writing by the City Engineer.

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 Zoning Division prior to the deadlines set forth in the TRC “Schedule of Meetings”.

Incomplete applications or Site Plans that do not include all required information will not be accepted. Please note that 24” x 36” drawings are preferred, oversized Site Plans must be justified.

5.1 Site Plan Requirements

Applications for TRC Review must include eight (8) complete sets of Site Plans. TRC Site Plan application and checklists are available at www.charleston-sc.gov/trc. A City of Charleston Construction Activity Application may also be required (see City of Charleston Stormwater Design Standards Manual).

5.2 Required Information – Preliminary Review

In general, 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 of 1” = 50’ or greater. Applications requiring a smaller scale, such as 1” = 100’, must gain prior approval from the TRC Chairman.

Required Information

Plan sets must include, at minimum, the following components:

- Title Sheet
- Plat/Survey
- Existing Conditions
- Demolition Plan
- Site Development Plan
- Erosion Control/Stormwater Pollution Prevention Plan & Tree Protection Plan
- Grading & Drainage Plan
- Utility Plan
- Fire Protection Plan
- Accessible Route Plan
- Landscape Plan
- Lighting Plan
- Building Elevations
- Details

5.3 Required Information – Final Review

In general, all applications for final review must include the following;

- ❑ 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.

5.4 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.
In addition to the drainage study requirements Intermediate and Major Developments, a preliminary drainage study and plan shall be required for all single- and two-family developments classified as major developments as defined herein. A full basin study may be required as part of the preliminary drainage study and plan in basins with known drainage problems, as determined by the Engineering Division. The drainage study and plan shall be of sufficient detail to assess the preliminary sizing and location of all major drainage facilities proposed and the associated easements. The plan shall locate all existing easements and intended outfalls. The study and plan shall support compliance with all current drainage policies of the city.

- A traffic impact study (refer to Section 54-606 of the Zoning Ordinance).

A full traffic study shall be required for the following projects, unless the Department of Traffic and Transportation deems that a traffic impact study is not required, on the basis of the department's prior studies, analysis, and evaluation of transportation facilities. Similarly, and depending on the type and size of the following projects, the Department of Traffic and Transportation may require a basic level of traffic impact study as opposed to a full traffic impact study.

 1. All major developments, as defined herein, and developments of single-family or two-family dwellings where the total area to ultimately be developed permits fifty (50) or more dwelling units.
 2. Intermediate developments, as defined herein, when the project includes a drive-through service window, includes more than six (6) fuel dispensing units, includes more than ten thousand (10,000) square feet of floor area and requires a variance from the driveway spacing requirements of Article 3, part 3, or is a restaurant with more than 4,000 square feet of gross floor area.

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

- A construction material delivery plan.

- Stormwater Requirements

A completed Construction Activity Application, review fee, drainage report, stormwater management plan and other required information shall be submitted with the preliminary Site Plan application.

Section 6: PUD Site/Concept Plan Review Submittal Requirements

A Technical Review Committee application with required Site Plans and fees must be submitted to, and accepted by the Zoning Division prior to the deadlines set forth in the TRC “Schedule of Meetings”.

Incomplete applications or plans that do not include all required information will not be accepted. Please note that 24” x 36” drawings are preferred, oversized Site Plans must be justified.

6.1 PUD Site/Concept Plan Requirements

Applications for PUD Site/Concept Plan Approval must include eight (8) complete sets of plans. Please contact the Zoning Division for an application and checklist.

6.2 Required Information

In general, each plan shall be certified by an engineer registered in the State of South Carolina and shall, at a minimum, include the following information:

- A site plan drawing consisting of the following:
 1. Gross and net acreage of the project site.
 2. Location sketch of the project site in relation to the overall PUD.
 3. Types of dwelling units with total number of each type specified.
 4. Total number of dwelling units and net density for project site.
 5. Total acreage of open space and useable open space.
 6. Total acreage of water bodies.
 7. Existing and proposed contours at one foot intervals.
 8. Analysis of site hydrology showing calculations and proposed stormwater drainage facilities.
 9. Layouts and dimensions of existing and proposed street improvements on or adjacent to the project site.

10. Location of proposed lot lines with dimensions and lot sizes noted.

11. Information on existing trees in accordance with Article 3, Part 6 of the Zoning Ordinance.

- ❑ A circulation drawing showing all streets, sidewalks, pedestrian paths and bike paths, parking areas and associated landscaping, with paving material, size and type of proposed street trees, and ownership and maintenance of these facilities and improvements noted. This information may be combined with the Site Plan drawing.
- ❑ Site plans showing all proposed improvements in open space and recreational areas and an explanation of ownership and maintenance in accordance with Section 54-258 Management of Common Open Space and Improvements, in the Zoning Ordinance.
- ❑ Landscaping plan showing required and/or proposed buffering and screening with plant materials noted.

6.3 Additional Requirements

- ❑ Drainage basin study.

A preliminary drainage study and plan shall be required for all PUD's. A full basin study may be required as part of the preliminary drainage study and plan in basins with known drainage problems, as determined by the Engineering Division. The drainage study and plan shall be of sufficient detail to assess the preliminary sizing and location of all major drainage facilities proposed and the associated easements. The plan shall locate all existing easements and intended outfalls. The study and plan shall support compliance with all current drainage policies of the city.
- ❑ Traffic impact study

A full traffic study shall be required for PUD's, unless the Department of Traffic and Transportation deems that a traffic impact study is not required, on the basis of the department's prior studies, analysis, and evaluation of transportation facilities. Similarly, and depending on the type and size of the following projects, the Department of Traffic and Transportation may require a basic level of traffic impact study as opposed to a full traffic impact study.

Section 7: Subdivision Review Submittal Requirements

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

Incomplete applications or plans that do not include all required information will not be accepted. Please note that 24” x 36” drawings are preferred, oversized plans must be justified.

7.1 Subdivision Plan Requirements

Applications for subdivision approval must include eight (8) complete sets of subdivision plats/plans. TRC subdivision application and checklists are available at: www.charleston-sc.gov/trc. A City of Charleston Construction Activity Application may also be required (see City of Charleston Stormwater Design Standards Manual).

7.2 Required Information

In general, a Subdivision Plan shows the entire proposed residential subdivision. It is a graphic representation of a design solution for a proposed subdivision. The size and layout of lots and improvements and the proposed uses must conform to all requirements of the zoning regulations for the site. Subdivision Plans must be prepared by a surveyor or engineer (as applicable per the submittal type) registered in South Carolina. Subdivision Concept Plans and Preliminary Plats should be drawn at a scale of 1” = 100’ or greater. Subdivision Road Construction Plans should be drawn at a scale of 1” = 100’ or greater. Applications requiring a smaller scale, such as 1” = 100’, must gain prior approval from the TRC Chairman.

Concept Plan

Plan sets must include, at minimum, the following components:

- Title Sheet
- Aerial Photograph
- Survey/Existing Conditions
- Master Plan/Site Layout of the entire proposed subdivision development
- Open Space Plan
- Fire Protection Plan
- Preliminary Drainage Plan
- Preliminary Utility Plan
- Phase Plan
- Street Cross-Sections

Preliminary Plat

A Preliminary Plat may be a set of sheets or one sheet provided that the plat includes all pertinent notations, existing survey information and the proposed layout and size of all lots, streets, easements and other improvements, which must conform to all requirements of the zoning regulations for the site.

Road Construction Plans

Plan sets must include, at minimum, the following components:

- Title Sheet
- Plat/Survey
- Existing Conditions
- Erosion Control/Stormwater Pollution Prevention Plan & Tree Protection Plan
- Grading & Drainage Plan
- Roadway Plan and Profiles
- Open Space Plan (if applicable)
- Storm Drainage Profiles
- Traffic Control Plan
- Fire Protection Plan
- Landscape/Street Tree Plan
- Lighting Plan
- Street Cross-Sections
- Utility Plan
- Utility Profiles
- Details

Final Plat

Final Plats **are not reviewed by TRC** but are reviewed by the Plat Review Committee via a weekly plat review/recording process.

7.3 Additional Requirements

- Drainage basin study
 - A preliminary drainage study and plan shall be required for all single- and two-family developments requiring TRC subdivision review. A full basin study may be required as part of the preliminary drainage study and plan in basins with known drainage problems, as determined by the Engineering Division. The drainage study and plan shall be of sufficient detail to assess the preliminary sizing and location of all major drainage facilities proposed and the associated easements. The plan shall locate all existing easements and intended outfalls. The study and plan shall support compliance with all current drainage policies of the City.

- ❑ Traffic impact study
 - Developments where the total area to ultimately be developed permits 50 or more dwelling units, shall require a full traffic impact study unless the Department of Traffic and Transportation deems that a traffic impact study is not required, on the basis of the department's prior studies, analysis, and evaluation of transportation facilities. Similarly, and depending on the type and size of the single- or two-family development, the Department of Traffic and Transportation may require a basic level of traffic impact study as opposed to a full traffic impact study.
- ❑ Stormwater Requirements
 - Major Subdivision: A completed Construction Activity Application, review fee, drainage report, stormwater management plan and other required information shall be submitted with the subdivision application for Road Construction Plans.
 - Minor Subdivision: Consult with the Engineering Division to determine if MS4 stormwater requirements apply.
- ❑ 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 Preliminary Plat and Road Construction 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.

Section 8: Helpful Hints

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

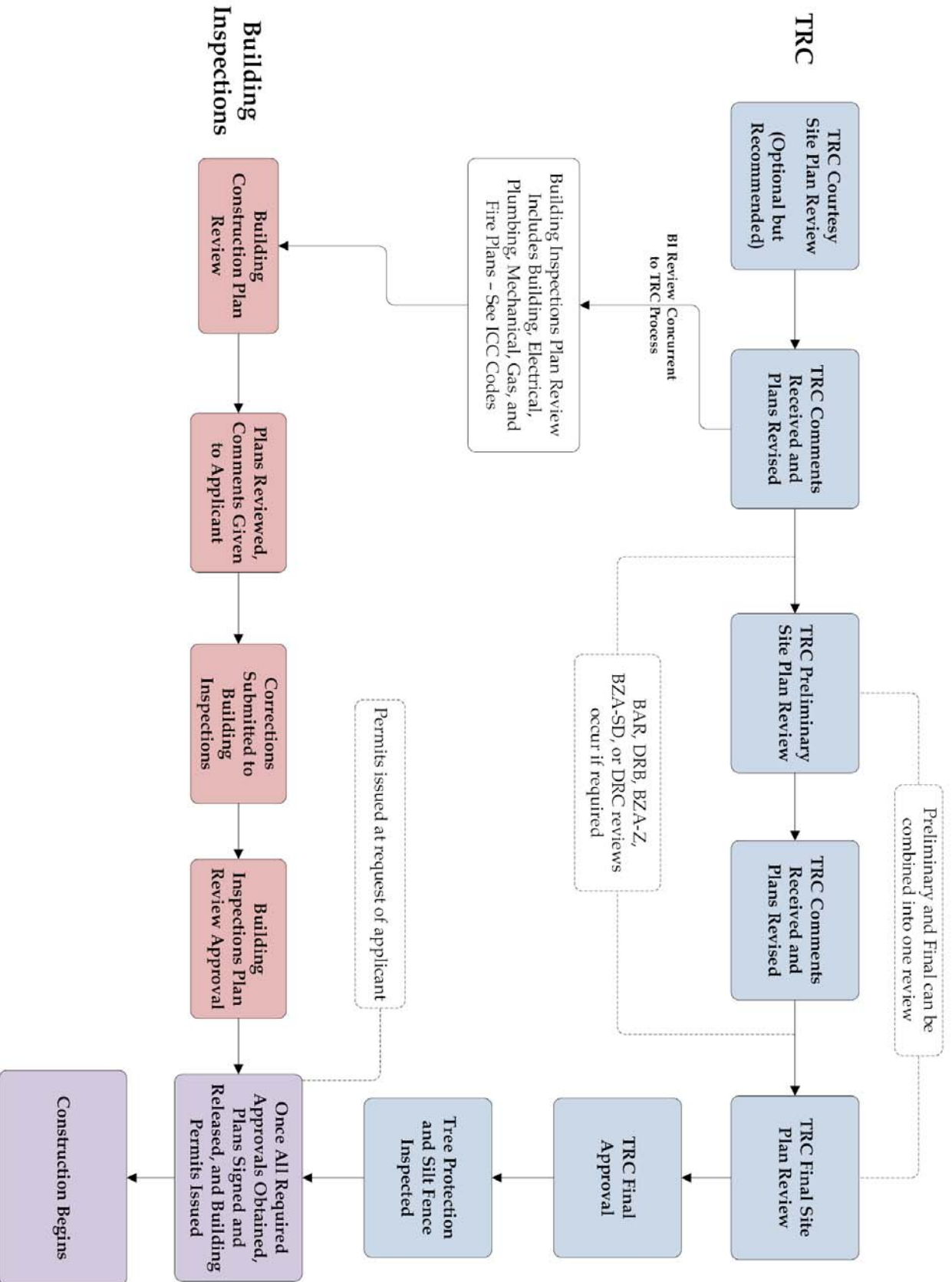
- a. All work within the right-of-way of state roads must be permitted by the SCDOT and all state permits must be obtained and submitted to TRC with the application for final approval. Therefore, applications for developments requiring SCDOT permits are advised to begin that review process concurrently with the TRC process.
- b. Improvements within any public right-of-way must include details on the TRC drawings specifying their design and construction see City of Charleston Public Improvement Standards and Specifications Design Manual. 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 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.
- e. **If a project is under the jurisdiction of the Board of Architecture Review, the 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.**

Please visit www.charleston-sc.gov/trc for more information regarding the TRC review process and for links to the following documents:

- 1. Technical Review Committee TRC Site Plan Application Form**
- 2. TRC Subdivision Application Form**
- 3. TRC Meeting Schedule**

Section 9: TRC Review Process Flowcharts

Technical Review Committee Site Plan Review Process



TRC Subdivision Review Process

Major Subdivision

- 5 or more lots or
- new/extended public or private ROW or
- certain improvements(s) w/in an existing street ROW or
- future public school site, park site, greenway corridor or open space site or
- ROW or easement for construction of a public water or sewer transmission line or
- situations that require construction documents to be reviewed prior to final plat approval in order to insure the public health, safety, and welfare.

Minor Subdivision

- 4 or fewer lots (with no new ROW) or
- a division of land where the conditions for major subdivision review are not present.

Pre-Application

Internal Staff Review

- Sketch plan. No fee/app required.
- Similar to TRC courtesy review.
- Call Zoning staff to discuss review schedule.

Concept Plan

TRC & Planning Commission

- Plan should show land use, street & block layout, prelim drainage, open space/civic, major utilities, street types, etc.,
- Traffic study required for 50+ units.
- Prelim drainage study required for 10+ acres.
- Submit fee, application, plan copies, pdf & above items to the Zoning Division by the published deadline.
- Concept Plans will be placed on a PC agenda; TRC will review plan prior to PC meeting to make recommendation (approval, disapproval, deferral or revise).

Development Plan

Preliminary Plat &
Road Construction Plans

TRC

- **Development Plan = Preliminary Plat & Road Construction Plans** (may submit separately or together).
- Submit application, fee & required materials to the Zoning Division by the published deadline. Submit MS4 stormwater requirements (if applicable) with subdivision application.
- TRC will review the Preliminary Plat and/or Road Plans and provide written comments.
- Revise Preliminary Plat and/or Road Plans as necessary and resubmit to TRC.

Preliminary Plat

TRC

Development Plan Approval

- Preliminary Plat: submit plat copies + pdf to the Zoning Division for stamping.
- Road Plans: Submit sets of road plans + pdf to Engineering for stamping and pay all applicable inspection fees.
- Install erosion control & tree barricades and call for inspections
- After inspections, pick up stamped plans from Eng.
- Begin and finish all infrastructure construction.

Final Plat

Plat Review Committee

Final Plat

Plat Review Committee

- Submit application/fee to the Zoning Division and 3 copies of draft final plat to the Engineering Division.
- Final plat review and recording process is a weekly staff review (Monday submittal = Friday review). Comments or approval notification will be emailed to the surveyor after Friday staff review.
- Revise plat as necessary and resubmit for weekly review or prepare final plat prints and submit required materials for recording.

Recording Materials to Engineering

Recording Materials to Engineering

- Submit required documentation (dedication package, lighting & street tree letters, bond, infrastructure survey, maintenance docs, etc), final plat prints & recording fee to Engineering Division. Engineering will record the plat at the RMC and will provide recording information to the surveyor.

**RECORD
PLAT**

VARIANCES

VARIANCES

VARIANCES

