



Town of Hilton Head Island
 Community Development Department
 One Town Center Court
 Hilton Head Island, SC 29928
 Phone: 843-341-4757 Fax: 843-842-8908
www.hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY	
Date Received:	_____
Accepted by:	_____
App. #: SUB	_____
Meeting Date:	_____

Applicant/Agent Name: _____ Company: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____ E-mail: _____
 Business License # _____
 Project Name: _____ Project Address: _____
 Parcel Number [PIN]: R _____
 Zoning District: _____ Overlay District(s): _____
 Proposed Number of Lots: _____

MAJOR SUBDIVISION (SUB) SUBMITTAL REQUIREMENTS – SIX (6) OR MORE LOTS
See LMO Appendix D-4

*Applicants may use this checklist as a guide - *These items are required at the time of submittal*

- ____ *Filing Fee (\$200 + \$10 per lot)
- ____ *Owner’s Consent
- ____ *Restrictive Covenants
- ____ *Property Deed/Title Source
- ____ *Open Space/Public Dedication

Written Narrative

- ____ *Specific Use Proposed
- ____ *Zoning District
- ____ *Number of Lots
- ____ *Phasing Plan
- ____ *Type of Recreational Uses
- ____ *Maintenance Responsibility
- ____ *Dedicated Improvements
- ____ Other Government Approvals
- ____ *Any Protected Species

Phasing Plan/Schedule Report

- ____ *Graphic Scale
- ____ *Number of Lots
- ____ *Open Space Calculations
- ____ *Site Improvements
- ____ *Public Dedication

Tree Protection

- ____ *Application
- ____ *Tree Survey (no older than 2 years)
- ____ *Written Narrative on Tree Protection
- ____ *Tree Tally Sheets

Landscape Plan

- ____ Planting Plan & Schedule

Site Lighting Plan

- ____ Graphic Scale
- ____ Location Plan
- ____ Light levels
- ____ Fixture Schedule
- ____ Manufacturer’s Photometric Data

Site Development Plan Set

- ____ *Name of Development
- ____ *Graphic Scale, North Arrow & Vicinity Sketch
- ____ *Tax Map & Parcel Number
- ____ *Date & Revisions
- ____ *HVAC and Utility Equipment
- ____ *Topographic Information
- ____ *Trees 6” Diameter & Over
- ____ *Existing Structures within 50 Feet
- ____ *Drainage Location
- ____ *Impervious Surface Calculations
- ____ *Open Space Calculations
- ____ *Setback and Buffer Areas
- ____ *Zoning Boundaries
- ____ *Wetlands Delineation
- ____ *FEMA Flood Zone Information
- ____ *Fire Hydrants and Fire Lanes
- ____ *Trash Receptacles & Enclosures
- ____ *Tree Protection Fencing along buffers
- ____ Archeological Information

(Continued on Back)

Subdivision Plat

- ____ *Name of Subdivision
- ____ *Number of Units
- ____ *Graphic Scale & North Arrow
- ____ *Flood Disclosure Statement
- ____ *Tax Map & Parcel Number
- ____ *Date & Revisions
- ____ *Vicinity Sketch
- ____ *Name of Owner
- ____ *FEMA Information
- ____ *Reference Meridian
- ____ *Location of Primary Control Points
- ____ *Existing & Proposed Boundary Lines
- ____ *Right-of-way Lines
- ____ *Proposed Street Names
- ____ *Easements, Purpose & Documentation
- ____ *Lots Numbered Consecutively & Use Noted
- ____ *Notation of Specific Reference Plat
- ____ *Computed Acreage of Each Lot
- ____ *Minimum Building Setback & Buffer Lines
- ____ *Original Seal & Signature
- ____ *Location & Calculation of Impervious Coverage
- ____ *Wetland Delineation (as appropriate)
- ____ *Existing Structures/Improvements
- ____ *Location & Calculation of Open Space
- ____ *Exterior Buffer & Wetland Buffer Statements

Encroachment Permit

- ____ SC Department of Transportation
- ____ Beaufort County
- ____ Town of Hilton Head Island

PSD

- ____ Water
- ____ Sewer

Army Corps of Engineers

- ____ *Wetlands Determination Letter (<5 years)
- ____ *Wetland Alteration Permit

NOTE: All Sheets in the Site Development Plan Set Must Show All Category I, III and IV Trees 6” Diameter & Over and All Category II Trees 8” Diameter & Over

- ____ *Grading, Paving, Drainage Plan
- ____ *Erosion Control Plan
- ____ *Water & Sewer Line Layout
- ____ *Septic or Waste System Layout
- ____ *Electric Line Layout (Inc. Lighting)
- ____ *Telephone & Cable Line Layout

Wetlands Alteration & Impact Analysis

- ____ *See Wetlands Alteration Application

Engineering

- ____ *Pre-Design Conf. w/Town Engineer
- ____ *Stormwater Calculations
- ____ *Checklist

OCRM Approval

- ____ Beach/Dune Activity
- ____ Tidal Wetlands
- ____ Land Disturbance

DHEC Approval

- ____ Water
- ____ Sewer
- ____ Air & Water Quality

Other

- ____ *Exterior Elevations
- ____ *Private ARB Approval
- ____ BCHD/DHEC Septic Tank Approval
- ____ Palmetto Electric Approval
- ____ Hargray/Time Warner Telephone Approval
- ____ Irrigation Plan

Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If so, a copy of the private covenants and/or restrictions must be submitted with this application. YES NO

Are there Protected Species located on the subject property? If so, provide documentation on how they will be protected during construction. YES NO

To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.

Applicant/Agent Signature: _____ Date: _____