



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:	_____
Linked App. #:	_____
Project Mgr:	_____

APPLICATION PACKET FOR COMMERCIAL BUILDING AND SITE REVIEW PERMIT

<input type="checkbox"/> New Structure(s)	<input type="checkbox"/> Addition	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Accessory
---	-----------------------------------	--------------------------------------	---------------------------------------	------------------------------------

Project Name: _____ Project Address: _____
 Parcel Number [PIN]: R _____ Project Acreage: _____
 Zoning District: _____ Overlay District(s): _____ Flood Zone: _____
 Land Owner Name: _____ Phone #: _____
 Address: _____ Email: _____

INSTRUCTIONS FOR COMPLETING APPLICATION:

A Staff Project Manager will be assigned to you to assist in processing this application and to be your only Point of Contact throughout the entire project. This Project Manager will also inform you of any boards that require review of the application, and will assist in determining which of the requirements of this application apply to the project.

This form is organized for different submissions at different times. The following explains which pages should be submitted for different phases of the project:

- Page 1: submitted in the beginning of the project for all general information on the project.
- Page 2: for Design Review Board approval (**Phase 1**), if applicable.
- Pages 3-6: for Site Plan approval (**Phase 2**). Fill out all pages in green.
- Pages 7-?: for Building Plan approval (**Phase 3**). Fill out all pages in blue.
- Pages 8-?: for Final Inspection, Sub Roster and Certificate of Occupancy (**Phase 4**) after the project is completed and all obligations to the Site Plans & Building Plans have been met. Fill out all pages in purple.

Fees:

Please see www.hiltonheadislandsc.gov for all Application fees. The Town accepts cash or check made Payable to Town of Hilton Head Island. Credit cards are accepted as payment for some items.

This form with its separate sections can be found on the Town's Website at www.hiltonheadislandsc.gov. You may print only those pages necessary for submission.

Digital Submissions are highly encouraged and may be accepted via email (send to cdic@hiltonheadislandsc.gov) or other electronic means.