



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](http://www.hiltonheadislandsc.gov)

<b>FOR OFFICIAL USE ONLY</b>
Permit. #: _____

## CERTIFICATE OF COMPLIANCE MINIMUM SUBMITTAL REQUIREMENTS

Applicant/Agent Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Business License # \_\_\_\_\_

- \_\_\_\_\_ An owner's notarized affidavit stating that all work has been done consistent with the applicants development permit and any applicable provisions of the Land Management Ordinance (LMO), plus a copy of the documents that clearly set forth the ownership and maintenance provisions and responsibilities for infrastructure improvements, amenities reflected under the approved plan and any open space areas as required;
- OR**
- \_\_\_\_\_ An owner's notarized affidavit stating that all work is substantially complete and the site is safe, accessible, and useable.
- \_\_\_\_\_ A registered engineer's (or landscape architect's) certification (signature over seal) stating completion of roads, parking, and utilities;
- OR**
- \_\_\_\_\_ A registered engineer's (or landscape architect's) signature over seal stating substantial completion of roads, parking, systems and utilities with attached list of incomplete items and estimated completion costs.
- \_\_\_\_\_ Stormwater BMP as built certification signature over seal (notarized; Town application form);
- \_\_\_\_\_ Certification of compliance with approved landscaping and tree planting plan by a registered landscape architect (signature over seal) or landscape contractor (notarized);
- OR**
- \_\_\_\_\_ Statement of substantial completion of approved landscaping & tree planting plan by a registered landscape architect (signature over seal) or landscape contractor (notarized) with attached list of unfinished items & estimated completion costs.
- \_\_\_\_\_ DHEC permits to operate water and sewer lines.
- \_\_\_\_\_ Public Service District or similar entity acceptance of completed water and sewer lines for permanent ownership, operation and maintenance.
- \_\_\_\_\_ Public entity acceptance of ownership and maintenance responsibility for dedicated roads and drainage systems where applicable.
- \_\_\_\_\_ One **As-Built** drawing with stamped (signature over seal) certification by a South Carolina registered land surveyor indicating accurate site conditions of pavements, parking spaces, utilities, structures and drainage. This must be submitted in both PDF and AutoCAD DWG format using 1988 vertical datum.
- \_\_\_\_\_ Any other applicable agencies' final certification (SCDOT, Beaufort County, USACOE, etc.)
- \_\_\_\_\_ Depending upon building design and construction type, other submittals may be requested (such as detailed specifications) during construction (to be determined by Town Staff).