



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. #: PAPP	_____
Meeting Date:	_____

Applicant/Agent Name: _____ Company: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____ E-mail: _____

Project Name: _____ Project Address: _____
 Parcel Number [PIN]: R _____
 Zoning District: _____ Overlay District(s): _____

PRE-APPLICATION (PAPP) SUBMITTAL REQUIREMENTS

Digital Submissions may be accepted via e-mail by calling 843-341-4757.

*To be filled out by Community Development Staff- Applicants may use this checklist as a guide
 All items are required at the time of submittal to be distributed for review.*

- _____ One Copy of the Project Narrative describing the scope of the project
- _____ One 11" X 17" inch Copy of the Conceptual Site Plan
- _____ Any additional information pertinent to the proposed project