



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. #: _____

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): _____

SMALL RESIDENTIAL DEVELOPMENT REVIEW SUBMITTAL REQUIREMENTS

The following items must be attached in order for this application to be complete:

- _____ Proof of ownership (property deed, title, or tax receipt)
- _____ Affidavit of ownership and hold harmless permission to enter property
- _____ Proof of an approved sewage disposal system for each home
- _____ Confirmation from Public Service District that water service is available to new home(s)
- _____ Four copies of a scaled and SEALED site plan showing property boundaries, roads, existing houses and their septic systems, proposed house and their septic system locations, driveways to existing and proposed houses, and all setbacks and buffers.
- _____ Copy of encroachment permit for any driveway additions or modifications within the right-of-way, if applicable
- _____ Copy of draft legal documents for access or other easements, if needed
- _____ Filing fee \$50 (plus \$10 per unit) cash or check made payable to the Town of Hilton Head Island

Note: Further documentation may be required upon review of the application.

Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If yes, a copy of the private covenants and/or restrictions must be submitted with this application. 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.

SIGNATURE

DATE