



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**

To be filled out by Community Development Staff- Applicants may use this checklist as a guide

**These items (if determined applicable by staff) are required at the time of submittal to be distributed for review.*

- _____ *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

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

- _____ *Name of Development
- _____ *Graphic Scale & North Arrow
- _____ *Tax Map & Parcel Number
- _____ *Date & Revisions
- _____ *Vicinity Sketch
- _____ *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
- _____ Archeological Information

Continued on Back)

Subdivision Plat

- ___ *Name of Subdivision
- ___ *Number of Units
- ___ *Graphic Scale & North Arrow
- ___ *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
- ___ *Flood Disclosure Statement

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 Set of Plans 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

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: _____

A notice of approval, approval with conditions, or notification of corrections and/or application deficiencies will be sent to the applicant by _____.