



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: _____

MINOR SUBDIVISION (SUB) SUBMITTAL REQUIREMENTS – ONE TO FIVE (1-5) 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.*

<p>____ *Filing Fee (\$100 + \$10 per lot) ____ *Owner’s Consent ____ *Restrictive Covenants ____ *Property Deed/Title Source ____ *Open Space/Public Dedication</p> <p>Tree Survey ____ *Category I, III and IV Trees 6” Diameter & Over (<2 years old) and Category II Trees 8” & Over</p> <p>Engineering ____ *Pre-Design Conf. w/Town Engineer ____ *Stormwater Calculations ____ *Checklist</p> <p>____ *Grading Plan ____ *Drainage & Erosion Control Plan</p> <p>OCRM Approval ____ Beach/Dune Activity ____ Tidal Wetlands ____ Land Disturbance</p> <p>DHEC Approval ____ Water ____ Sewer ____ Air & Water Quality</p>	<p>Subdivision Plat ____ *Name of Subdivision ____ *Number of Units ____ *Graphic Scale & North Arrow ____ *Tax Map & Parcel Number ____ *Date & Revisions ____ *Vicinity Sketch</p> <p>____ *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 and Use Noted ____ *Notation of Specific Reference Plat ____ *Computed Acreage of Each Lot ____ *Minimum Building Setback & Buffer Line ____ *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</p>
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(Continued on Back)

Encroachment Permit

- ___ SC Department of Transportation
- ___ Beaufort County
- ___ Town of Hilton Head Island

PSD

- ___ Water
- ___ Sewer

Other

- ___ 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 _____.