



**TOWN OF HILTON HEAD ISLAND**

**Non Conversion Statement**

**THIS FORM MUST BE FILED WITH THE BEAUFORT COUNTY REGISTER OF DEEDS.**

Register of Deeds  
Recording Information:

**OWNERS ACKNOWLEDGEMENT  
UNDER THE TOWN OF HILTON HEAD ISLAND MUNICIPAL ORDINANCE  
TITLE 15, CHAPTER 9 FLOOD DAMAGE CONTROLS**

I am the property owner of the property described on the attached. I acknowledge that an application has been made to construct or modify a structure in a Special Flood Hazard Zone.

*(NOTE: You must attach the legal Property Description and District-Map-Parcel No. information from Property Owner's Deed to this document, and file this document & attachment with the County Register of Deeds - \$15.)*

**Street Address:** \_\_\_\_\_

**District/Map/Parcel**  
**R** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I acknowledge that the Town of Hilton Head Island Municipal Ordinance, Title 15, Chapter 9 requires that all construction in a Special Flood Hazard Zone as designated on the Flood Insurance Rate maps dated September 29, 1986 be constructed in accordance with the following provisions.

1. That any enclosed area below the base flood zone of \_\_\_\_\_ will be used solely for the parking of vehicles, limited storage or access to the building and will never be used for human habitation without first becoming fully compliant with the Flood Damage Controls Ordinance in effect at the time of the conversion.
2. That all of the interior walls, ceilings and floors below the base flood elevation will be constructed of flood resistant materials.
3. That all mechanical, electrical and plumbing devices will be installed above the base flood elevation.
4. That the walls of the enclosed area below the base flood elevation will be equipped with at least two openings which allow the automatic entry and exit of flood water. The openings will be on two different walls with at least one square inch of free area for every square foot of enclosed space and have the bottom of the openings no more than on foot above grade.
5. That the structure may be subject to increased premium rates for flood insurance from the National Flood Insurance Program.

I acknowledge that I will not construct or convert the use of any construction in violation of these provisions.

\_\_\_\_\_  
**Signature of owner** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
Print owner's name as appears on Deed

The foregoing instrument was acknowledged before me by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification and who did not take an oath.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

My Commission expires: \_\_\_\_\_  
Please affix seal or stamp.