



Town of Hilton Head Island
 Engineering Division
 One Town Center Court
 Hilton Head Island, SC 29928
 Phone: 843-341-4600 Fax: 843-842-8587
www.hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY	
Date Received:	_____
Accepted by:	_____
App. #:DPR	_____
Meeting Date:	_____
NPDES Permit No.:	_____

LAND DISTURBANCE PERMIT APPLICATION

This permit is for the initiation of land disturbing activities that may be associated with other approved or permitted work. Submission of this application certifies that all site erosion, sediment, and pollution control BMPs have been installed and are ready for Town inspection. The approval of this permit does not obligate the Town of Hilton Head Island to issue a building permit or permit for site infrastructure improvements. This permit, and the associated installations, will not be authorized until all other Federal, State, and Local permits and approvals have been obtained, where applicable. Any violation of Federal, State or Town ordinances and permits can result in an immediate Stop Work Order or permit termination. A copy of this permit shall be available on-site at all times for reference by site operators and government officials.

Project Name: _____ Project Address: _____ Parcel Number [PIN]: _____ Owner/Permittee: _____ General Contractor: _____ Clearing/Grading Company: _____ Owner/Permittee Signature: _____	Disturbed Area (acres): _____ Hydraulic Distance to Coastal Receiving Water: _____ Name of Coastal Receiving Water Body _____ Email: _____ Phone: _____ Email: _____ Phone: _____ Email: _____ Phone: _____ Date: _____
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LAND DISTURBANCE PERMIT SUBMITTAL REQUIREMENTS

To be filled out by Applicants
 All items (if determined applicable by staff) are required at the time of submittal to be distributed for review.

- _____ THHI Stormwater Management and Sediment and Erosion Control Plan Review Checklist
- _____ Erosion, Sediment, and Pollution Control Plan

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



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LAND DISTURBANCE PERMIT APPLICATION: CERTIFICATIONS

The following documents have been completed and are included in the OS-SWPPP:

- Pre-Construction Conference Certification
 Contractor Certifications

The OS-SWPPP is located:

On Site OR* at _____

*OS-SWPPPs located off site must be delivered to the site within 30 minutes upon request by Federal, State or Town inspectors. You may be requested to provide electronic copies of inspection forms and other documentation as needed to ensure compliance.

SWPPP Inspector Information:
SWPPP INSPECTOR NAME (print): _____ CEPSCI # _____
SWPPP Company (if any): _____
INSPECTOR CELL PHONE: _____ OFFICE Phone: _____
E-Mail: _____
<i>As the SWPPP inspector for this project, I certify through my inspection for the site that all initial site sediment control and tree protection management practices have been properly installed per the approved project plans.</i>
SWPPP INSPECTOR SIGNATURE: _____

Owner/ Permittee Certifications:	Initial
This permit initiates the clearing and grading activities associated with other land disturbance and site development activities in accordance with all approved plans, permits, and regulations. Failure to obtain and comply with permits can result in fines, Stop Work Orders, or termination of this permit by the Town. The project must pass a final inspection by a Town Stormwater official, at which time this permit will be closed.	
When applicable, the Permittee will be responsible for providing a SWPPP Inspector to ensure compliance with the approved SWPPP. Inspections are conducted on a weekly basis and are recommended after every rain event in excess of 0.5". Repairs to or modifications of site BMPs must be made within 48 hours or less OR as noted by inspectors. No changes in inspection schedules are allowed without prior approval by the Town. Project owners are responsible for providing weekly SWPPP inspections until the project has passed a final inspection by a Town Stormwater Official.	
All contractors and sub-contractors conducting land disturbance activities or contributing to site conditions MUST complete a pre-construction meeting and certification form (may include painters, masons, drywall, landscapers) to ensure that they are aware of the site's permit conditions.	
Please refer to Town Ordinance § 156.043(l) AND the 2012 SCDHEC Construction General Permit for all reporting and compliance responsibilities. Failure to file inspection reports within the timeframe indicated constitutes a violation of Town ordinance. Falsifying inspection reports is a violation of Federal, State, and Local regulations.	
OWNER/ PERMITEE SIGNATURE: _____ DATE: _____	