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. #:DPR_____
Meeting Date: _____

Applicant/Agent Name: _____ Company: _____
Mailing Address: _____ City: _____ State: ____ Zip: _____
Telephone: _____ E-mail: _____ Bus. License #: _____
Project Name: _____ Project Address: _____
Parcel Number [PIN]: R_____ Zoning District: _____ Overlay District(s): _____

MINOR DEVELOPMENT PLAN REVIEW (DPR) SUBMITTAL

All items (if determined applicable by staff) are required at the time the application is submitted. Additional information may be required upon review of the application. See LMO Appendix D-7.

Digital Submissions are accepted via e-mail to cdic@hiltonheadislandsc.gov or to the Project Manager

_____ A Notarized Affidavit of Ownership and Hold Harmless Permission to Enter Property form.

_____ Stormwater Review Application form.

_____ A written narrative describing the scope of the project.

_____ A survey or drawing of the existing site **without the proposed improvements**. The survey must be drawn to a scale divisible by 10 (e.g. 1 inch = 20 feet) and must show the entire area of proposed disturbance plus 20 feet surrounding it. The survey must show all nearby property lines, building footprints, edges of drive aisles and parking lots, fences, and trees 6 inches in diameter and larger. If applicable, bordering streets, marshes, and beaches must also be shown.

_____ A site plan **with the proposed improvements**. The survey must be drawn to a scale divisible by 10 (e.g. 1 inch = 20 feet) and must show the entire area of proposed disturbance plus 20 feet surrounding it. Tree protection fencing needs to be shown along the edge of all required buffers and around trees to be protected during construction.

_____ Tree Tally Sheets, if trees will be removed.

_____ A Landscape Plan showing any propsed changes, if applicable.

_____ Copies of approvals from any outside agencies, Property Owners Associations, and/or Architectural Review Boards, if applicable.

_____ Filing Fee - $100 cash, credit card, or check made payable to the Town of Hilton Head Island.

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.

PRINTED NAME	SIGNATURE	DATE