



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](http://www.hiltonheadislandsc.gov)

|                              |            |
|------------------------------|------------|
| <b>FOR OFFICIAL USE ONLY</b> |            |
| Date Received:               | _____      |
| Accepted by:                 | _____      |
| Plat #:                      | PLAT _____ |

Applicant/Agent Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_  
 Parcel Number [PIN]: R \_\_\_\_\_

**PLAT STAMPING SUBMITTAL REQUIREMENTS**

Check the reason for the plat stamping request per LMO Section 16-1-104C. Activities Not Constituting Development:

- \_\_\_\_\_ **1. Transfer of Title.** A transfer of title not involving the division of land into separate parcels.
- \_\_\_\_\_ **2. Leases and Easements.** The creation or termination of leases and easements concerning development of land, or other rights
- \_\_\_\_\_ **3. Legal Exhibits and Documents.** The recording of any documents or plats expressly for the purposes of reference or attachment to a publicly recorded document when such recording does not result in subdivision of land into parcels. Such recording may include, but is not limited to, documents such as master deeds or covenants, or plats for mortgage or HUD filing purposes only.
- \_\_\_\_\_ **4. Combination or Recombination of Lots (1).** The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots comply with all standards of this Ordinance.
- \_\_\_\_\_ **5. Division of Land Into Five Acre or Larger Parcels.** The division of land into parcels of five acres or more where no new street is involved.
- \_\_\_\_\_ **6. Combination or Recombination of Lots (2).** The combination or recombination of entire lots of record where no new street or change in existing streets is involved.

*(Continued on Back)*

***To be filled out by Community Development Staff- Applicants shall use this checklist as a guide for what needs to be shown on the plat***

- \_\_\_\_\_ 4 inch by 4 inch Area on Plat for Approval Stamp
- \_\_\_\_\_ Owner of Record Signature
- \_\_\_\_\_ Property Deed/Title Source
- \_\_\_\_\_ Title (purpose of survey)
- \_\_\_\_\_ Vicinity Sketch
- \_\_\_\_\_ State & County Where the Property is Located
- \_\_\_\_\_ Who the Survey was Prepared For
- \_\_\_\_\_ Tax District, Map, & Parcel Number
- \_\_\_\_\_ Acreage of Parcel(s)
- \_\_\_\_\_ Address of Parcel(s) and Lot Number(s)
- \_\_\_\_\_ Road Access to the Property
- \_\_\_\_\_ Existing & Proposed Easements
- \_\_\_\_\_ Easement Documentation for New Easements
- \_\_\_\_\_ Date of Survey & Revision Date(s)
- \_\_\_\_\_ Graphic & Numeric Scale
- \_\_\_\_\_ North Arrow
- \_\_\_\_\_ Certification of Surveyor stating the "Class" of the Survey
- \_\_\_\_\_ Existing Monuments
- \_\_\_\_\_ Improvements
- \_\_\_\_\_ Surveyor's Embossed Seal, Signature, Address, & Registration Number
- \_\_\_\_\_ "S.C. Certificate of Authorization" Seal when Survey is done by a Corporation, Firm, Association, Partnership, or Other Such Entity
- \_\_\_\_\_ FEMA Flood Zone Information from Maps Effective 3-23-21 using NAVD88 datum
- \_\_\_\_\_ OCRM Critical Line
- \_\_\_\_\_ Airport Overlay District Notice, If Located within the District. (Refer to LMO Section 16-3-106.E.3.b for More Information)
- \_\_\_\_\_ Flood Disclosure Statement (Refer to LMO Section 16-5-112.B)
- \_\_\_\_\_ Reference Plats
- \_\_\_\_\_ Transfer Agreement

**proposed request? If so, a copy of the private covenants and/or restrictions must be submitted with this application.  YES  NO**

The applicant has the separate and independent obligation to give notice to, or obtain approval from, any applicable/necessary third parties in connection with the preparation or stamping of any plat.

To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete.

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.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE