



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. #: PPR	_____
Meeting Date:	_____

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

Project Name: _____ Project Address: _____
 Parcel Number [PIN]: R _____
 Zoning District: _____ Overlay District(s): _____

PUBLIC PROJECT REVIEW (PPR) SUBMITTAL REQUIREMENTS

Digital Submissions may be accepted via e-mail by calling 843-341-4757. The following items must be attached in order for this application to be complete:

_____ A written narrative addressing the following:

- The need for the project, with supporting documentation, specifically how the proposed public project will meet the needs, goals and implementation strategies of the Comprehensive Plan.
- The character of the proposed development as to its compatibility with the neighborhood in which it is proposed and with the pre-development characteristics of the site on which it is to be located.
- The general nature of the proposed development.

_____ A reference to and, where practical, graphic depiction of the location of the proposed development on Beaufort County tax map with parcel number; any overlay zoning districts as defined in Chapter 3; and any wetland or conservation district boundary line.

_____ A map of the Town showing the location of the project in relation to the road and pathway networks, and any other applicable feature such as location of Town parks.

_____ If applicable, a conceptual plan showing a preliminary sketch of the major elements of the proposed project.

- For example, a new street would best be depicted with a conceptual sketch of a cross section of the street (including sidewalks and/or pathways and landscaping) and a map showing the approximate location of the street. A proposed park would best be depicted with a sketch of the park and the major elements (eg. playground area, picnic area, ball field area, parking area, etc.) in a “bubble” format.

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.

 SIGNATURE

 DATE