



**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:	_____
App. #:	_____

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): \_\_\_\_\_

**SMALL RESIDENTIAL DEVELOPMENT REVIEW SUBMITTAL REQUIREMENTS –  
 See LMO Appendix D-8**

The following items must be attached in order for this application to be complete:

- \_\_\_\_\_ Proof of ownership (property deed, title, or tax receipt)
- \_\_\_\_\_ Affidavit of ownership and hold harmless permission to enter property
- \_\_\_\_\_ Proof of an approved sewage disposal system for each home
- \_\_\_\_\_ Confirmation from Public Service District that water service is available to new home(s)
- \_\_\_\_\_ One copy of a scaled and SEALED site plan showing property boundaries, roads, existing houses and their septic systems, proposed house and their septic system locations, driveways to existing and proposed houses, HVAC and utility equipment, all setbacks and buffers, and tree protection fencing delineated and labeled along the edge of all required buffers and trees to be protected during construction.
- \_\_\_\_\_ Copy of encroachment permit for any driveway additions or modifications within the right-of-way, if applicable
- \_\_\_\_\_ Copy of draft legal documents for access or other easements, if needed
- \_\_\_\_\_ Filing fee \$50 (plus \$10 per unit) cash or check made payable to the Town of Hilton Head Island

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

**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