



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:	_____
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 Zone Information
- _____ OCRM Stamp & Signature, If Located on Tidal Water
- _____ 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

Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the 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