



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 #: FC-	_____

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

Project Name: _____ Project Address: _____

Parcel Number [PIN]: R _____

Zoning District: _____ Historic Neighborhood: _____

Family Name: _____ Heirs' Property YES NO

Is property owned by an unbroken succession of family members since at least 1956 or bought by a family who has owned property since at least 1956? YES NO

NOTE: FAMILY COMPOUND APPLICATIONS ARE FAST-TRACKED.

FAMILY COMPOUND SUBMITTAL REQUIREMENTS

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

- _____ Certificate of Owner's Consent
- _____ Property Deed
- _____ A written narrative outlining the nature and details of the project, the form of ownership, and maintenance responsibility for all improvements up to the point of development.
- _____ Stormwater management calculations
- _____ Approval of all proposed street and development names
- _____ A boundary survey plat showing:

_____ Location of Primary Control Points	_____ Notation of Specific Reference Plats
_____ Graphic Scale & North Arrow	_____ Tax Map & Parcel Number
_____ Computed Acreage of Each Lot	_____ Original Seal & Signature of Surveyor
_____ Date & Revisions	

_____ A site development plan showing:

- | | |
|--|--|
| _____ Name of Family Compound | _____ Graphic Scale & North Arrow |
| _____ Flood Disclosure Statement | _____ Erosion Control Plan |
| _____ Grading, Paving, Drainage Plan | _____ Water & Sewer Line Layout |
| _____ Date & Revisions | _____ Septic or Waste System Layout |
| _____ Number, Location and dimensions of parking | _____ Electric Line Layout (Inc. Lighting) |
| _____ Delineation of zoning district boundary | _____ Telephone & Cable Line Layout |
| _____ Topographic Survey | _____ Fire Hydrant |
| _____ Grading, Paving, Drainage Plan | _____ Existing Structures/Improvements |
| _____ Location & Calculation of Impervious Coverage | _____ Notation of FEMA Flood Zone |
| _____ Minimum Building Setback & Buffer Lines | _____ First Floor Elevation of all Buildings |
| _____ Wetland Buffer and Wetland Buffer Statement | _____ Wetland Delineation (as appropriate) |
| _____ Tax Map & Parcel Number | |
| _____ Delineation of Airport Hazard Zone (as appropriate) | _____ Delineation of Archaeological features |
| _____ Location of driveways, buildings, pedestrian connections | |

Outside Agency Approvals (if applicable)

OCRM Approval

- _____ Beach/Dune Activity
- _____ Tidal Wetlands
- _____ Land Disturbance

PSD

- _____ Water
- _____ Sewer

DHEC Approval

- _____ Water
- _____ Sewer
- _____ Air & Water Quality
- _____ BCHD/DHEC Septic Tank Approval

OTHER

- _____ Palmetto Electric Approval
- _____ Hargray/Time Warner Telephone Approval
- _____ Airport Overlay- FAA Approval

Encroachment Permit

- _____ SC Department of Transportation
- _____ Beaufort County
- _____ 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

Are there Protected Species located on the subject property? If so, provide documentation on how they will be protected during construction. 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