



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. #: _____

**APPLICATION PACKET FOR
 MANUFACTURED HOUSING PERMIT**

Applicant	Home Owner
Name:	Name:
Phone:	Phone:
Mailing Address:	Mailing Address:
Email:	Email:
Lot Owner if different from Home Owner:	
Lot Owner mailing address:	
Lot Owner Email:	Lot Owner Phone:
Location Information	
Parcel Number (PIN) R _____	
Street Address:	
Lot Acreage:	Zoning District:
Is this new home occupying the exact footprint of a current placement? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide proof the removal of the previous home from Hilton Head Island.	
Installer Information	
Name:	License Number:
Home Information	
Serial Number:	Year Built:
Size (Exterior Dimensions):	Square Footage:
This home will be serviced by <input type="checkbox"/> Septic <input type="checkbox"/> Sewer *Please note that DHEC approval of the septic tank design OR a Letter of Service from the PSD (for homes connected to sewer) is required for submittal of this application.	
This home meets Wind Zone II requirements <input type="checkbox"/> Yes <input type="checkbox"/> No	
Disclaimer: The Town of Hilton Head Island assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.	
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.	
Home Owner Signature:	Date:
Applicant Signature:	Date:



**Town of Hilton Head Island
MANUFACTURED HOUSING APPLICATION
Minimum Requirements for Submittal**

PLACEMENT Requirements for the Town of Hilton Head Island

- Site plan (or survey with the items below drawn to scale) with the following:
 - Proposed location of the home. If the home is replacing another home, signed document that previous home will be removed from the site and moved to another location off island.
 - Applicable adjacent use and adjacent street setbacks and buffers
 - Access, existing easements, ROW or other to show legal access to the property
 - Driveway, parking places, stairs, utility equipment and HVAC
 - Septic system (if applicable)
 - Tidal or freshwater wetlands (if home is adjacent to a tidal marsh)
 - Show the Ocean and Coastal Resource Management (OCRM) Critical line
 - Obtain stamped approval from OCRM
 - Show wetland buffer of 20' plus 5' setback from buffer
- Proof of ownership of the home
 - A copy of the Bill of Sale for the home or
 - Copy of title showing the home has been signed over to you
- Home specifications regarding Wind Zone II
- Proof of ownership of the property where the home will be placed or Affidavit of Ownership Hold Harmless Permission to Enter Property:
 - If you own the property provide proof ownership:
 - Property deed or
 - Paid property tax receipt with your name on it
 - If you do not own the property, provide one of the following from the owner:
 - Affidavit of Ownership signed by the property owner or
 - Notarized letter from owner giving you permission to place your home on the property. The letter must include the tax district, map and parcel number.
- Proof of approved sewage disposal system:
 - Paid letter of Service from the PSD or
 - Approval of the septic system design from DHEC
- If your home is in the Special Flood Hazard Area, a flood zone determination will be written on your Placement Approval form. You must arrange for a surveyor to put up a benchmark before the home is delivered to show the installer how high the home must be elevated.
- Copy of encroachment permit, if required. If the road is a State road, this will be a SC DOT permit, if a County road, it will be a Beaufort County Permit, and if it is a town road, it will be a Town of Hilton Head permit.

Applicant Signature:

Date:



Town of Hilton Head Island
MANUFACTURED HOUSING APPLICATION
Minimum Requirements for Submittal

PERMIT Requirement for the Town of Hilton Head Island

- Copy of the Proof of Registration with Beaufort County
- Additional plans for site built items including
 - Foundation plan if the home will be permanently installed
 - Drawings of the stairs and landings if they are to be built on site
- \$25 Manufactured Housing Permit Fee
- Mechanical Certificates
 - Electrical
 - HVAC
- FOR NEW MANUFACTURED HOMES
 - Beaufort County Roads Impact Fee

Unit Size (sq. ft)	Fee
1,000 or less	\$1,551.00
1,001 to 1,250	\$1,939.00
1,251 to 1,500	\$2,284.00
1,501 to 1,750	\$2,585.00
1,751 to 2,000	\$2,844.00
2,001 to 2,500	\$3,231.00
2,501 to 3,000	\$3,576.00
3,001 to 3,500	\$3,835.00
3,501 to 4,000	\$4,093.00
4,001 or more	\$4,309.00

- Beaufort County Library Impact Fee

Unit Size (sq. ft)	Fee
1,000 or less	\$151.00
1,001 to 1,250	\$189.00
1,251 to 1,500	\$227.00
1,501 to 1,750	\$252.00
1,751 to 2,000	\$278.00
2,001 to 2,500	\$316.00
2,501 to 3,000	\$353.00
3,001 to 3,500	\$379.00
3,501 to 4,000	\$404.00
4,001 or more	\$417.00

- Town of Hilton Head Road Impact Fee
 - For homes less than 1,500 heated square feet \$635.00
 - For homes more than 1,500 heated square feet \$816.00

FINAL INSPECTIONS Requirement for the Town of Hilton Head Island

- Install the home on the lot per Town of Hilton Head requirements.
- Arrange for electrical services for your home. Do not connect power at this time.
- Connect electrical and HVAC system per Town of Hilton Head requirements.
- Obtain a Flood Elevation Certificate from a licensed surveyor, which certifies the elevation of the home.
- Provide the signed and notarized Mechanical Certificates from the electrician and the HVAC contractor and the Flood Elevation Certificate to the Community Development Department
- Arrange for final Town of Hilton Head inspections.

Applicant Signature:

Date:



Town of Hilton Head Island MANUFACTURED HOUSING APPLICATION Process Narrative

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Land Management Ordinance (LMO) requirements for obtaining application approval in the Town of Hilton Head Island. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the Town of Hilton Head Island's Land Management Ordinance. The Town of Hilton Head Island's Mission and Vision Statements help navigate staff to ensure that the goals outlined by Town Council are being met. As each project is being reviewed, Town staff will use the Mission Statement, Vision Statement, The Covenant for Hilton Head Island and the current Strategic Plan to guide their review. Compliance with these procedures will minimize delays and assure expeditious application review.

Please see the Town of Hilton Head Island Manufactured Housing Information Packet for more detailed information on the process of placing a manufactured home on Hilton Head Island.

Step 1: Obtain Approval of Water & Sewer	Applicant
The applicant shall obtain proof of water & sewer from South Carolina Department of Health and Environmental Control (DHEC) or local PSD.	
Step 2: Application Submittal	Applicant
An application for a Manufactured Housing Permit may be submitted by the landowner(s) of the land on which development is proposed or a person authorized in writing to submit the application on behalf of the landowner(s).	
Step 3: Staff Review and Action	Staff
On receiving an application, the Official shall review and make a final decision on the application.	
Step 4: Register the Home in Beaufort County	Applicant
Once the Approval for Placement has been received from the Town of Hilton Head, the Applicant shall register the home in Beaufort County.	
Step 5: Obtain Manufactured Home Building Permit	Applicant
The applicant will bring the proof of registration from Beaufort County back to the Town of Hilton Head to obtain a Manufactured Home Building Permit. Please note that this step requires additional items to be submitted to the Town of Hilton Head.	
Step 6: Install Home on the Lot	Applicant
Install the home on the lot per the Town of Hilton Head Island and State of South Carolina building requirements.	
Step 7: Inspections by the Town of Hilton Head	Staff
Once the home has been placed, the applicant will notify the town that it is ready for inspections. Town of Hilton Head Staff will inspect the home for safety and completeness.	
Step 8: Notify Palmetto Electric	Staff
Once the home passes all Town of Hilton Head inspections, Town of Hilton Head staff will notify Palmetto Electric to have the power turned on.	