



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. #: SUB	_____
Meeting Date:	_____

Applicant/Agent Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Business License # \_\_\_\_\_  
 Project Name: \_\_\_\_\_ Project Address: \_\_\_\_\_  
 Parcel Number [PIN]: R \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Overlay District(s): \_\_\_\_\_  
 Proposed Number of Lots: \_\_\_\_\_

**MINOR SUBDIVISION (SUB) SUBMITTAL REQUIREMENTS – ONE TO FIVE (1-5) LOTS**  
 See LMO Appendix D-5

*To be filled out by Community Development Staff- Applicants may use this checklist as a guide*  
*\*These items (if determined applicable by staff) are required at the time of submittal to be distributed for review.*

- \_\_\_\_\_ \*Filing Fee (\$100 + \$10 per lot)
- \_\_\_\_\_ \*Owner's Consent
- \_\_\_\_\_ \*Restrictive Covenants
- \_\_\_\_\_ \*Property Deed/Title Source
- \_\_\_\_\_ \*Open Space/Public Dedication

**Site Development Plan Set**

- \_\_\_\_\_ \*Name of Development
- \_\_\_\_\_ \*Electric Line Layout (Inc. Lighting)
- \_\_\_\_\_ \*Graphic Scale, North Arrow & Vicinity Sketch
- \_\_\_\_\_ \*Tax Map & Parcel Number
- \_\_\_\_\_ \*Date & Revisions
- \_\_\_\_\_ \*Telephone & Cable Line Layout
- \_\_\_\_\_ \*HVAC and Utility Equipment
- \_\_\_\_\_ \*Topographic Information
- \_\_\_\_\_ \*Grading, Paving, Drainage Plan
- \_\_\_\_\_ \*Existing Structures within 50 Feet
- \_\_\_\_\_ \*Erosion Control Plan
- \_\_\_\_\_ \*Impervious Surface Calculations
- \_\_\_\_\_ \*Open Space Calculations
- \_\_\_\_\_ \*Setback and Buffer Areas
- \_\_\_\_\_ \*Archeological Information
- \_\_\_\_\_ \*Wetlands Delineation
- \_\_\_\_\_ \*FEMA Flood Zone Information
- \_\_\_\_\_ \*Fire Hydrants and Fire Lanes
- \_\_\_\_\_ \*Trash Receptacles & Enclosures
- \_\_\_\_\_ \*Water & Sewer Line Layout
- \_\_\_\_\_ \*Septic or Waste System Layout
- \_\_\_\_\_ \*Tree Protection Fencing along Required Buffers

**Landscape Plan**

- \_\_\_\_\_ Planting Plan & Schedule

**Site Lighting Plan**

- \_\_\_\_\_ Graphic Scale
- \_\_\_\_\_ Location Plan
- \_\_\_\_\_ Light levels
- \_\_\_\_\_ Fixture Schedule
- \_\_\_\_\_ Manufacturer's Photometric Data

***NOTE: All Sheets in the Site Development Plan Set Must Show All Category I, III and IV Trees 6" Diameter & Over and All Category II Trees 8" Diameter & Over***

**Engineering**

- \_\_\_\_\_ \*Pre-Design Conf. w/Town Engineer
- \_\_\_\_\_ \*Stormwater Calculations
- \_\_\_\_\_ \*Checklist

*(Continued on Back)*

**Subdivision Plat**

- \_\_\_ \*Name of Subdivision
- \_\_\_ \*Number of Units
- \_\_\_ \*Graphic Scale & North Arrow
- \_\_\_ \*Tax Map & Parcel Number
- \_\_\_ \*Date & Revisions
- \_\_\_ \*Vicinity Sketch
- \_\_\_ \*Name of Owner
- \_\_\_ \*FEMA Information
- \_\_\_ \*Reference Meridian
- \_\_\_ \*Location of Primary Control Points
- \_\_\_ \*Existing & Proposed Boundary Lines
- \_\_\_ \*Right-of-way Lines
- \_\_\_ \*Proposed Street Names
- \_\_\_ \*Easements, Purpose & Documentation
- \_\_\_ \*Lots Numbered Consecutively & Use Noted
- \_\_\_ \*Notation of Specific Reference Plat
- \_\_\_ \*Computed Acreage of Each Lot
- \_\_\_ \*Minimum Building Setback & Buffer Lines
- \_\_\_ \*Original Seal & Signature
- \_\_\_ \*Location & Calculation of Impervious Coverage
- \_\_\_ \*Wetland Delineation (as appropriate)
- \_\_\_ \*Existing Structures/Improvements
- \_\_\_ \*Location & Calculation of Open Space
- \_\_\_ \*Exterior Buffer & Wetland Buffer Statements
- \_\_\_ \*Flood Disclosure Statement

**Encroachment Permit**

- \_\_\_ SC Department of Transportation
- \_\_\_ Beaufort County
- \_\_\_ Town of Hilton Head Island

**Wetlands Alteration & Impact Analysis**

- \_\_\_ \*See Wetlands Alteration Application

**PSD**

- \_\_\_ Water
- \_\_\_ Sewer

**OCRM Approval**

- \_\_\_ Beach/Dune Activity
- \_\_\_ Tidal Wetlands
- \_\_\_ Land Disturbance

**DHEC Approval**

- \_\_\_ Water
- \_\_\_ Sewer
- \_\_\_ Air & Water Quality

**Other**

- \_\_\_ BCHD/DHEC Septic Tank Approval
- \_\_\_ Palmetto Electric Approval
- \_\_\_ Hargray/Time Warner Telephone Approval
- \_\_\_ Irrigation Plan

**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

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.

Applicant/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A notice of approval, approval with conditions, or notification of corrections and/or application deficiencies will be sent to the applicant by \_\_\_\_\_.