



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. #:DPR	_____
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): _____

MINOR DEVELOPMENT PLAN REVIEW (DPR) SUBMITTAL

Digital Submissions may be accepted via e-mail by calling 843-341-4757.

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

- _____ Affidavit of Ownership and Hold Harmless Permission to Enter Property
- _____ Written narrative describing the scope of the project
- _____ Four copies of a survey or plan of area of the property being affected by this application showing existing topography, all trees 6 inches in diameter and larger, all improvements, and if applicable the location of bordering streets, marshes and beaches
- _____ A Landscape Plan showing any changes being proposed, if applicable
- _____ Copy of approval from any outside agencies, if applicable
- _____ Copy of approval from Property Owners Association and/or Architectural Review Board, if applicable
- _____ Filing Fee - \$100 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