

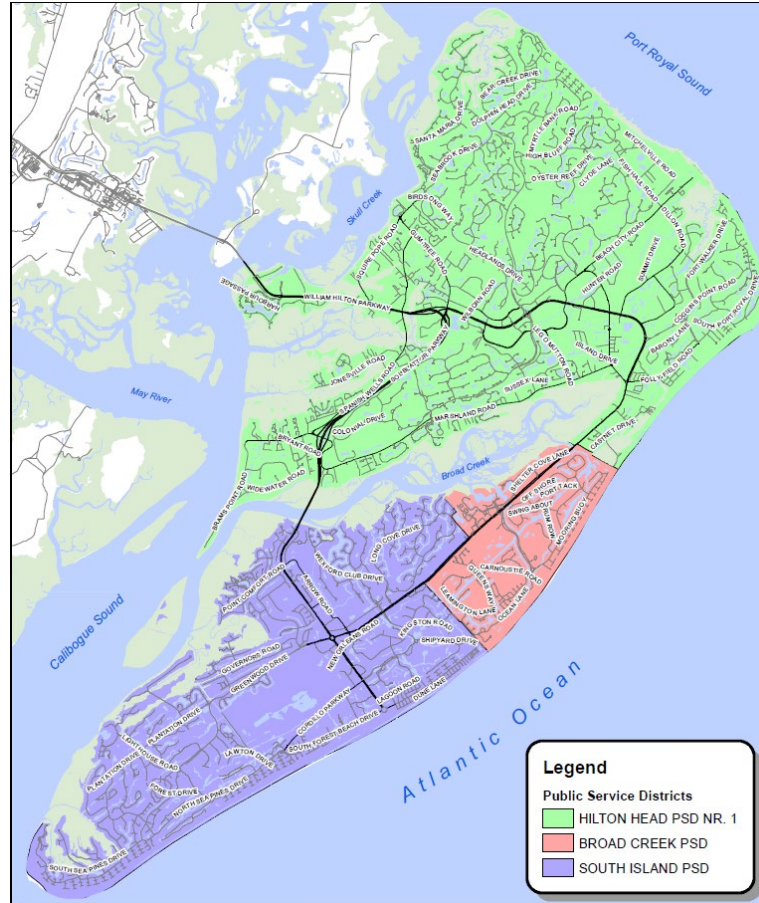


Town of Hilton Head Island Manufactured Home Installation Guide

Step 1: Obtain approval of water and sewer system.

Please note that a home address for the location of the future home is required prior to obtaining approval of water and sewer systems. Please fill out the applicable form(s).

- For connection to public water and/or sewer system, contact your Public Service District (PSD) and obtain a Paid Letter of Service (See Town of Hilton Head PSD Map. **(Fees Apply)**)



- Hilton Head PSD NR 1 - 843-681-5525
 - Broad Creek PSD - 843-785-7582
 - South Island PSD - 843-785-6224
- For installation of a septic system, contact the South Carolina Department of Health and Environmental Control (DHEC) at 843-846-1030 for approval of the design of the septic system. **(Fees Apply)**

Step 2: Obtain placement approval from the Town of Hilton Head Island.

Step 3: Register the home in Beaufort County.

Step 4: Obtain Manufactured Home Building Permit from the Town of Hilton Head Island.

Step 5: Install the home at the approved location.

Step 6: Final inspections from The Town of Hilton Head Island.



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Step 2: Obtain placement approval from the Town of Hilton Head Island.

- Site plan or survey of the property showing the following: **(Design Studio can assist with this step)**
 - 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
- Completed Town of Hilton Head Island Manufactured Home Application
- 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 (from Step 1):
 - Paid letter of Service from the PSD or
 - Approval of the septic system design from DHEC
- For homes in 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. State roads require a SC DOT permit, County roads require a Beaufort County Permit, and town roads require a Town of Hilton Head Island permit. Please see **following pages** for more information on roads.

Step 3: Register the home in Beaufort County.

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Town of Hilton Head Island Manufactured Home Installation Guide

State Owned	County Owned	Town Owned
SCDOT Beaufort 843-524-7255	Neil Desai 843-255-2740	Jeff Buckalew 843-341-4772
Archer Road	Arrow Road (WHP to N Orleans)	Adrianna Lane (for 300' south of WHP)
Arrow Rd (Pal. Bay to Helmsman)	Barrier Beach Cove	Alex Patterson Road
Arrow Rd (WHP to Target)	Bay Pines Drive	Arrow Rd. (Helmsman to Archer)
Arrow Rd (Target to Archer)	Bay Pines Road	Augusta Lane
Avocet Road	Beach City Road (WHP to Mathews)	Automobile Place
Azalea Street	Ben White Drive	Bayberry Lane
Baygall Road	Bittern Street (NFB Dr to Dune)	Blazing Star Lane
Beach City Rd (Mathews to end)	Bluebell Lane	Bobwhite Lane
Bittern Street (Lagoon to NFB Dr)	Bow Circle	C Heinrichs Circle
Blue Heron Point Road	Bradley Circle	Cassina Lane
Bradley Beach Road	Brown Court	Castnet Drive
Camellia Street	Bryant Road (W. of Muddy Creek Rd.)	Chamberlin Drive
Coligny Circle	Burkes Beach Road	Cooperative Way
Cordillo Parkway	Cardinal Road	Dogwood
Deallyon Avenue	Caesar Place	Dove Street (N. Forest Bch. To Lagoon)
Dillon Road	Chisholm Place	Dunnagans Alley (Arrow to Wexford)
Dune Lane (Ibis to Jacana)	Corpus Christi	Egret Street (N. Forest Bch. To Lagoon)
Dunnagans Alley (PBay to Arrow)	Cotton Point Circle	Elderberry Lane
Executive Park Road	Curlew Road	Electric Avenue
Fish Haul Road (s of Baygall Rd)	Dianah's Drive (except 350' segment crossing R500-011-000-0128)	Exchange Street
Folly Field Rd (WHP to Starfish)	Dove St. (N. Forest Bch. To Dune Lane)	Firethorn Lane
Folly Field Rd (Starfish to Isl. Bch Park)	Dune Lane (Avocet to Ibis)	Flamingo Street (Park Rd. to Lagoon)
Gardenia Street	Eagin Court	Fresh Market Shoppes Driveway (off-island driveway from US 278 Bus. To far side of Hargray access road)
Ghost Crab Way	Egret Street (N Forest Bch to Dune Lane)	Gannet Street (Park Rd. To Lagoon)
Gum Tree Rd (Squire Pope to W. Horse)	Elizabeth Road	Haig Point Circle
Gum Tree Rd (WHP to W. Horse)	Fergusons Lane	Hargray Access Road (from Fresh Market Shoppes d/w above to 110' past Queens Way CL)
Helmsman Way	Fish Haul Rd (N of Baygall Road)	Heron Street (N. Forest Bch. To Lagoon)
Ibis St (Lagoon to NFB Dr)	Flamingo Street (N Forest Bch to Dune)	Hickory Lane
Jacana Street	Gannet Street (N Forest Bch to Dune)	Honey Horn Drive
Kings Court	Gardner Drive	Hospital Center Blvd (from Bch City Rd to N. of Main Street)
Lagoon Road	Gateway Circle	Humane Way
Marshland Road	Gibson Drive	Indigo Run Dr (WHP to Pembroke incl. circle)
Marshland Lane	Heron Street (N Forest Bch to Dune)	Jarvis Park Road
Mathews Drive	Hunter Road	Juniper Lane
Mimosa Street	Ibis Street (N Forest Bch to Dune)	Kirby Lane (east of centerline)
Mitchelville Road (n. of Baygall Rd.)	Indian Trail	Laurel Lane
Mitchelville Road (s. of Baygall Rd.)	Island Drive	Lemoyne Avenue
Moonshell Road	Jenkins Road	Mac Donough Lane
Nautilus Road	Jessica Drive	Mallard St (n of N. Forest Bch. Dr)
North Forest Beach Drive	Jonesville Road	Mingo Way
Office Way	Katie Miller Road (N. of Caesar Place)	Myrtle Lane
Old Wild Horse Road	Korber Court	Nassau Street



Town of Hilton Head Island Manufactured Home Installation Guide

State Owned (cont.)	County Owned (cont.)	Town Owned (cont.)
Oleander Street	Leg O'Mutton Road	Nature's Way (Jarvis Park Rd. to Augusta Rd.)
Paddleboat Lane	Marblehead Road	North Main Street
Palmetto Bay Road	Mitchelville Rd (from 1035' S of Baygall Rd. to southern Fish Haul Rd. intersection)	Oak Park Drive
Periwinkle Lane	Muddy Creek Road	Office Park Road
Point Comfort Circle	Murray Avenue (paved portion)	Otter Hole Road
Point Comfort Road	Mystic Drive	Pelican Street (N of N. Forest Bch. Dr.)
Pope Avenue	Namon Road	Power Alley
Row Boat Road	Nature's Way (Pembroke Dr to Augusta Rd)	Queens Way (N. of US 278 Bus. To Hargray d/w)
Sand Dollar Road (Seahorse to end)	Nazarene Road	Rhiner Drive
Sea Horse Way	Ned Court	Roadrunner Lane
Sea Olive Road	New Orleans Road	Sandpiper St. (N. of N. Forest Bch. Dr)
Sea Pines Circle	Nicholls Court	Sea Oak Lane
Singleton Beach Rd (up to and incl. bridge across The Folly only)	Northridge Drive	Song Sparrow Lane (Pt. Comfort Rd. to Kingbird Ln)
Sol Blatt Jr Cross Island Parkway	Oakview Road	Summit Drive
South Forest Beach Drive	Oak Marsh Drive	Tanglewood Drive
Spanish Wells Road	O'Connor Road	Town Center Court
Squire Pope Road	Palmetto Bay Business Park	Thompson Street
Squiresgate Road	Palmetto Parkway	Viola Road
Target Road	Park Road	Wanderer Lane
Union Cemetery Road	Pembroke Drive	Wild Horse Rd (from WHP to Old Wild Horse Rd)
Wilborn Road (WHP to School Rd)	Pensacola Place	Wiley Road
Wild Horse Road	Rebecca Circle	
Wm Hilton Pkwy (XIP to SP Circle)	Saint Augustine Place	
Wm Hilton Pkwy (Bridge to XIP)	Sand Dollar Road (Starfish to Sea Horse)	
Woodhaven Drive	Sandy Beach Trail	
Woodhaven Lane	Sea Front Lane	
	Shamrock Circle	
	Shore Crest Lane	
	Simmons Road	
	Southwood Park Drive	
	Starfish Drive	
	Surfwatch Way	
	Thomas Cohen Drive	
	Wexford Drive (from WHP up to and incl. circle)	
	Wright Place	



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✓ Step 2: Obtain placement approval from the Town of Hilton Head Island.

Step 3: Register the home in Beaufort County.

Take the following information to the Beaufort County Building Department at 100 Ribaut Road in Beaufort between 8am and 5pm Monday through Friday. The number is 843-255-2065. (Please note that registration is only available in person at this time) **(Fees apply)**

- A copy of the Community Development Placement Approval from the Town of Hilton Head Island
- Proof of Ownership of the home
 - A copy of the Bill of Sale of the home or
 - Title or proof that you have applied for the title from the Department of Motor Vehicles
- Paid Letter of Service from the PSD or approval of the Septic Design system from DHEC
- Specifications regarding Wind Zone II

Step 4: Obtain Manufactured Home Building Permit from the Town of Hilton Head Island.

Step 5: Install the home at the approved location.

Step 6: Final inspections from The Town of Hilton Head Island.



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Step 4: Obtain Manufactured Home Building Permit from the Town of Hilton Head Island

Bring the following item to the Community Development Information Center at Town Hall:

- A copy of the Beaufort County Registration
- 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
 - Please note that any deck 30 inches above grade will require a general contractor to install the deck per South Carolina state law.
- \$25 permit fee
- A Manufactured Home Placement Affidavit signed by the home owner and the manufactured home installer.
- FOR NEW MANUFACTURED HOMES
 - Beaufort County Impact Fees (total due for county is \$2,221.00)
 - Parks \$627.00
 - Roads \$1,126.00
 - Library \$468.00
 - Town of Hilton Head Island Transportation Impact Fee: \$410.00
 - Town of Hilton Head Island Impact Fee for homes
 - Less than 1,500 heated square feet: \$635.00
 - More than 1,500 heated square feet: \$816.00

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Step 6: Final inspections from The Town of Hilton Head Island.



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Step 5: Install the home at the approved location.

- Install your home on the lot
 - The installer must have a South Carolina License for Manufactured Home Installation and a Town of Hilton Head Island Business License
 - The home must be installed in the correct location as shown on the site survey. Please note that failure to do so may result in relocation of the home to the agreed upon area. In doing so, the owner will incur additional fees for relocation of the home.
 - The bottom of the chassis and all equipment servicing the home must be elevated to the base flood elevation of +3 feet or 13', whichever is higher.
 - There must be a landing and steps in compliance with the Town's Building Codes at each exterior door.
 - Please note that a deck or stair landing over 30 inches in height requires a Residential Builder or Contractor.
- Arrange for electric service to your home with Palmetto Electric at 843-681-5551 (**Fees apply**)
- Connect the electrical wiring and HVAC system:
 - You **MUST** hire a SC Licensed Electrician to connect your hose to the service pole The ditch for the wiring from the pole to the home must be left uncovered until after the Town's inspection.
 - You **MUST** also hire a SC Licensed Mechanical Contractor to connect the HVAC system and
 - Mechanical Certificates must be filled out and signed by the Electrician and Mechanical Contractor performing the work (one certificate for each).
- 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
- The Address must be posted on the home in compliance with Town of Hilton Head Island regulations (3" minimum height) and the county registration sticker must be in the front window.
- Arrange for an inspection by the Town of Hilton Head Island Building Division. Call 843-341-4757 to arrange an inspection.
 - If your file is complete and all required documents are on hand, the inspection will take place the following business day **AFTER** the inspection is requested.
 - You must be present at the inspection.
 - Please have the Manufactured Home Installation Manual available.

Step 6: Final inspections from The Town of Hilton Head Island.



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After the home passes inspection, the Town of Hilton Head Island will notify Palmetto Electric to have the power turned on. Congratulations on your new home!