



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)

FOR OFFICIAL USE ONLY	
Date Received:	_____
Accepted by:	_____
App. #: APL	_____
Meeting Date	_____

**APPLICATION PACKET FOR  
 APPEAL OF LMO OFFICIAL DETERMINATION**

Applicant	Property Owner
Name:	Name:
Phone:	Phone:
Mailing Address:	Mailing Address:
Email:	Email:
Town Business License # (if applicable):	
Appeal Information	
Decision Being Appealed:	
Date of Decision:	
Basis for the Right to Appeal:	
Ground of the Appeal (including citation of any applicable LMO Sections relied upon):	
Statement of the specific decision requested of the review body:	
<b>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.</b>	
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.	
Property Owner Signature:	Date:
Applicant Signature:	Date:



**Town of Hilton Head Island**  
**APPEAL OF LMO OFFICIAL DETERMINATION**  
**Minimum Requirements for Submittal**

- An Application Review Fee as determined by the Town of Hilton Head Island Master Fee Schedule. Checks payable to Town of Hilton Head Island.
- A written narrative explaining in detail the appeal requested and the reasons why an appeal should be granted. Digital plat showing the streets covered in the application.
- Submittal of any applicable plats, tree surveys, photographs or information that would pertain to the application for appeal.

An appeal to the Board of Zoning Appeals must be made within 14 calendar days after notice of the decision being appealed by an aggrieved person. A person is aggrieved if there is some special or particularized injury to that person or that person's property resulting from the decision or written interpretation. The following can be appeals to the Board of Zoning Appeals:

- Minor Deviations to a PUD
- Natural Resources Permits
- Wetlands Alterations Permits
- Certificates of Compliance
- Written Interpretations
- Any action to enforce the provisions of the Land Management Ordinance

An appeal to the Planning Commission must be made within 14 calendar days after notice of the decision being appealed. A person may appeal to the Planning Commission, who is the owner of the land to which the decision specifically applies or any other party in interest, who alleges that the Official erred in making the decision. The following can be appeals to the Board of Zoning Appeals:

- Family Compound
- Family Subdivision
- Subdivision Review
- Development Plan Review
- Small Residential Development Review
- Development Project Name Review

An appeal to the Design Review Board must be made within 14 calendar days after notice of the decision being appealed by an aggrieved person. A person is aggrieved if there is some special or particularized injury to that person or that person's property resulting from the decision or written interpretation. The following can be appeals to the Design Review Board:

- Minor Corridor Review
- Minor Sign Permit

**Applicant Signature:**

**Date:**