



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 #: FS-	_____

Applicant/Agent Name: _____ Company: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____ E-mail: _____

Project Name: _____ Project Address: _____

Parcel Number [PIN]: R _____

Zoning District: _____ Historic Neighborhood: _____

Family Name: _____ Heirs' Property YES NO

Is property owned by an unbroken succession of family members since at least 1956 or bought by a family who has owned property since at least 1956? YES NO

NOTE: FAMILY SUBDIVISION APPLICATIONS ARE FAST-TRACKED.

FAMILY SUBDIVISION SUBMITTAL REQUIREMENTS

The following items must be attached in order for this application to be completed:

- _____ Certificate of Owner's Consent
- _____ Notarized affidavit signed by all participants agreeing to become a Family Subdivision
- _____ Notarized affidavit that all participants are family members per Sec. 16-2-103.X.2.a.iii
- _____ Certification signed by surveyor with the source of title of owners of land to be subdivided or copy of deed (to be recorded as a Family Subdivision)
- _____ A written narrative outlining the nature and details of the project, the form of ownership, and maintenance responsibility for all improvements up to the point of development.
- _____ Stormwater management calculations
- _____ Approval of all proposed street and development names
- _____ A subdivision plat showing:

_____ Name of Subdivision	_____ Notation of FEMA Flood Zone
_____ Graphic Scale & North Arrow	_____ Grading, Paving, Drainage Plan

- | | |
|---|---|
| <input type="checkbox"/> Flood Disclosure Statement | <input type="checkbox"/> Erosion Control Plan |
| <input type="checkbox"/> Tax Map & Parcel Number | <input type="checkbox"/> Water & Sewer Line Layout |
| <input type="checkbox"/> Date & Revisions | <input type="checkbox"/> Septic or Waste System Layout |
| <input type="checkbox"/> Vicinity Sketch | <input type="checkbox"/> Electric Line Layout (Inc. Lighting) |
| <input type="checkbox"/> Name of Owner | <input type="checkbox"/> Telephone & Cable Line Layout |
| <input type="checkbox"/> Reference Meridian | <input type="checkbox"/> Fire Hydrant |
| <input type="checkbox"/> Location of Primary Control Points | <input type="checkbox"/> Existing Structures/Improvements |
| <input type="checkbox"/> Existing & Proposed Boundary Lines | <input type="checkbox"/> Right-of-way Lines |
| <input type="checkbox"/> Location & Calculation of Impervious Coverage | <input type="checkbox"/> Street Names |
| <input type="checkbox"/> Easements, Purpose & Documentation | <input type="checkbox"/> Lots Numbered Consecutively & Use Note |
| <input type="checkbox"/> Notation of Specific Reference Plats | <input type="checkbox"/> Computed Acreage of Each Lot |
| <input type="checkbox"/> Minimum Building Setback & Buffer Lines | <input type="checkbox"/> Original Seal & Signature of Surveyor |
| <input type="checkbox"/> Wetland Buffer and Wetland Buffer Statement | <input type="checkbox"/> Wetland Delineation (as appropriate) |
| <input type="checkbox"/> Location & Calculation of Open Space (if applicable) | |
| <input type="checkbox"/> Delineation of Airport Hazard Zone (as appropriate) | |

Outside Agency Approvals (if applicable)

OCRM Approval

- Beach/Dune Activity
 Tidal Wetlands
 Land Disturbance

PSD

- Water
 Sewer

DHEC Approval

- Water
 Sewer
 Air & Water Quality
 BCHD/DHEC Septic Tank Approval

OTHER

- Palmetto Electric Approval
 Hargray/Time Warner Telephone Approval

Encroachment Permit

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

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

Are there Protected Species located on the subject property? If so, provide documentation on how they will be protected during construction. 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.

 PRINTED NAME

 SIGNATURE

 DATE