



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. #: 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: _____

MAJOR SUBDIVISION (SUB) SUBMITTAL REQUIREMENTS – SIX (6) OR MORE LOTS
 See LMO Appendix D-4

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 (\$200 + \$10 per lot)
- _____ *Owner's Consent
- _____ *Restrictive Covenants
- _____ *Property Deed/Title Source
- _____ *Open Space/Public Dedication

Written Narrative

- _____ *Specific Use Proposed
- _____ *Zoning District
- _____ *Number of Lots
- _____ *Phasing Plan
- _____ *Type of Recreational Uses
- _____ *Maintenance Responsibility
- _____ *Dedicated Improvements
- _____ Other Government Approvals

Phasing Plan/Schedule Report

- _____ *Graphic Scale
- _____ *Number of Lots
- _____ *Open Space Calculations
- _____ *Site Improvements
- _____ *Public Dedication

Tree Protection

- _____ *Application
- _____ *Tree Survey (no older than 2 years)
- _____ *Written Narrative on Tree Protection
- _____ *Tree Tally Sheets

Landscape Plan

- _____ Planting Plan & Schedule

Site Lighting Plan

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

Site Development Plan Set

- _____ *Name of Development
- _____ *Graphic Scale, North Arrow & Vicinity Sketch
- _____ *Tax Map & Parcel Number
- _____ *Date & Revisions
- _____ *HVAC and Utility Equipment
- _____ *Topographic Information
- _____ *Trees 6" Diameter & Over
- _____ *Existing Structures within 50 Feet
- _____ *Drainage Location
- _____ *Impervious Surface Calculations
- _____ *Open Space Calculations
- _____ *Setback and Buffer Areas
- _____ *Zoning Boundaries
- _____ *Wetlands Delineation
- _____ *FEMA Flood Zone Information
- _____ *Fire Hydrants and Fire Lanes
- _____ *Trash Receptacles & Enclosures
- _____ *Tree Protection Fencing along buffers
- _____ Archeological Information

(Continued on Back)

Subdivision Plat

- ____ *Name of Subdivision
- ____ *Number of Units
- ____ *Graphic Scale & North Arrow
- ____ *Flood Disclosure Statement
- ____ *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

Encroachment Permit

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

PSD

- ____ Water
- ____ Sewer

Army Corps of Engineers

- ____ *Wetlands Determination Letter (<5 years)
- ____ *Wetland Alteration Permit

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

- ____ *Grading, Paving, Drainage Plan
- ____ *Erosion Control Plan
- ____ *Water & Sewer Line Layout
- ____ *Septic or Waste System Layout
- ____ *Electric Line Layout (Inc. Lighting)
- ____ *Telephone & Cable Line Layout

Wetlands Alteration & Impact Analysis

- ____ *See Wetlands Alteration Application

Engineering

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

OCRM Approval

- ____ Beach/Dune Activity
- ____ Tidal Wetlands
- ____ Land Disturbance

DHEC Approval

- ____ Water
- ____ Sewer
- ____ Air & Water Quality

Other

- ____ *Exterior Elevations
- ____ *Private ARB Approval
- ____ 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: _____