



**TOWN OF BLUFFTON
BOARD OF ZONING APPEALS APPLICATION**

Growth Management Customer Service Center
20 Bridge Street
Bluffton, SC 29910
(843) 706-4522
www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name:		Name:	
Phone:		Phone:	
Mailing Address:		Mailing Address:	
E-mail:		E-mail:	
Town Business License # (if applicable):			
Project Information			
Project Name:		<input type="checkbox"/> Variance	<input type="checkbox"/> Special Exception
Project Location:		<input type="checkbox"/> Administrative Appeal	
Zoning District:		Acreage:	
Tax Map Number(s):			
Project Description:			
Request:			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Two (2) paper copies and digital files of applicable plans and/or documents depicting the subject property. <input type="checkbox"/> 2. Project Narrative and digital file describing reason for application and compliance with the criteria in Article 3 of the UDO. <input type="checkbox"/> 3. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.			
Note: A Pre-Application Meeting is required prior to Application submittal.			
Disclaimer: The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.			
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:	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF BLUFFTON BOARD OF ZONING APPEALS APPLICATION PROCESS NARRATIVE

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and [Unified Development Ordinance \(UDO\)](#) requirements for obtaining application approval in the Town of Bluffton. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the Town of Bluffton's UDO. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1. Pre-Application Meeting	Applicant & Staff
Prior to the filing of a Board of Zoning Appeals Application, the Applicant is required to consult with the UDO Administrator at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by the UDO.	
Step 2. Application Check-In Meeting	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant may submit the Board of Zoning Appeals Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator will review the submission for completeness.	
Step 3. Review by UDO Administrator	Staff
If the UDO Administrator determines that the Board of Zoning Appeals Application is complete, it shall be forwarded to the Board of Zoning Appeals (BZA).	
Step 4. Board of Zoning Appeals Meeting & Public Hearing	Applicant, Staff & Board of Zoning Appeals
The Board of Zoning Appeals (BZA) shall hold a Public Hearing and review the application for compliance with the criteria and provisions in the UDO. The BZA may issue an order of approval, approval with conditions, or denial of the application.	
Step 5. Issue Order on Variance, Special Exception, or UDO Administrator Appeal	Staff & Board of Zoning Appeals
The BZA shall issue an order within 30 days of action on a Variance, Special Exception, or an UDO Administrator Appeal.	