





## TOWN OF BLUFFTON CERTIFICATE OF CONSTRUCTION COMPLIANCE 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.

<b>Step 1. Application Submittal</b>	<b>Applicant &amp; Staff</b>
The Applicant shall submit the Certificate of Construction Compliance Application and required submittal materials.	
<b>Step 2. Review by UDO Administrator</b>	<b>Staff</b>
If the UDO Administrator determines that the Certificate of Construction Compliance Application is complete, it shall be reviewed for compliance with the criteria and provisions in the UDO, as well as local, state, and federal regulations. The UDO Administrator may approve, approve with conditions (Temporary Certificate of Construction Compliance), or deny the application.	
<b>Step 3. Issue Certificate of Compliance</b>	<b>Staff</b>
If the Certificate of Construction Compliance Application is in compliance with the criteria and provisions in the UDO, as well as local, state, and federal regulations, the UDO Administrator shall issue the Certificate of Construction Compliance.	