



**TOWN OF BLUFFTON
ANNEXATION 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:		Acreage:	
Project Location:			
Existing Zoning:		Proposed Zoning:	
Tax Map Number(s): R_ _ _ - _ _ - _ _ _ - _ _ _ _ ; R_ _ _ - _ _ - _ _ _ - _ _ _ _ R_ _ _ - _ _ - _ _ _ - _ _ _ _ ; R_ _ _ - _ _ - _ _ _ - _ _ _ _			
Project Description:			
Select Annexation Method (see Annexation Policy and Procedures Manual):			
<input type="checkbox"/> 100 Percent Petition and Ordinance Method		<input type="checkbox"/> 75 Percent Petition and Ordinance Method	<input type="checkbox"/> 25 Percent Elector Petition and Election Method
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Completed Annexation Petition(s) and digital files. <input type="checkbox"/> 2. Project Narrative and digital file per the attached Annexation Application Checklist. <input type="checkbox"/> 3. Parcel Information and digital file per the attached Annexation Application Checklist. <input type="checkbox"/> 4. Concurrent Applications and digital files per the attached Annexation Application Checklist. <input type="checkbox"/> 5. All information required on the attached Application Checklist. <input type="checkbox"/> 6. 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 ANNEXATION APPLICATION PROCESS NARRATIVE

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and applicable ordinance 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 ordinances, policies and procedures. Compliance with these procedures will minimize delays and assure expeditious application review.

Consistent with South Carolina law, the Town of Bluffton regards annexation as a voluntary process and does not initiate annexation. Annexation of privately owned property is authorized in the following methods:

1. 100 percent freeholder petition and ordinance method [§5-3-150(3)];
2. 75 percent freeholder petition and ordinance method [§5-3-150(1)]; and
3. 25 percent elector petition and election method [§5-3-300 to 5-3-315].

Step 1. Pre-Application Meeting	Applicant & Staff
Prior to the filing of an Annexation Application, the Applicant is required to consult with the UDO Administrator or their designee at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by Town of Bluffton applicable ordinances.	
Step 2. Application Check-In Meeting	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the Annexation Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness.	
Step 3. Review by UDO Administrator	Staff
If the UDO Administrator determines that the Annexation Application is complete, the application shall advance as prescribed in the Town of Bluffton's Annexation Policy and Procedure Manual.	



TOWN OF BLUFFTON ANNEXATION APPLICATION CHECKLIST

In accordance with the Town of Bluffton Annexation Policies & Procedures Manual, the following information shall be included as part of an Annexation application submitted for review. This checklist is intended to assist in the provision of the minimum documentation necessary to demonstrate compliance with Town of Bluffton policies and procedures. Upon review of the submitted application by Town Staff, additional information may be required. The use of this checklist by Town Staff or the Applicant shall not constitute a waiver of any requirement contained in the Annexation Policies & Procedures Manual. Applicants are encouraged to work closely with Town Staff in preparing any application prior to submittal.

Narrative.
1. Contact information for property owner(s), applicant, attorney and any other applicable consultant/firm.
2. If the applicant is not the property owner, a letter of agency from the property owner authorizing the applicant to act on behalf of the property owner.
3. Reason for annexation request and anticipated benefits.
4. Parcel numbers and acreage of each.
5. Existing structure(s).
6. Current Special Districts (overlay, tax, and/or conservation).
7. Current Beaufort County Zoning District(s) and Land Use(s).
8. Proposed Zoning District(s) and Land Use(s).
9. Current versus Proposed Zoning District and Land Use Comparison.
10. Consistency with the Town of Bluffton Comprehensive Plan, Future Annexation Area Map, and Future Land Use Map.
11. Estimate of current population of Annexation Area.
12. Current utility service providers.
Parcel Information.
1. Deed(s) recorded with the Beaufort County Register of Deeds.
2. Plat(s) recorded with the Beaufort County Register of Deeds.
3. Covenants and Restriction(s) recorded with the Beaufort County Register of Deeds.
4. Easement(s) recorded with the Beaufort County Register of Deeds.
5. Agreement(s) recorded with the Beaufort County Register of Deeds.
6. Any other Document(s) recorded with the Beaufort County Register of Deeds.
7. Location Map of proposed Annexation Area showing: <ul style="list-style-type: none"> a) Existing Structures; b) Current Beaufort County Zoning District(s); and c) Adjacent Property Owners.
8. Zoning verification letter from Beaufort County providing: <ul style="list-style-type: none"> a) Current Beaufort County Zoning; and b) Special Districts such as Overlays.
9. Parcel History letter from Beaufort County providing: <ul style="list-style-type: none"> a) Special Districts such as, but not limited to, Tax Increment Finance District, Assessment District, and Multi-County Industrial Park; b) Any application(s) submitted for the past 10 years and the current status of the application; and c) Any zoning, land development, building, or county code violation(s) for the past 10 years and the current status of the violation.
10. Photographs of: <ul style="list-style-type: none"> a) Existing Structures and Land Use; and b) Adjacent Property.



**TOWN OF BLUFFTON
ANNEXATION
APPLICATION CHECKLIST**

Concurrent Applications.

1. Zoning Map Amendment application and required submittal items.
2. Other concurrent applications, as applicable:
 - a) Comprehensive Plan Amendment application and required submittal items;
 - b) Development Agreement application and required submittal items;
 - c) Concept Plan application and required submittal items; and/or
 - d) Master Plan application and required submittal items.

**SIGN AND RETURN THIS CHECKLIST WITH THE APPLICATION SUBMITTAL
ALL SUBMITTALS MUST BE COLLATED AND FOLDED TO 8-1/2" X 11"**

By signature below I certify that I have reviewed and provided the minimum submittal requirements listed above, including any additional items requested by the Town of Bluffton Staff. Any items not provided have been listed in the project narrative with an explanation as to why the required submittal item has not been provided or is not applicable. Further, I understand that failure to provide a complete, quality application or erroneous information may result in the delay of processing my application(s).

Signature of Property Owner or Authorized Agent

Date

Printed Name