





## TOWN OF BLUFFTON PLANNED UNIT DEVELOPMENT (PUD) CONCEPT PLAN 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. Pre-Application Meeting</b>	<b>Applicant &amp; Staff</b>
Prior to the filing of a Planned Unit Development (PUD) Concept Plan 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.	
<b>Step 2. Application Check-In Meeting</b>	<b>Applicant &amp; Staff</b>
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant may submit the PUD Concept Plan Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator will review the submission for completeness.	
<b>Step 3. Review by UDO Administrator &amp; Development Review Committee</b>	<b>Staff</b>
If the UDO Administrator determines that the PUD Concept Plan Application is complete, it shall be forwarded to the Development Review Committee (DRC). The DRC shall review the application and prepare written comments for review with the Applicant.	
<b>Step 4. Development Review Committee Meeting</b>	<b>Applicant &amp; Staff</b>
A public meeting shall be held with the Applicant to review the DRC Staff Report and discuss the application. The Applicant will be encouraged to address comments, if any, and resubmit the application materials. The application shall be forwarded to the Planning Commission (PC).	
<b>Step 5. Planning Commission Meeting &amp; Planning Commission Public Hearing</b>	<b>Applicant, Staff &amp; Planning Commission</b>
The PC shall hold a Public Hearing and review the PUD Concept Plan Application for compliance with the criteria and provisions in the UDO. The PC may recommend that Town Council approve, approve with conditions, or deny the application.	
<b>Step 6. Town Council Meeting- 1<sup>st</sup> Reading</b>	<b>Applicant, Staff &amp; Town Council</b>
Town Council shall review the PUD Concept Plan Application for compliance with the criteria and provisions in the UDO. Town Council may approve, approve with conditions, table, or deny the application at 1 <sup>st</sup> Reading.	
<b>Step 7. Town Council Meeting- 2<sup>nd</sup> and Final Reading &amp; Public Hearing</b>	<b>Applicant, Staff &amp; Town Council</b>
Town Council shall hold a Public Hearing and review the PUD Concept Plan Application for compliance with the criteria and provisions in the UDO. Town Council may approve, approve with conditions, table, or deny the application at 2 <sup>nd</sup> and Final Reading.	
<b>Step 8. PUD Concept Plan Approval</b>	<b>Staff</b>
If Town Council approves the PUD Concept Plan Application, the UDO Administrator shall issue an approval letter to the Applicant.	