



TOWN OF BLUFFTON
DESIGNATION OF CONTRIBUTING STRUCTURE

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:			
Zoning District:			
Tax Map Number(s):			
Project Description:			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. <input type="checkbox"/> 2. Comprehensive color photograph documentation of the interior and exterior of the structure. <input type="checkbox"/> 3. Documentation demonstrating the age and historical or architectural significance of the structure. <input type="checkbox"/> 4. 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 DESIGNATION OF CONTRIBUTING STRUCTURE 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 Designation of Contributing Structure 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 a Designation of Contributing Structure 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 Designation of Contributing Structure Application is complete, it shall be forwarded to the Historic Preservation Commission (HPC).	
Step 4. Historic Preservation Commission Public Hearing	Applicant, Staff & Historic Preservation Commission
The Historic Preservation Commission (HPC) shall hold a public hearing and review the Designation of Contributing Structure Application for compliance with the criteria and provisions in the UDO. The HPC may recommend that Town Council approve, approve with conditions, or deny the application.	
Step 5. Town Council Meeting – 1st Reading	Applicant, Staff & Town Council
Town Council shall review the Designation of Contributing Structure Application for compliance with the criteria and provisions in the UDO. Town Council may approve, approve with conditions, or deny the application at 1 st Reading.	
Step 6. Town Council Meeting – 2nd and Final Reading & Public Hearing	Applicant, Staff & Town Council
Town Council shall hold a Public Hearing and review the Designation of Contributing Structure Application for compliance with the criteria and provisions in the UDO. Town Council may approve, approve with conditions, or deny the application at 2 nd and Final Reading.	
Step 7. Listing on Inventory of Historic Places	Staff
If the Town Council approves the Designation of Contributing Structure Application, the UDO Administrator shall add the Contributing Structure to the Inventory of Historic Places.	