



**TOWN OF BLUFFTON  
DEVELOPMENT AGREEMENT APPLICATION**

Growth Management Customer Service Center  
20 Bridge Street  
Bluffton, SC 29910  
(843)706-4522  
www.townofbluffton.sc.gov  
[applicationfeedback@townofbluffton.com](mailto: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"/> New	<input type="checkbox"/> Amendment
Project Location:			
Zoning District:		Acreage:	
Tax Map Number(s): R _____ ; R _____ R _____ ; R _____			
Project Description:			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. One (1) paper copy and digital file of the draft Development Agreement. <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.			
<b>Note: A Pre-Application Meeting is required prior to Application submittal.</b>			
<b>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.</b>			
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 DEVELOPMENT AGREEMENT APPLICATION PROCESS NARRATIVE

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures, South Carolina Local Government Development Agreement Act, 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 South Carolina Local Government Development Agreement Act or 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 Development Agreement 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 South Carolina Local Government Development Agreement Act and 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 Development Agreement 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</b>	<b>Staff</b>
If the UDO Administrator determines that the application is complete, it shall be forwarded to Town Council.	
<b>Step 4. Town Council Meeting- Referral to Negotiating Committee</b>	<b>Applicant, Staff &amp; Town Council</b>
Town Council may refer the Development Agreement Application and corresponding applications to the Negotiating Committee (NC) for review. The application may then be placed upon the next available NC agenda.	
<b>Step 5: Negotiating Committee Meetings</b>	<b>Applicant, Staff &amp; Negotiating Committee</b>
The NC shall hold as many meetings as necessary with the Applicant to identify and negotiate any necessary terms for the Development Agreement Application and concurrent applications. NC shall forward the negotiated terms and recommendation of approval, approval with conditions, or denial of the application to the Planning Commission (PC) and Town Council. The application is then placed upon the next available PC agenda.	
<b>Step 6. 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 application for compliance with the criteria and provisions in the South Carolina Local Government Development Agreement Act and UDO. The PC may recommend that Town Council approve, approve with conditions, or deny the application.	
<b>Step 7. Town Council Meeting- 1<sup>st</sup> Reading</b>	<b>Applicant, Staff &amp; Town Council</b>
Town Council shall review the application for compliance with the criteria and provisions in the South Carolina Local Government Development Agreement Act and UDO. Town Council may approve, approve with conditions, table, or deny the application at 1 <sup>st</sup> Reading.	
<b>Step 8. 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 application for compliance with the criteria and provisions in the South Carolina Local Government Development Agreement Act and UDO. Town Council may approve, approve with conditions, table, or deny the application at 2 <sup>nd</sup> and Final Reading.	
<b>Step 9. Development Agreement Approval</b>	<b>Applicant, Staff &amp; Mayor</b>
If Town Council approves the Development Agreement Application, the Mayor and Applicant shall sign the Development Agreement and the Applicant shall record the document with the Beaufort County Register of Deeds.	