TOWN OF BLUFFTON
SITE FEATURE HISTORIC DISTRICT APPLICATION

Growth Management Customer Service Center
20 Bridge Street
Bluffton, SC 29910
(843)706-4510
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:	
Project Location:	
Zoning District:	Acreage:
Tax Map Number(s): R_ _ _ - _ _ _ - _ _ _ _ - _ _ _ _ ; R_ _ _ - _ _ _ - _ _ _ _ - _ _ _ _ R_ _ _ - _ _ _ - _ _ _ _ - _ _ _ _ ; R_ _ _ - _ _ _ - _ _ _ _ - _ _ _ _	
Project Description:	

Minimum Requirements for Submittal

- ☐ 1. Two (2) copies of the Site and/or Architectural Plans.
- ☐ 2. Digital files required.
- ☐ 3. Material samples and color swatches for all proposed materials.
- ☐ 4. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO.
- ☐ 5. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.

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
SITE FEATURE- OLD TOWN BLUFFTON HISTORIC DISTRICT (HD) 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 Unified Development Ordinance. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1. Application Submittal	**Applicant**
The Applicant shall submit the Site Feature-HD Application and required submittal materials.	
Step 2. Review by UDO Administrator	**Staff**
If the UDO Administrator determines that the Site Feature-HD Application is complete, it shall be reviewed for compliance with the criteria and provisions in the UDO. The UDO Administrator may approve, approve with conditions, or deny the application.	
Step 3. Issue Site Feature-HD Permit	**Staff**
If the Site Feature-HD Application is in compliance with the criteria and provisions in the UDO, the UDO Administrator shall issue the Site Feature-HD Permit.	