



## TOWN OF BLUFFTON STORMWATER WAIVER APPLICATION CHECKLIST

In accordance with the Town of Bluffton [Unified Development Ordinance \(UDO\)](#), the following information shall be included as part of a Stormwater Waiver application submitted for review. This checklist is intended to assist in the provision of the minimum documentation necessary to demonstrate compliance with the UDO. Depending on the proposal, the amount and type of documentation will vary. 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 UDO. Applicants are encouraged to work closely with Town Staff in preparing any application prior to submittal.

**NOTE:** Letter should be addressed to the UDO Administrator for the Stormwater Waiver documentation. Please contact Town Staff for questions and additional information.

### General Information.

1. Name and address of property owner.
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. Project name and/or name of development.
4. A written waiver request addressed to the UDO Administrator which states the specific waiver being sought and addresses the following areas of consideration:
  - a) What exceptional circumstances to the site are evident?
  - b) What unnecessary hardship is being caused?
  - c) How will denial of the waiver be inconsistent with the intent of the article?
5. Documentation of exceptional circumstances and/or technical infeasibilities on site, to include, but may not be limited to, engineering calculations, geologic reports, hydrologic analyses, and site maps.
6. Documentation to quantify that stormwater management strategies have been used to the maximum extent technically feasible and a determination the minimum stormwater management requirements cannot be met through the combination of on-site and off-site stormwater management measures.
7. Documentation to show what unnecessary hardship is caused by the strict application of the minimum stormwater management requirements, and how this places an unfair burden on the particular piece of property that would effectively prohibit or unreasonably restrict the utilization of the property.

### **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