

**TOWN OF BLUFFTON ORDINANCE NO. 2012-03  
FISCAL YEAR 2013 BUDGET**

**TO PROVIDE FOR THE LEVY OF TAX FOR THE TOWN OF BLUFFTON FOR THE FISCAL YEAR BEGINNING JULY 1, 2012 AND ENDING JUNE 30, 2013; TO PROVIDE FOR EXECUTION OF AND TO PUT INTO EFFECT THE CONSOLIDATED BUDGET; AND TO PROVIDE BUDGETARY CONTROL OF THE TOWN'S FISCAL AFFAIRS.**

**BE IT ORDERED AND ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA:**

**SECTION 1. APPROPRIATION.**

Funds are hereby appropriated as shown in the Consolidated Budget, the documents attached hereto and incorporated for reference as Attachments A, B, C, D, and E establishing a Consolidated Budget of \$16,299,680 consisting of the General Fund budget of \$10,514,990; the Stormwater Fund of \$1,868,830, the Capital Improvements Program Fund of \$2,560,000; and the Debt Service Fund of \$1,355,860.

**SECTION 2. ESTABLISHMENT OF PROPERTY TAX LEVY.**

A tax to cover the period from July 1, 2012, through June 30, 2013, inclusive, for the sums and in the manner hereinafter mentioned, is and shall be levied, collected and paid into the Treasury of the Town of Bluffton for its uses at a rate of mills on assessed value of real estate and personal property of every description in the Town of Bluffton, except such property as is exempt from taxation under the United States Constitution and laws of the State of South Carolina. Said tax levy shall be collected by Beaufort County Treasurer and paid into the County Treasury for the credit of the Town of Bluffton for its corporate purposes a general fund levy of 35.7 mills and a debt service fund levy of 2.3 mills for at a total levy of 38 mills.

**SECTION 3. ESTABLISHMENT OF A MASTER FEE SCHEDULE.**

A Master Fee Schedule listing all fees charged by the Town for Fiscal Year 2013 is included and incorporated for reference as Attachment F.

**SECTION 4. OUTSTANDING BALANCE APPROPRIATION AND ENCUMBRANCES.**

The unobligated balance remaining from the prior fiscal year hereby remains in the fund and will be available for Fiscal Year 2013 appropriations.

Fiscal Year 2012 encumbrances of the Fund Balance will be provided for through a subsequent amendment of this budget ordinance to increase the funds from previous years and increase the appropriated budget expenditures.

## **SECTION 5. TRANSFER OF FUNDS AND AMENDMENTS.**

The Town Manager or his designee is authorized to transfer any sum from one budget line item to another or from one department or division to another provided that no such transfer be made from one fund to another fund, conflict with any existing Bond Ordinance, or conflict with any previously adopted policy of Council. Changes or amendments that alter the total expenditures of any fund must be approved by Council.

## **SECTION 6. CONTRACTS.**

The Town Manager or his designee is authorized to execute contracts on behalf of the Town within budgeted amounts. Contract amounts greater than that budgeted shall be subject to Council approval. All contracts greater than \$100,000 shall be subject to Council approval.

## **SECTION 7. RATE OF EXPENDITURES.**

The Town Manager shall control the rate of expenditures within the Consolidated Budget so as not to exceed the amount of funds on hand. Any proposed tax and/or revenue anticipation notes shall be subject to specific Council approval prior to issuance.

## **SECTION 8. RESERVE FUNDS.**

The following Designated Reserve Funds are established and fully funded:

**Emergency Recovery Fund** – This fund shall be funded at an amount equal to or greater than fifteen (15) percent of the current fiscal year General Fund amount. For Fiscal Year 2013, this amount is established at \$1,577,249.

**Equipment Replacement Reserve Fund** – This fund shall be funded at an amount equal to 105% of each department's yearly depreciation costs from uncommitted Fund Balance in years in which revenues exceed expenditures. Additionally, any insurance proceeds from totaled vehicles and proceeds from the sale of vehicles/equipment will be designated as reserved for future vehicle or equipment purchases. Debt Service requirements (lease principal and interest payments) are charged to Department cost centers and reduce the Equipment Replacement Reserve each year. For Fiscal Year 2013, this amount is established at \$231,500.

## **SECTION 9. SEVERABILITY.**

Should any section, phrase, sentence or portion of this Ordinance be found invalid by a court or competent jurisdiction, such finding shall not invalidate the remaining portions of this Ordinance.

**SECTION 10. EFFECTIVE DATE.**

This Ordinance shall be effective on July 1, 2012.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF  
BLUFFTON ON THIS TWELVETH DAY OF JUNE, 2012.**

  
\_\_\_\_\_  
Lisa Sulka, Mayor

ATTEST:

  
\_\_\_\_\_  
Sandra Lunceford, Town Clerk

First Reading:        May 8, 2012  
Public Hearing:        June 12, 2012  
Second Reading:     June 12, 2012



**TOWN OF BLUFFTON  
GENERAL FUND REVENUES  
FOR THE YEAR ENDING JUNE 30, 2013**

Attachment A  
Dated: June 12, 2012

	FY 2012 Current Budget	FY 2013 Adopted Budget	Budget \$ Change	Budget % Change
<b>Revenues</b>				
<b>Property Taxes</b>	\$ 3,876,330	\$ 3,950,000	\$ 73,670	1.90%
<b>Licenses &amp; Permits</b>				
Franchise Fees (Electric, gas, water, telephone, cable )	\$ 1,294,040	\$ 1,315,275	\$ 21,235	1.64%
Business licenses	1,000,000	1,155,000	155,000	15.50%
MASC Telecommunications	95,000	90,000	(5,000)	-5.26%
MASC Insurance Tax Collection	875,000	825,000	(50,000)	-5.71%
Building Safety Permits	533,325	565,000	31,675	5.94%
Municipal Improvement Development Fees	225,000	170,100	(54,900)	-24.40%
Administrative Fees	88,000	88,000	-	0.00%
Fee In Lieu of Taxes	70,000	10,575	(59,425)	-84.89%
Application Fees	45,950	35,000	(10,950)	-23.83%
Total Licenses & Permits	<u>\$ 4,226,315</u>	<u>\$ 4,253,950</u>	<u>\$ 27,635</u>	<u>0.65%</u>
<b>Intergovernmental</b>				
<b>State Shared Revenues</b>				
Local Government Fund	\$ 233,915	\$ 230,540	\$ (3,375)	-1.44%
Alcohol Tax	46,125	50,000	3,875	8.40%
State Grants	-	50,000	50,000	N/A
Federal Grants	200,420	-	(200,420)	-100.00%
Total State Shared Revenues	<u>\$ 480,460</u>	<u>\$ 330,540</u>	<u>\$ (149,920)</u>	<u>-31.20%</u>
<b>Other Local Governments</b>				
School Resource Officer	\$ 155,000	\$ 155,000	\$ -	0.00%
School Crossing Guard	66,500	66,500	-	0.00%
Total Other Local Governments	<u>\$ 221,500</u>	<u>\$ 221,500</u>	<u>\$ -</u>	<u>0.00%</u>
Total Intergovernmental	<u>\$ 701,960</u>	<u>\$ 552,040</u>	<u>\$ (149,920)</u>	<u>-21.36%</u>
<b>Service Revenues</b>				
Contract Police Services	\$ 70,000	\$ 84,000	\$ 14,000	20.00%
Impact Fee Collection Fee	11,840	15,950	4,110	34.71%
Development Fees	205,200	276,000	70,800	34.50%
Total Sales and Service	<u>\$ 287,040</u>	<u>\$ 375,950</u>	<u>\$ 88,910</u>	<u>30.97%</u>
<b>Fines &amp; Fees</b>				
Municipal Court	\$ 230,000	\$ 230,000	\$ -	0.00%
Victims Assistance	30,000	30,000	-	0.00%
Total Fees and Fines	<u>\$ 260,000</u>	<u>\$ 260,000</u>	<u>\$ -</u>	<u>0.00%</u>
<b>Other Revenues</b>				
Miscellaneous	\$ 70,000	\$ 70,000	\$ -	0.00%
Rental Income	20,000	20,000	-	0.00%
Interest Income	15,000	15,000	-	0.00%
Total Miscellaneous	<u>\$ 105,000</u>	<u>\$ 105,000</u>	<u>\$ -</u>	<u>0.00%</u>
Total Revenues:	<u><u>\$ 9,456,645</u></u>	<u><u>\$ 9,496,940</u></u>	<u><u>\$ 40,295</u></u>	<u><u>0.43%</u></u>
<b>Other Financing Sources:</b>				
Transfers in From:				
State Accommodations Tax	\$ 29,870	\$ 33,600	\$ 3,730	12.49%
Hospitality Tax	500,000	500,000	-	0.00%
Stormwater Utility Fees	710,000	95,280	(614,720)	-86.58%
Prior Year Fund Balance	135,940	149,170	13,230	9.73%
Proceeds from Capital Lease Purchases	168,000	200,000	32,000	19.05%
Proceeds from Sale of Capital Assets	-	40,000	40,000	N/A
Total Other Financing Sources	<u>\$ 1,543,810</u>	<u>\$ 1,018,050</u>	<u>\$ (525,760)</u>	<u>-34.06%</u>
<b>Total Revenues and Other Financing Sources</b>	<u><u>\$ 11,000,455</u></u>	<u><u>\$ 10,514,990</u></u>	<u><u>\$ (485,465)</u></u>	<u><u>-4.41%</u></u>



TOWN OF BLUFFTON  
GENERAL FUND EXPENDITURES  
FOR THE YEAR ENDING JUNE 30, 2013

Attachment B  
Dated: June 12, 2012

Department	FY 2012 Current Budget	FY 2013 Adopted Budget	Budget \$ Change	Budget % Change
Legislative	\$ 97,025	\$ 88,175	\$ (8,850)	-9.12%
Municipal Judges	49,085	50,220	1,135	2.31%
Executive	356,595	375,565	18,970	5.32%
Don Ryan Center for Innovation	55,730	154,045	98,315	176.41%
Human Resources	195,690	209,245	13,555	6.93%
Finance/Business License	618,860	631,795	12,935	2.09%
Municipal Court	274,595	274,405	(190)	-0.07%
Information Technology	596,915	603,975	7,060	1.18%
Growth Management Administration	384,490	391,835	7,345	1.91%
Planning & Environmental Sustainability	660,645	579,890	(80,755)	-12.22%
Building Safety	691,680	740,770	49,090	7.10%
Project Management	623,590	622,640	(950)	-0.15%
Stormwater Management	685,535	-	(685,535)	-100.00%
Facilities/Asset Management	1,168,190	993,460	(174,730)	-14.96%
Police	3,600,820	3,823,415	222,595	6.18%
Non-Departmental	941,010	975,555	34,545	3.67%
	<u>\$ 11,000,455</u>	<u>\$ 10,514,990</u>	<u>\$ (485,465)</u>	<u>-4.41%</u>



TOWN OF BLUFFTON  
STORMWATER FUND  
FOR THE YEAR ENDING JUNE 30, 2013

Attachment C  
Dated: June 12, 2012

	FY 2013 Adopted Budget
<b>Revenues</b>	
<b>Licenses &amp; Permits</b>	
Stormwater Utility Fees	\$ 960,000
Total Licenses & Permits	<u>\$ 960,000</u>
<b>Intergovernmental</b>	
Federal Grants	\$ 250,000
Total Intergovernmental	<u>\$ 250,000</u>
<b>Other Revenues</b>	
Interest Income	\$ 500
Total Miscellaneous	<u>\$ 500</u>
Total Revenues	<u><u>\$ 1,210,500</u></u>
<b>Other Financing Sources:</b>	
Transfers in From:	
Prior Year Fund Balance	\$ 658,330
Total Other Financing Sources	<u>\$ 658,330</u>
<b>Total Revenues and Other Financing Sources</b>	<u><u>\$ 1,868,830</u></u>
<b>Expenditures</b>	
Operating	
Stormwater Management Department	\$ 720,210
Total Operating	<u>\$ 720,210</u>
Capital Projects	
Watershed Sewer Master Plan	\$ 100,000
Stormwater Drainage Improvements	100,000
Hampton Hall Stormwater Retrofit	35,000
Hampton Lakes Stormwater Retrofit	75,000
Wetlands Restoration	500,000
Buck Island Sewer (Phase III)	100,000
319 Pilot Project	143,340
Total Capital Projects	<u>\$ 1,053,340</u>
Total Expenditures	<u><u>\$ 1,773,550</u></u>
Other Financing Uses:	
Transfers Out to General Fund	\$ 95,280
Total Other Financing Uses	<u>\$ 95,280</u>
<b>Total Expenditures and Other Financing Uses</b>	<u><u>\$ 1,868,830</u></u>



**TOWN OF BLUFFTON  
CAPITAL IMPROVEMENTS PROGRAM  
FOR THE YEAR ENDING JUNE 30, 2013**

Attachment D  
Dated: June 12, 2012

PROJECT	FY 2013 Adopted Budget	FUNDING SOURCES			
		HTAX	Grants	Other	Description of Other Funding
<b>Pathways</b>					
BIS Sidewalks, Lighting & Sewer (Phase II)	\$ 600,000	\$ -	\$ 500,000	\$ 100,000	Fund Balance
General Pathways	25,000	25,000			
<b>Total Pathways</b>	<b>\$ 625,000</b>	<b>\$ 25,000</b>	<b>\$ 500,000</b>	<b>\$ 100,000</b>	
<b>Sewer &amp; Water</b>					
BIS Sewer (Phase III)	\$ 400,000	\$ -	\$ 400,000	\$ -	
<b>Total Sewer &amp; Water</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ -</b>	
<b>Roadway Improvements</b>					
May River/Bruin Road Streetscape (Phase III)	\$ 1,000,000	\$ 600,000	\$ 400,000	\$ -	
<b>Total Roadway Improvements</b>	<b>\$ 1,000,000</b>	<b>\$ 600,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	
<b>Park Development</b>					
Parks & Recreation Improvements	\$ 50,000	\$ 50,000	\$ -	\$ -	
Oyster Factory Park (Phase III Dock)	200,000	75,000	125,000	-	
DuBois Park (Phase II Pavilion & Playground)	285,000	90,000	195,000	-	
<b>Total Park Development</b>	<b>\$ 535,000</b>	<b>\$ 215,000</b>	<b>\$ 320,000</b>	<b>\$ -</b>	
<b>GRAND TOTAL</b>	<b>\$ 2,560,000</b>	<b>\$ 840,000</b>	<b>\$ 1,620,000</b>	<b>\$ 100,000</b>	



TOWN OF BLUFFTON  
DEBT SERVICE FUND  
FOR THE YEAR ENDING JUNE 30, 2013

Attachment E  
Dated: June 12, 2012

Description	FY 2012 Current Budget	FY 2013 Adopted Budget	Budget \$ Change	Budget % Change
<b>Revenues</b>				
TIF District Property Tax	\$ 950,000	\$ 1,000,375	\$ 50,375	5.30%
Real and Personal Property Taxes (LEC BABs)	217,000	236,000	19,000	8.76%
Municipal Improvement District (MID) Fees	52,415	-	(52,415)	-100.00%
Federal Interest Rebate (LEC BABs)	116,685	116,685	-	0.00%
Interest Income	1,500	2,800	1,300	86.67%
<b>Total Revenues</b>	<b><u>\$ 1,337,600</u></b>	<b><u>\$ 1,355,860</u></b>	<b><u>\$ 18,260</u></b>	<b><u>1%</u></b>
<b>Expenditures</b>				
Series 2010 TIF Bonds Debt Service				
Principal	\$ 630,000	\$ 650,000	\$ 20,000	3.17%
Interest	370,920	350,375	(20,545)	-5.54%
Series 2010 GO Build America Bonds Debt Service				
Principal	-	-	-	N/A
Interest	333,390	333,390	-	0.00%
Other	3,290	3,000	(290)	-8.81%
Series 2010 GO BABs Fund Balance Reserve	-	19,095	19,095	N/A
<b>Total Expenditures</b>	<b><u>\$ 1,337,600</u></b>	<b><u>\$ 1,355,860</u></b>	<b><u>\$ 18,260</u></b>	<b><u>1%</u></b>

## Master Fee Schedule – FY 2013

Section I	Miscellaneous Fees
Section II	Police Department Fees
Section III	Business License Fees
Section IV	Recreation Fees
Section V	IT/GIS Fees
Section VI	Growth Management Department Fees
Section VII	Stormwater Management Fees

## Master Fee Schedule – FY 2013

### Section I – Miscellaneous Fees

Item/Description	Basis	Fee
<b>Printing, Reproduction, Documents</b>		
Black and White Photocopies (8.5" X 11" or smaller)	Per Page	\$ 0.20
Color Photocopies	Per Page	\$ 0.25
Photocopies Larger than 8.5" X 11"	Per Page	\$ 0.25
Photocopies Plotter/Large Format Copies of Plans	Per Page	\$ 6.00
CD Copy	Per Disc	\$ 5.00
Staff Time making copies (no less than a 30 minute charge)	Per Hour	\$ 25.00
<b>Election Fees</b>		
To Elect Council	Per Election	\$100.00
To Elect Mayor	Per Election	\$150.00
<b>Finance Fees</b>		
NSF Returned Check Fee	Per Check	\$ 30.00

### Section II – Police Department Fees

Item/Description	Basis	Fee
<b>Police Services</b>		
Fingerprinting, Civilian – Resident	Per Set	\$ 20.00
Fingerprinting, Civilian – Non-resident	Per Set	\$ 30.00
Off-Duty Police Officer	Per Hour, Per Officer	\$ 40.00
<b>Police Reports, Photocopies &amp; Records</b>		
Police Report Copy Fee (No fee for victim)	Per Report up to 3 pages plus per page	\$ 5.00 + .25 cents per page above 3
Accident Report	Per Report up to 3 pages plus per page	\$ 10.00
Police Photographs, Audio or Video Recordings	Per Fee plus actual costs	\$ 20.00
<b>Police Permits</b>		
Precious Metal Permit	Allowed by State Law	\$ 50.00

### Section III – Business License Fees

Item/Description	Basis	Fee
<b>Taxation Fees</b>		
Hospitality Tax Fees	Per Quarter or Month	2% of Prepared Meals/ Beverages
Local Accommodation Tax Fees	Per Quarter	3% of Gross Revenue for rentals 30 days or less
Penalties – Business License, Hospitality Tax, and Accommodations Tax	Per Month	5% per month

# Master Fee Schedule – FY 2013

## Section III – Business License Fees Continued

### Business License Tax Schedule

Rate Class	Resident/ Non-Resident	Minimum Rate	Minimum Gross Receipt	Rate Per Thousand or Fraction Thereof Over Minimum Gross
1	N/A	\$ 50.00	\$ 1,000.00	\$ 2.00
2	N/A	\$ 70.00	\$ 5,000.00	\$ 2.00
3	N/A	\$ 50.00	\$ 5,000.00	\$ 4.00
4	N/A	\$ 50.00	\$ 5,000.00	\$ 2.00
5	N/A	\$ 50.00	\$ 5,000.00	\$ 1.00
6	N/A	\$ 30.00	\$ 5,000.00	\$ 2.00
7	N/A	\$ 50.00	\$10,000.00	\$ 2.00
8	N/A	\$100.00	\$10,000.00	\$ 4.00
9	N/A	\$ 50.00	\$15,000.00	\$ 2.00
10	N/A	\$ 50.00	\$20,000.00	\$ 2.00
11	N/A	\$ 50.00	\$25,000.00	\$ 2.00
12	N/A	\$ 50.00	\$25,000.00	\$ 1.00
13	N/A	\$ 50.00	\$50,000.00	\$ 1.00
14	N/A	\$ 50.00	\$ 2,000.00	\$ 2.00
15-A	Resident	\$ 50.00	\$25,000.00	\$ 0.50
15-B	Non-Resident	\$ 70.00	\$25,000.00	\$ 0.50
16	N/A	\$ 70.00	\$50,000.00	\$ 2.00
17-A (Subcontractor)	Resident	\$ 50.00	\$20,000.00	\$ 1.00
17-B (Subcontractor)	Non-Resident	\$100.00	\$20,000.00	\$ 1.00
17-C (General Contractor/ Home Builder	Resident	\$100.00	\$25,000.00	\$ 1.00
17-D (General Contractor/ Home Builder	Non-Resident	\$200.00	\$25,000.00	\$ 1.00
18-A	Resident	\$ 30.00	\$30,000.00	\$ 2.00
18-B	Non-Resident	\$ 50.00	\$ 5,000.00	\$ 2.00
19	N/A	\$100.00	\$50,000.00	\$ 1.00
20	Note: See Below for Rate Class 20	Note: See Below for Rate Class 20	Note: See Below for Rate Class 20	Note: See Below for Rate Class 20
25 – Non Profit	N/A	N/A	N/A	N/A

### Rate Class 20 – Miscellaneous Businesses

Rate Class	Miscellaneous Businesses	Fee	NAICS Codes
20-A	Funeral Homes and Funeral Services: Gross Income Not Exceeding \$75,000.00 Each Additional \$1,000.00 or Fraction Thereof	\$ 100.00 \$ 2.00	812210
20-B	Bootblack/Shoeshine Stands (Not in connection with Barbershops): Gross Income Not Exceeding \$2,000.00 Each Additional \$1,000.00 or Fraction Thereof	\$ 10.00 \$ 4.00	812990

# Master Fee Schedule – FY 2013

## Section III – Business License Fees Continued

### Business License Tax Schedule (continued)

Rate Class	Miscellaneous Businesses	Fee	NAICS Codes
	Child Care Business (including For Profit Day Care Centers, Kindergartens, and the Like):		624410
20-C	Family Child Care Home – Capacity up to 6 Children	\$ 30.00	
20-D	Group Child Care Home – Capacity of 7-12 Children	\$ 40.00	
20-E	Child Care Center – Capacity of 13 or more Children	\$ 50.00	
20-F	Cemeteries and Crematories:		81220
	Gross Income Not Exceeding \$75,000.00	\$ 100.00	
	Each Additional \$1,000.00 or Fraction Thereof	\$ 2.00	
20-G	Other Performing Arts Companies (Carnival, Circus or Similar Show): Per Week with Location Approved by Council and Chief of Police	\$ 400.00	711190
20-H	Dances (Public, where an admission is charged except where sponsored by a non-profit organization):		713990
	Gross Income Not Exceeding \$200.00	\$ 50.00	
	Each Additional \$100.00 or Fraction Thereof	\$ 2.00	
20-I	Theater Companies and Dinner Theater: Per Day	\$ 55.00	711110
20-J	Motor Vehicle Parts (Used) – Merchant Wholesalers:		423140
	Gross Income Not Exceeding \$2,000.00	\$ 100.00	
	Each Additional \$1,000.00 or Fraction Thereof	\$ 2.00	
20-K	Palmist, Clairvoyant, Phrenologist, and the Like (Location to be Approved by Council):		812990
	Per Day	\$ 220.00	
	Per Year	\$1,000.00	
20-L	Telephone Company (On Business Performed Exclusively within the Town):		443112
	Gross Income Not Exceeding \$50,000.00	\$ 400.00	
	Each Additional \$1,000.00 or Fraction Thereof	\$ 2.00	

## Section IV – Recreation Fees

### Rotary Community Center

Item/Description	Basis	Fee
<b>Private Event Rental (alcohol)</b>		
Rental Fee (four hour block)	Per Event	\$400.00
Each Additional Hour Used	Per Hour	\$ 50.00
Daily Rate	Per Day	\$700.00
Security Deposit	Per Event	\$450.00
Cleaning Fee	Per Event	\$150.00
Kitchen Fee	Per Event	\$100.00
Non-Resident Surcharge	Percent	25.00%

# Master Fee Schedule – FY 2013

## Section IV – Recreation Fees Continued

### Rotary Community Center (continued)

Item/Description	Basis	Fee
<b>Private Event Rental (no alcohol)</b>		
Rental Fee (four hour block)	Per Event	\$400.00
Each Additional Hour Used	Per Hour	\$ 50.00
Daily Rate	Per Day	\$700.00
Security Deposit	Per Event	\$450.00
Cleaning Fee	Per Event	\$150.00
Kitchen Fee	Per Event	\$100.00
Non-Resident Surcharge	Percent	25.00%
<b>Non-Profit Fundraiser Rental</b>		
Rental Fee (four hour block)	Per Event	\$200.00
Each Additional Hour Used	Per Hour	\$ 25.00
Daily Rate	Per Day	\$350.00
Security Deposit	Per Event	\$225.00
Cleaning Fee	Per Event	\$100.00
Kitchen Fee	Per Event	\$ 50.00
<b>Non-Profit Meeting Rental</b>		
Rental Fee	Per Hour	\$ 50.00
Cleaning	Per Event	\$100.00
<b>Rotary Field Rental</b>		
1-3 Hour(s) Access	Per Event	\$100.00
Each Additional Hour	Per Hour	\$ 10.00
All Day Access	Per Day	\$150.00
Refundable Turf and Tent Fee	Per Event	\$450.00
Additional Notes:		
<ul style="list-style-type: none"> <li>• The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town.</li> <li>• All fees will be collected at the Business License office at Town Hall and included with that day's deposit.</li> <li>• Applicant will have a one-hour window for set up and one hour for clean up without being charged extra. Additional time will be charged at the corresponding rate.</li> <li>• A fee of \$700.00 will be charged for an event lasting up to 10 consecutive scheduled hours of usage.</li> <li>• Applicant may contract with Town's security contractor (\$35/hour) or another security contractor approved by the Town.</li> <li>• Security deposit refunds will be mailed to applicants upon inspection and acceptance of the Center after the event.</li> <li>• Non-profit cleaning fees may be negotiated based on meeting type, length, and frequency.</li> </ul>		

### Section V – IT/GIS Department Fees

Item/Description	Basis	Fee
<b>GIS Mapping Services – Existing Maps</b>		
11" X 17" (Tabloid Size) Printed and Trimmed	Per Map	\$ 10.00
34" X 44" (E-Size) Printed and Trimmed	Per Map	\$ 25.00
<b>GIS Mapping Services – Custom Maps</b>		
Anything up to Size 34" X 44" (E-Size) Printed and Trimmed	Per Hour	\$ 35.00
<b>Bluffton Street and Address Atlas</b>		
79 Double Sided 11" X 17" Bound Pages	Per Book	\$100.00

# Master Fee Schedule – FY 2013

## Section VI – Growth Management Fees

### Building Safety Fees

Item/Description	Basis (Value of Construction)	Fee
<b>Applications – Calculated Fees</b>		
New Structures Commercial and Residential	\$500 - \$2,000	\$ 35.00
	\$2,001 - \$3,000	\$ 38.50
	\$3,001 - \$50,000	\$38.50 + \$5.00 per \$1,000 or fraction thereof over \$1,000
	\$50,001 and above	\$273.50 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Commercial and Residential	\$0 - \$1,000	\$ 35.00
	\$1,001 - \$2,000	\$ 70.00
	\$2,001 - \$3,000	\$ 77.00
	\$3,001 - \$50,000	\$77.00 + \$9.00 per \$1,000 or fraction thereof over \$3,000
Miscellaneous Construction Commercial	\$50,000 and above	\$500.00 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Residential	\$50,000 and above	\$500.00 + \$4.00 per \$1,000 or fraction thereof over \$50,000
Multi-Family and Commercial Plans Check Fee	Each	75% of permit fee (non-refundable)
<b>Application Fees</b>		
Construction Trailers	Each	\$100.00
Demolition	Each	\$ 50.00
Electrical < 200 amps	Each	\$ 25.00
Electrical (pools/spas/water features)	Each	\$ 25.00
HVAC Change Out (per unit, single family or multi-family residential)	Each	\$ 50.00
Water Heater Change Out (per unit, single family or multi-family residential)	Each	\$ 25.00
Manufactured Homes	Each	\$ 25.00
Moving a Structure	Each	\$100.00
Spa (portable)	Each	\$ 50.00
Swimming Pool or Spa Single Family	Each	\$100.00
Swimming Pool or Spa Commercial	Each	\$150.00
Irrigation Systems (per system)	Each	\$100.00
Tent or Air Supported Structure	Each	\$100.00
Water Feature (Fountains)	Each	\$100.00
First Re-inspection per each permit	Each	\$ 50.00
Failure to obtain inspection approval	Each	\$ 50.00
Subsequent re-inspections per each permit	Each	\$100.00

# Master Fee Schedule – FY2013

## Section VI – Growth Management Fees Continued

### Building Safety Fees (continued)

Item/Description	Basis (Value of Construction)	Fee
<b>Application Fees Continued</b>		
Safety Inspection	Each	\$100.00
Surety Deposit-pool/spa/irrigation (returned upon approved final inspection)	Each	\$200.00
Residential Plan Remarketing	Each	\$ 50.00
Commercial Plan Remarketing	Each	½ of plan check or \$200.00, whichever is less
Construction Board of Adjustments and Appeals Application	Each	\$ 75.00
Work without Applicable Permit	Each	Value of permit fee X 2
Single Family Plans Check Fee (charged only if permit is withdrawn after issuance)	Each	\$50.00 or 10% of permit fee, whichever is greater

**Additional Notes:**

- Waiver of Fees.
  - Fees shall be waived for single family construction alterations to enlarge, alter, repair, remodel or add additions to existing structures when the value of said alteration is less than one thousand dollars (\$1,000.00). A permit is required. Mechanical work is not subject to this waiver.
  - Fees of less than two hundred dollars (\$200.00) for repair or renovation of single-family structures when the work to be performed is sponsored by a 501(C)(3) organization shall be waived upon submission of a letter to the building official verifying the sponsorship of the work to be performed.
  - The Town Council may waive any or all fees if it is deemed in the best interests of the Town.
- Plan checking fees.
  - When the value of construction for multi-family or commercial structures exceeds one thousand dollars (\$1,000.00) and a plan is required to be submitted, a plan checking fee shall be paid to the building department at the time of plan submittal and specifications for checking. Said plan checking fee shall be equal to seventy-five (75) percent of the building or miscellaneous permit fee.
  - Single-family homes are exempt from the above requirements; however, any single-family permit application which is validated and subsequently withdrawn shall be assessed a fifty dollars (\$50.00) fee or ten (10) percent of the building permit fee whichever is greater.
  - All plan checking fees are nonrefundable.
  - A fee of fifty dollars (\$50.00) shall be charged for all remarketing/rechecking of single family plans. Commercial remarketing/rechecking fee shall be one half (½) of the original plan checking fee or \$200.00 whichever is less.
- Surety deposits.
  - Surety deposits for swimming pool, spa or irrigation permits will be returned to the customer upon final inspection approval and submission of any required paperwork.
- Residential HVAC change out permits do not include duct work.
- Additional details regarding fees are contained in Article 5, Section 5 of the Municipal Code of the Town of Bluffton.

# Master Fee Schedule – FY2013

## Section VI – Growth Management Fees Continued

### Planning and Environmental Applications and Permits

Item/Description	Basis	Application Fee
Addressing	Each	\$0.00
Annexation:		
100% Petition	Each	\$500.00
75% Petition	Each	\$650.00
25% Petition	Each	\$650.00
Appeal	Each	\$250.00
Certificate of Appropriateness:		
Highway Corridor Overlay District	Each	\$100.00
Amendment	Each	\$50.00
Extension	Each	\$50.00
Historic Preservation Overlay District	Each	\$100.00
Amendment	Each	\$50.00
Extension	Each	\$50.00
Certificate of Construction Compliance	Each	\$50.00
Comprehensive Plan Amendment	Each	\$500.00
Development Agreement:		
New	Each	\$2,000.00
Amendment	Each	\$2,000.00
Development Plan:		
Preliminary	Each	\$500.00
Final	Each	\$1,000.00
Amendment	Each	\$750.00
Extension	Each	\$300.00
Development Surety	Each	\$100.00
Emergency Permitting	Each	\$0.00
HD Signage and Site Features	Each	\$25.00
Exempt Plat	Each	\$25.00
Printed Copy:		
Annexation Policy & Procedure Manual	Each	\$25.00
Application Manual	Each	\$55.00
Stormwater Design Manual	Each	\$60.00
UDO	Each	\$95.00
PUD Concept Plan:		
New	Each	\$500.00
Amendment	Each	\$250.00
PUD Master Plan:		
New	Each	\$500.00
Amendment	Each	\$250.00
Extension	Each	\$250.00
Public Project	Each	\$0.00
Sign	Each	\$25.00
Silviculture	Each	\$1,500.00
Special Exception	Each	\$250.00
Street Naming	Each	\$0.00
Street Renaming	Each	\$250.00

# Master Fee Schedule – FY2013

## Section VI – Growth Management Fees Continued

### Planning and Environmental Sustainability Fees (continued)

Item/Description	Basis	Application Fee
Subdivision:		
Major:		
New	Each	\$100.00 + \$10.00/lot
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot
Minor:		
New	Each	\$50.00 + \$10.00/lot
Amendment	Each	\$25.00 + \$10.00/lot
Extension	Each	\$25.00 + \$10.00/lot
Old Town Major:		
New	Each	\$100.00 + \$10.00/lot
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot
Old Town Minor:		
New	Each	\$50.00 + \$10.00/lot
Amendment	Each	\$25.00 + \$10.00/lot
Extension	Each	\$25.00 + \$10.00/lot
Transfer of Development Rights	Each	\$1,000.00
Tree Removal	Each	\$25.00
UDO Text Amendment	Each	\$500.00
Variance	Each	\$250.00
Zoning Map Amendment	Each	\$500.00
Zoning Permit	Each	\$25.00
<b>Additional Notes:</b>		
<ul style="list-style-type: none"> <li>• Town Council may waive any or all fees for applications if it is deemed in the best interests' of the Town.</li> <li>• Applications requiring additional Public Hearings above and beyond the number specified in the Growth Management Application Table in the UDO Application Manual shall be subject to a \$200.00 fee per additional Public Hearing.</li> <li>• In the event that a Feasibility Study for an Annexation Application will need to be contracted out to a third party, the Application shall be responsible for the full cost of the Study.</li> <li>• Building Permit and Business License Application Fees include the Zoning Permit Application Fee therefore, no additional fee is necessary.</li> </ul>		

# Master Fee Schedule – FY2013

## Section VI – Growth Management Fees Continued

### Developmental Agreement Fees

Item/Description	Basis	Fee
<b>Bluffton Village</b> Commercial, Retail, and Multi-Family Space Individual Dwelling Units Dependency Units Boat Ramp Fee (per dwelling units)	Each	Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement \$25.00
<b>Buckwalter</b> Single Family Residential (SFR) Affordable Housing SFR < 2,000 sq. ft. SFR > 2,000 sq. ft. to 3,000 sq. ft. SFR > 3,000 sq. ft. Multi-Family (MF) – 1 bedroom Multi-Family (MF) – 2 bedroom Multi-Family (MF) – 3 bedroom Commercial Development Municipal Improvement Development Fee – All Residential Units Within: Baynard Park, Hampton Lake, Resort Tract, Lawton Station, Northern Tract, Parkside, Rose Dhu Creek Phases II & III Boat Ramp Fee (per dwelling units)	Each	Fee Per Development Agreement Fee Per Development Agreement \$900.00 \$25.00
<b>Jones Estate</b> Single Family Residential(SFR) Affordable Housing < \$124,000 SFR < 2,000 sq. ft. SFR > 2,000 sq. ft. to 3,000 sq. ft. SFR > 3,000 sq. ft. Multi-Family (MF) – 1 bedroom Multi-Family (MF) – 2 bedroom Multi-Family (MF) – 3 bedroom Commercial Development Municipal Improvement Development Fee – All Residential Units Within: Cypress Ridge Boat Ramp Fee (per dwelling units)	Each Each	Fee Per Development Agreement Fee Per Development Agreement \$900.00 \$25.00
<b>Kent Estates</b> Single Family Residential (SFR) < 1,800 sq. ft. SFR 1,801 – 2,400 sq. ft. SFR 2,401 – 3,000 sq. ft. SFR > 3,000 sq. ft. Multi-Family (MF) – 1 bedroom Multi-Family (MF) – 2 bedroom Multi-Family (MF) – 3 bedroom Commercial Development Boat Ramp Fee (per dwelling units)	Each	Fee Per Development Agreement Fee Per Development Agreement \$25.00

## Master Fee Schedule – FY2013

### Section VI – Growth Management Fees Continued

#### Developmental Agreement Fees (continued)

Item/Description	Basis	Fee
<b>Schultz Tract, New Riverside, Palmetto Bluff</b> Single Family Residential (SFR) Multi Family Commercial Per Square Foot Municipal Improvement Development Fee – All Residential Units Within: New Riverside Boat Ramp Fee (per dwelling units)	    Each Each	 Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement  \$900.00 \$25.00
<b>Village at Verdier Plantation</b> Single Family Residential (SFR) < 1,800 sq. ft. SFR 1,801 – 2,400 sq. ft. SFR 2,401 – 3,000 sq. ft. SFR > 3,000 sq. ft. Multi-Family (MF) – 1 bedroom Multi-Family (MF) – 2 bedroom Multi-Family (MF) – 3 bedroom Commercial Development Boat Ramp Fee (per dwelling units)	        Each	 Fee Per Development Agreement Fee Per Development Agreement \$25.00
<b>Garvey Preserve</b> Dwelling Unit Non-Residential Per Square Foot Municipal Improvement Development Fee – All Residential Units Within: Garvey Preserve Boat Ramp Fee (per dwelling units) School Improvement Fee (per dwelling units) School Improvement Fee (Commercial use per sq. foot)	   Each Each Each Each	 Fee Per Development Agreement Fee Per Development Agreement  \$900.00 \$225.00 \$6,000.00 \$2.50/sq. ft.
Additional Notes: <ul style="list-style-type: none"> <li>Town Council may waive any or all fees if it is deemed in the best interests of the Town.</li> </ul>		

# Master Fee Schedule – FY2013

## Section VII – Stormwater Management Fees

### Residential Land Uses

Residential Type	Equivalent Single Family Units	Fee
Tier 1 – Single Family Unit < 2,521 sq. ft.	0.50	\$ 49.00
Tier 2 – Single Family Unit 2,522 to 7,265 sq. ft.	1.00	\$ 98.00*
Tier 3 – Single Family Unit > 7,266 sq. ft.	1.50	\$147.00
Mobile Homes	0.36	\$ 35.28
Apartments	0.39	\$ 38.22
Townhouses	0.60	\$ 58.80
Condominiums	0.27	\$ 26.46
*Equivalent SFU Base Rate for Town of Bluffton - \$98.00		
<p><b>Non-residential</b> properties are charged the same rate as residential properties. The formula is as follows:</p> <p style="text-align: center;">Total impervious square footage on property divided by 4,906 (one unit median) = X  X times \$98 = fee due</p> <p><b>Vacant Land</b> is charged various runoff rates based on parcel category and whether land is disturbed or undisturbed. Fees can vary from \$0.44 to \$21.79 per acre.</p>		