



**TOWN OF BLUFFTON
DEVELOPMENT AGREEMENT APPLICATION**

Growth Management Customer Service Center
20 Bridge Street
Bluffton, SC 29910
(843)706-4500
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:		<input type="checkbox"/> New	<input type="checkbox"/> Amendment
Project Location:			
Zoning District:		Acreage:	
Tax Map Number(s):			
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. Mandatory Application Check In Meeting scheduled. <input type="checkbox"/> 3. Recorded deed and plat showing proof of property ownership. <input type="checkbox"/> 4. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. <input type="checkbox"/> 5. 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			
Received By:			Date Approved:
Application Number:			



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 Unified Development Ordinance. The Town of Bluffton's Mission and Vision Statements help navigate staff to ensure that the goals outlined by Town Council are being met. As each project is being reviewed, Town staff will use the Mission Statement, Vision Statement, The Covenant for Bluffton and "WffYbhGfUHY[]MDUb'rc [i]XY'h.Y]f'fY]Yk " 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 Development Agreement Application, the Applicant is required to consult with the UDO Administrator or their designee 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.	
Step 2. Application Check-In Meeting	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the Development Agreement Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness.	
Step 3. Review by UDO Administrator	Staff
If the UDO Administrator determines that the application is complete, it shall be forwarded to Town Council.	
Step 4. Town Council Meeting- Referral to Negotiating Committee	Applicant, Staff & Town Council
Town Council shall refer the Development Agreement Application and corresponding applications to the Negotiating Committee (NC) for review. The application is then placed upon the next available NC agenda.	
Step 5: Negotiating Committee Meetings	Applicant, Staff & Negotiating Committee
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 Development Review Committee (DRC), Planning Commission (PC), and Town Council. The application is then placed upon the next available DRC and/or PC agenda.	
Step 6. Development Review Committee Meeting	Applicant & Staff
A public meeting shall be held with the Applicant to review the DRC Staff Report and discuss the application. The Applicant will be directed to address any comments, if any, and resubmit the application materials. If applicable, upon resubmittal, the application materials will be reviewed for compliance with the DRC Staff Report and, if all comments are addressed, the application is placed on the next available PC Meeting agenda.	
Step 7. Planning Commission Meeting & Planning Commission Public Hearing	Applicant, Staff & Planning Commission
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.	
Step 8. Town Council Meeting- 1st Reading	Applicant, Staff & Town Council
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 st Reading.	
Step 9. Town Council Meeting- 2nd and Final Reading & Public Hearing	Applicant, Staff & Town Council
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 nd and Final Reading.	
Step 10. Development Agreement Approval	Applicant, Staff & Mayor
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.	