



**TOWN OF BLUFFTON
DEVELOPMENT PLAN APPLICATION**

Growth Management Customer Service Center
20 Bridge Street
Bluffton, SC 29910
(843)706-4522
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"/> Preliminary	<input type="checkbox"/> Final
Project Location:		<input type="checkbox"/> New	<input type="checkbox"/> Amendment
Zoning District:		Acreage:	
Tax Map Number(s):			
Project Description:			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Two (2) full sized copies and digital files of the Preliminary or Final Development Plans. <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. All information required on the attached Application Checklist. <input type="checkbox"/> 4. 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			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF BLUFFTON DEVELOPMENT PLAN 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 UDO. 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 Preliminary Development Plan 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 UDO.	
Step 2. Application Check-In Meeting - Preliminary Development Plan Submission	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant may submit a Preliminary Development Plan Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator will review the submission for completeness.	
Step 3. Review by UDO Administrator & Development Review Committee	Staff
If the UDO Administrator determines that the Preliminary Development Plan Application is complete, it shall be forwarded to the Development Review Committee (DRC). The DRC shall review the application and prepare written comments for review with the Applicant.	
Step 4. Development Review Committee Meeting - Preliminary Development Plan Review	Applicant & Staff
A public meeting shall be held with the Applicant to review the DRC Staff Report and discuss the application. The DRC shall review the Preliminary Development Plan Application for compliance with the criteria and provisions in the UDO. The Applicant will be directed to address 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. The UDO Administrator may approve, approve with conditions, or deny the application based on whether or not the application is in compliance with the UDO and the DRC comments. Preliminary Development Plan Application approval shall authorize the Applicant to prepare a Final Development Plan Application for administrative review and approval.	
Step 5. Application Check-In Meeting - Final Development Plan Submission	Applicant & Staff
The Applicant shall submit the completed Final Development Plan Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator will review the submission for completeness.	
Step 6. Review by UDO Administrator & Development Review Committee	Staff
If the UDO Administrator determines that the Final Development Plan application is complete, it shall be forwarded to the DRC. The DRC shall review the application and prepare written comments for review with the Applicant.	
Step 7. Development Review Committee Meeting – Final Development Plan Review	Applicant & Staff
A public meeting shall be held with the Applicant to review the DRC Staff Report and discuss the application. The DRC shall review the Preliminary Development Plan Application for compliance with the criteria and provisions in the UDO. The Applicant will be directed to address 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. The UDO Administrator may approve, approve with conditions, or deny the application based on whether or not the application is in compliance with the UDO and the DRC comments.	
Step 8. Issue Final Development Permit	Staff
If the application is in compliance with the UDO, DRC Staff Report, Preliminary Development Plan approval, and, if all comments are addressed, the UDO Administrator shall issue the Final Development Permit.	



TOWN OF BLUFFTON DEVELOPMENT PLAN APPLICATION CHECKLIST

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

Prelim Plan	Final Plan	NOTE: Depending on the activities proposed, Development Plan documentation will vary. At minimum, each plan must contain the General Information and Site & Existing Conditions Documentation in addition to information required for the other specific activities listed below, as applicable. Please contact Town Staff for questions and additional information.
General Information.		
x	x	1. Name and address of property owner(s) and applicant.
x	x	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.
x	x	3. A detailed narrative describing the existing site conditions and uses, proposed development, proposed uses and activities that will be conducted on the site, statement of conformance with the UDO, description of any energy conservation or green technologies proposed on the site, the maintenance responsibility of any common or public areas, and publically dedicated improvements to be completed.
x	x	4. A listing of any past development permit approval numbers associated with the site and existing conditions placed on the development property by the Town of Bluffton through past approvals including a detailed description of how the condition will be met.
x	x	5. An explanation of why any items on this checklist are not included with the application materials.
x	x	6. Project name and/or name of development.
x	x	7. All plans must include the following: name of county; municipality; project location; parcel identification number(s); date of original design; all dates of revisions; north arrow; graphic scale; and legend identifying all symbology.
x	x	8. Vicinity map.
x	x	9. Site data table to include; total acreage, pervious versus impervious cover, required and proposed open space calculations, number and area of proposed lots, residential density, number and area of each proposed structure, area of each use of the property and buildings, and required and proposed parking calculations.
x	x	10. Signature over seal of registered engineer or landscape architect licensed to practice in South Carolina.
x	x	11. Phasing plan if the development is proposed to be developed in phases.
	x	12. Letters of approval, including any applicable permits, from the following agencies (as necessary for the project): <ul style="list-style-type: none"> a) United States Army Corp of Engineers; b) South Carolina Department of Health & Environmental Control; c) South Carolina Department of Transportation; d) Beaufort County Engineering; e) Beaufort County EMS; f) Beaufort County School District; g) Bluffton Township Fire District; h) Beaufort Jasper Water Sewer Authority; i) Town of Bluffton; j) Electric Provider; k) Natural Gas provider; and



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		l) Cable, telephone, and data provider.
Site and Existing Conditions Documentation.		
x	x	1. Comprehensive color photograph documentation of site and existing conditions. If digital, images should be at a minimum of 300 dpi resolution.
x	x	2. Names of the owners of contiguous parcels and an indication of adjacent existing and proposed (if known) land uses and zoning.
x	x	3. Location of all property lines.
x	x	4. Location of municipal limits or county lines, zoning, overlay or special district boundaries, if they traverse the development property, form a part of the boundary of the development property, or are contiguous to such boundary.
x	x	5. Location of all existing access points and intersections along both sides of any frontage or access roadway(s) within a minimum of 1,000 feet of the site boundaries.
x	x	6. Location, dimensions, name, and descriptions of all existing or recorded roadways, alleys, reservations, railroads, easements, or other public rights-of-way on or within 200 feet of the development property.
x	x	7. Location, size, and type of all existing easements, rights-of-way, or utility infrastructure on or within a minimum of 200 feet of the development property.
x	x	8. Existing topography and land cover of project site and adjacent and nearby sites that are impacted. Contours shall be shown in intervals of 1 foot or less.
x	x	9. Location, dimensions, area, descriptions, and flow line of existing watercourses, drainage structures, ditches, one-hundred (100) year flood elevation, OCRM critical line, wetlands or riparian corridors top of bank locations, and protected lands on the development property.
x	x	10. Location of any existing buildings, structures, parking lots, impervious areas, public and private infrastructure, or other manmade objects located on the development property.
x	x	11. Boundary survey with bearings and distances of all property lines, tract/lot acreage, location of property markers, and seal of a Registered Land Surveyor, as well as a legal description of the property.
	x	12. Location of benchmarks/primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, block numbers, and similar data shall be referred.
	x	13. Existing deed covenants, conditions, and restrictions, including any requirements from a POA or ARB.
	x	14. Proposed deed covenants, conditions, and restrictions, including any design or architectural standards.
	x	15. Legal documents for proposed public dedications.
Lot and Building Pattern.		
x		1. Schematic layout and design indicating overall site configuration; roadway design, building location(s), building size(s); general setbacks, and building orientation(s).
	x	2. Detailed layout and design indicating site layout, building location(s), building type(s)/ use(s), building orientation(s), conceptual building elevations, and setbacks.
	x	3. If a PUD, subdivision, office complex, or shopping center, a Master Sign Plan providing unity in sign design and describing the location, types, materials, shapes, sizes, and compatibility with the architecture of the development.
Parking.		
x		1. General location and ingress/egress of parking areas on the site.
	x	2. Location, layout, number of spaces, bicycle parking, and ensuring design shows ADA accessibility compliance.
	x	3. Location of proposed ingress/egress, circulation, loading, parking and pedestrian circulation elements, and ensuring design shows ADA accessibility compliance.



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	x	4. A parking study documenting the reasons for any increase in the maximum amount of parking or a similar study documenting the ability of the site to accommodate a reduction of 20% or more to the maximum parking requirements.
	x	5. A parking study documenting the ability of a site(s) to accommodate a shared parking arrangement. A shared parking easement must also be provided.
	x	6. Detailed engineering information identifying the location of vehicular and bicycle parking facilities and the construction specifications, geometrics, arrangement, character, width, grade, circulation/maneuvering facilities and areas, landscape islands, loading areas, and including detailed dimensions as are necessary and appropriate to demonstrate compliance with all applicable standards and requirements.
Transportation Networks.		
x		1. General layout of transportation networks including access to the site, internal roadways, and access to adjacent properties.
x	x	2. A map or sketch showing the general relationship of the development to the surrounding areas with existing and proposed access roadways referenced to the intersection of the nearest primary or secondary paved roadway.
	x	3. Existing and proposed non-motorized vehicle lanes, paths, sidewalks, and other facilities, including transit facilities, on and within 200 feet of the development property including detailed dimensions as are necessary and appropriate to demonstrate compliance with all applicable standards and requirements.
	x	4. Proposed roadway alignment plan showing right-of-way widths with specific reference to the roadway type and design assembly.
	x	5. Proposed access indicating any access management plans, connectivity, roadway extensions, proposed stub roads, dead-end roadways, and roadway names including detailed dimensions as are necessary and appropriate to demonstrate compliance with all applicable standards and requirements.
	x	6. Emergency access provisions.
	x	7. A Traffic Assessment demonstrating adherence to MUTCD standards and/or other applicable requirements.
	x	8. A Traffic Impact Analysis (TIA), if warranted by the Traffic Assessment.
	x	9. Engineering plan of proposed traffic mitigation measures, including assessment of individual phase, or approved payments in-lieu of such that will be provided to the Town of Bluffton or applicable agency. Plan must ensure adequate transportation network is in place to support development at time of construction.
	x	10. Vehicular and pedestrian signage plan including crosswalk and pavement marking details.
	x	11. Shared access agreements.
	x	12. Detailed engineering information identifying the location, construction specifications, typical sections, geometrics, arrangement, character, width, and grade of existing and proposed roadways and non-motorized vehicle facilities including detailed dimensions and calculations as are necessary and appropriate to demonstrate compliance with all applicable standards and requirements.
Natural Resources, Tree Conservation, Planting, and Landscaping.		
x	x	1. Location of existing tree canopy coverage including table summarizing canopy lot coverage area, lot area not covered by tree canopy, and tree canopy expressed as percentage of lot coverage.
x	x	2. Location and table summarizing trees listed on America's Historic Tree Register as maintained by American Forests.



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	x	3. Location of groups of trees that connect to other vegetated and/or treed areas on adjacent sites helping to create or extend a wildlife or natural corridor.
	x	4. Location and table summarizing trees that have a significant characteristic such as, but not limited to, allees and hedgerow trees, trees of unique character such as those with unique or unusual growth habitat, endangered species, or species rarely found in the area.
	x	5. Location and table summarizing trees designated as protected to be removed.
	x	6. The location and description of existing and proposed landscaping, screening, buffering, and tree preservation areas, including setbacks from natural resource areas.
	x	7. Graphic illustration of the existing tree canopy and mature tree canopy of the proposed tree plantings including a table summarizing the mature canopy of each tree species planted, canopy lot coverage area, lot area not covered by tree canopy, and tree canopy expressed as percentage of lot coverage (all calculations are excluding rooftop area).
	x	8. Detailed landscaping information containing the scientific and common names, quantity and size of each plant species to be planted, typical installation and maintenance drawings/notes, and location and description of irrigation systems.
	x	9. Tree protection zones (TPZ) and tree protection fencing and signage locations and installation specifications.
	x	10. Habitat management plan.
	x	11. Proposed topographic features, including basic contours at one foot or less intervals.
	x	12. Bank stabilization and erosion control measures.
	x	13. If applicable, a Forest Management Plan.
Open Space.		
x	x	1. Proposed open space areas, habitat areas, types, and access trails both on and off-site.
	x	2. Proposed public lands and methods of dedication and access.
	x	3. Proposed ownership and method of transfer through deed restrictions, covenants, public dedication, or other method acceptable to the UDO Administrator.
	x	4. Proposed use for all portions of dedicated open space.
Stormwater Management.		
x	x	1. Acknowledgement of compliance with Bluffton Stormwater Design Manual.
x	x	2. Description of proposed methods and general layout of stormwater drainage.
x	x	3. Proposed drainage system layouts.
x	x	4. Proposed methods to remove pollutants.
x	x	5. Soil types and permeability characteristics from National Resource Conservation Service.
	x	6. Stormwater Drainage Plan with drainage easements.
	x	7. Location and area of proposed impervious coverage.
	x	8. Pre- and post-development runoff volumes, velocities, hydrographs, with Watershed Maps and Link Node Diagrams.
	x	9. Methods to record and report installation and maintenance activities.
	x	10. Stormwater quality monitoring program and pre-development pollutant loading calculations.
	x	11. Notarized Operation and Maintenance Agreement signed by responsible party.
Utilities and Services.		
x		1. Statement by the Applicant/ Engineer/ Design Professional confirming that they believe the site can be supplied with adequate utilities.
	x	2. Proposed water system layout, or individual well locations.
	x	3. Proposed sewer system layout, or individual septic tank locations.



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	x	4. Location of solid waste/trash disposal units/dumpsters.
	x	5. Location of proposed water, sewer, electric, telephone, cable, data, and gas service layouts, and proposed easements and connections.
	x	6. Location of proposed fire lane, hydrant location(s), FDC(s), and apparatus access to the site and building(s).
	x	7. Location of service and meter areas.
	x	8. Location of mail delivery boxes.
	x	9. Capacity and service studies and/or calculations.
	x	10. Detailed engineering information identifying the location, construction specifications, typical sections, service connections, meters, valves, manholes, inverts, transformers, service pedestals/boxes, and any other utility information.
Lighting.		
x		1. Narrative or plan notes describing the proposed exterior lighting scheme for the property.
	x	2. Location, specifications, and details for existing and proposed exterior site and building light fixtures including the total lumen output, type of lamp, method of shielding, pole and mounting height, and verification that there are no conflicts between lighting and landscaping.
	x	3. Photometric grid overlaid on the proposed site plan indicating the overall light intensity throughout the site (in footcandles) including existing and proposed lighting. Photometric calculations must consider all exterior lighting including building lighting.
	x	4. Notes describing lighting limitations, prohibitions, and methods of enforcement.

**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