



**TOWN OF BLUFFTON  
DEVELOPMENT PLAN APPLICATION**

Growth Management Customer Service Center  
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Bluffton, SC 29910  
(843)706-4522  
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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. Recorded deed and plat showing proof of property ownership. <input type="checkbox"/> 3. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. <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.			
<b>Note: A Pre-Application Meeting is required prior to Application submittal.</b>			
<b>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.</b>			
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 Unified Development Ordinance. Compliance with these procedures will minimize delays and assure expeditious application review.

<b>Step 1. Pre-Application Meeting</b>	<b>Applicant &amp; Staff</b>
Prior to the filing of a Preliminary Development Plan 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 UDO.	
<b>Step 2. Application Check-In Meeting - Preliminary Development Plan Submission</b>	<b>Applicant &amp; Staff</b>
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the Preliminary Development Plan Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness.	
<b>Step 3. Review by UDO Administrator &amp; Development Review Committee</b>	<b>Staff</b>
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.	
<b>Step 4. Development Review Committee Meeting - Preliminary Development Plan Review</b>	<b>Applicant &amp; Staff</b>
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 Planning Commission agenda.	
<b>Step 5. Planning Commission Meeting - Preliminary Development Plan Review</b>	<b>Applicant, Staff &amp; Planning Commission</b>
The Planning Commission shall review the Preliminary Development Plan Application for compliance with the criteria and provisions in the UDO. The Planning Commission may approve, approve with conditions, or deny the application. Preliminary Development Plan Application approval shall authorize the Applicant to prepare a Final Development Plan Application for administrative review and approval.	
<b>Step 6. Application Check-In Meeting - Final Development Plan Submission</b>	<b>Applicant &amp; Staff</b>
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 or designee will review the submission for completeness.	
<b>Step 7. Review by UDO Administrator &amp; Development Review Committee</b>	<b>Staff</b>
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.	
<b>Step 8. Development Review Committee Meeting – Final Development Plan Review</b>	<b>Applicant &amp; Staff</b>
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.	
<b>Step 9. Issue Final Development Permit</b>	<b>Staff</b>
If applicable, upon resubmittal, the application materials will be reviewed for compliance with the DRC Staff Report, Preliminary Development Plan approval and, if all comments are addressed, the UDO Administrator shall issue the Final Development Permit.	