





## TOWN OF BLUFFTON Transfer of Development Rights Process Narrative

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures, Transfer of Development Rights Ordinance, 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 Transfer of Development Rights Ordinance or UDO. 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 submittal of a Transfer of Development Rights 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.	
<b>Step 2. Application Check-In Meeting</b>	<b>Applicant &amp; Staff</b>
Upon receiving input from the UDO Administrator or their designee at the Pre-Application Meeting, the Applicant shall submit the Transfer of Development Rights Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or their designee will review the submission for completeness.	
<b>Step 3. Review by UDO Administrator</b>	<b>Staff</b>
If the UDO Administrator or their designee determines that the Transfer of Development Rights 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</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. If all comments are addressed, the application is placed upon the next available Negotiating Committee agenda.	
<b>Step 5. Planning Commission Meeting</b>	<b>Applicant, Staff &amp; Planning Commission</b>
Planning Commission (PC) shall review the Transfer of Development Rights Application and concurrent applications for compliance with the criteria and provisions of the Transfer of Development Rights Ordinance and UDO. PC shall recommend Town Council approval, approval with conditions, or denial of the application. The application will be placed upon the Town Council agenda correlating with final Town Council approval of concurrent applications.	
<b>Step 6. Town Council Meeting</b>	<b>Applicant, Staff &amp; Town Council</b>
Town Council (TC) is the final approval authority for a Transfer of Development Rights Application. TC may approve, approve with conditions, or deny the application.	
<b>Step 7. Issuance of Transfer of Development Rights Permit</b>	<b>Applicant &amp; Staff</b>
If Town Council approves the Transfer of Development Rights Application, the UDO Administrator shall issue the Transfer of Development Rights Permit for the Applicant to record with the Beaufort County Register of Deeds.	