



**TOWN OF BLUFFTON  
STORMWATER WAIVER APPLICATION**

Growth Management Customer Service Center  
20 Bridge Street  
Bluffton, SC 29910  
(843) 706-4522  
www.townofbluffton.sc.gov  
[applicationfeedback@townofbluffton.com](mailto:applicationfeedback@townofbluffton.com)

<b>Applicant</b>		<b>Property Owner</b>	
Name:		Name:	
Phone:		Phone:	
Mailing Address:		Mailing Address:	
E-mail:		E-mail:	
Town Business License # (if applicable):			
<b>Project Information</b>			
Project Name:			
Project Location:		Development Plan #	
Zoning District:		Acreage:	
Tax Map Number(s):			
Project Description:			
Request: (Please list the specific code sections for waiver being sought)			
<b>Minimum Requirements for Submittal</b>			
<input type="checkbox"/> 1. One (1) paper copy and digital files of waiver request and supporting documentation. <input type="checkbox"/> 2. All information required on the attached Stormwater Waiver Application Checklist.			
<b>Note: Request shall be addressed to the UDO Administrator.</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:	
<b>For Office Use</b>			
Application Number:		Date Received:	
Received By:		Date Approved:	



## TOWN OF BLUFFTON STORMWATER WAIVER 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. Stormwater Waiver Application</b>	<b>Applicant &amp; Staff</b>
Prior to the filing of a Stormwater Waiver, the applicant should consider consulting with the UDO Administrator for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by the UDO.	
<b>Step 2. Review by UDO Administrator</b>	<b>Staff</b>
If the UDO Administrator determines that the Stormwater Waiver Application is complete, it shall be forwarded to the Watershed Management Division (WMD) for review to ensure compliance with the criteria and provisions of the UDO, and the WMD will forward a recommendation of approval or denial of the Application to the UDO Administrator.	
<b>Step 3. Issue Final Decision</b>	<b>Staff</b>
The UDO Administrator will issue a decision of approval or denial within 15 working days of receiving the Application. If the Applicant does not agree with the Final Decision, the Applicant can escalate the request for a modification of the minimum stormwater management requirements to the Board of Zoning Appeals by submitting an application for a Variance per Section 3.7 of the UDO.	



## TOWN OF BLUFFTON STORMWATER WAIVER APPLICATION CHECKLIST

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

**NOTE:** Letter should be addressed to the UDO Administrator for the Stormwater Waiver documentation. Please contact Town Staff for questions and additional information.

### General Information.

1. Name and address of property owner.
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.
3. Project name and/or name of development.
4. A written waiver request addressed to the UDO Administrator which states the specific waiver being sought and addresses the following areas of consideration:
  - a) What exceptional circumstances to the site are evident?
  - b) What unnecessary hardship is being caused?
  - c) How will denial of the waiver be inconsistent with the intent of the article?
5. Documentation of exceptional circumstances and/or technical infeasibilities on site, to include, but may not be limited to, engineering calculations, geologic reports, hydrologic analyses, and site maps.
6. Documentation to quantify that stormwater management strategies have been used to the maximum extent technically feasible and a determination the minimum stormwater management requirements cannot be met through the combination of on-site and off-site stormwater management measures.
7. Documentation to show what unnecessary hardship is caused by the strict application of the minimum stormwater management requirements, and how this places an unfair burden on the particular piece of property that would effectively prohibit or unreasonably restrict the utilization of the property.

### **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