

# ATTACHMENT 1



## TOWN OF BLUFFTON PUBLIC PROJECT APPLICATION

Growth Management Customer Service Center  
20 Bridge Street  
Bluffton, SC 29910  
(843)706-4500  
[www.townofbluffton.sc.gov](http://www.townofbluffton.sc.gov)  
[applicationfeedback@townofbluffton.com](mailto:applicationfeedback@townofbluffton.com)

Applicant		Property Owner			
Name: Town of Bluffton		Name: Town of Bluffton			
Phone: <b>843-540-3925</b>		Phone: <b>843-706-4521</b>			
Mailing Address: 1261 May River Road PO Box 386, Bluffton, SC 29910		Mailing Address: 1261 May River Road PO Box 386, Bluffton, SC 29910			
E-mail: <a href="mailto:drybak@townofbluffton.com">drybak@townofbluffton.com</a>		E-mail: <a href="mailto:prooney@townofbluffton.com">prooney@townofbluffton.com</a>			
Town Business License # (if applicable):					
Project Information					
Project Name: Pritchard Street Streetscape		<input checked="" type="checkbox"/> New	<input type="checkbox"/> Amendment		
Project Location: Town of Bluffton		Acreage: 8.0			
Zoning District: Neighborhood General					
Tax Map Number(s): <b>Pritchard Street Right of Way &amp; R610 039 000 0057 0000</b>					
Project Description: New water quality and quantity management structures in the Pritchard Street right of way and the adjacent parking lot. The proposed BMPs are expected to reduce stormwater runoff for 2,10, 25, 50, & 100YR Beaufort County SCS Type III design storms as well as provide water quality treatment for the 1.95-inch design storm.					
Minimum Requirements for Submittal					
<input type="checkbox"/> 1. Digital files of the Public Project 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: <i>Don Rybal For Pat Rooney</i>		Date: <b>3/4/24</b>			
Applicant Signature: <i>Don Rybal</i>		Date: <b>3/4/24</b>			
<b>For Office Use</b>					
Application Number:		Date Received:			
Received By:		Date Approved:			



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### PUBLIC PROJECT 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. 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 the current Strategic Plan to guide their review. Compliance with these procedures will minimize delays and assure expeditious application review.

<b>Step 1. Application Submittal</b>	<b>Applicant</b>
The Applicant shall submit the Public Project Application and required submittal materials.	
<b>Step 2. Review by UDO Administrator or designee &amp; Development Review Committee</b>	<b>Staff &amp; DRC</b>
If the UDO Administrator or designee determines that the Public Project Permit 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 3. 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.	
<b>Step 4. Historic Preservation Commission (if applicable)</b>	<b>Applicant, Staff &amp; HPC</b>
If the project is located within the Old Town Bluffton Historic District, a public meeting shall be held with the Applicant where the Historic Preservation Commission (HPC) shall review the Public Project materials for compliance with the criteria and provisions in the UDO. The HPC shall provide comment only as a recommendation to the UDO Administrator or designee for final approval.	
<b>Step 4. Public Project Approval</b>	<b>Staff</b>
If applicable, upon resubmittal, the application materials will be reviewed for compliance with the DRC Staff Report and if all comments are addressed, the UDO Administrator or designee shall approve the Public Project.	

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**CRANSTON**  
ENGINEERING

ENGINEERS - PLANNERS - SURVEYORS

14 Westbury Park Way, Suite 202  
Bluffton, SC 29910  
843.815.3191  
CranstonEngineering.com

Pritchard Street, Bluffton, SC 29910

TMS#: Right Of Way

## **Project Narrative**

The proposed Pritchard Street Streetscape project encompasses drainage and streetscape improvements to Pritchard Street that will see BMPS address water quantity and quality for the site, which disturbs approximately 4.7 acres. Runoff will flow approximately 40 LF to Heyward Cove through existing pipes and outfall. Runoff quantity will be reduced and quality improved in all design storms. A sidewalk is intended to be installed along portions of the roads, and portions of existing impervious areas are being replaced with BMPs, which may result in a net reduction of impervious area.