



TOWN OF BLUFFTON
ANNEXATION APPLICATION
AMENDED

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

Applicant		Property Owner	
Name: Beaufort County School District		Name:	
Phone: 843-422-0783		Phone:	
Mailing Address: PO Box 309 Beaufort SC 29901-0309		Mailing Address:	
E-mail: robert.oetting@beaufort.k12.sc.us		E-mail:	
Town Business License # (if applicable):			
Project Information			
Project Name: River Ridge Academy Early Childhood Center		Acreage: 24.12 acres	
Project Location: Bluffton Parkway & River Ridge Drive			
Existing Zoning: Beaufort County T2R		Proposed Zoning: Preserve with UDO Text Amendment to permit School use	
Tax Map Number(s): R600 0229 000 0034 0000, R600 029 000 011A 0000, R600 029 000 1736 0000			
Project Description: New early childhood school to serve Bluffton			
Select Annexation Method (see Annexation Policy and Procedures Manual):			
<input checked="" type="checkbox"/> 100 Percent Petition and Ordinance Method <input type="checkbox"/> 75 Percent Petition and Ordinance Method <input type="checkbox"/> 25 Percent Elector Petition and Election Method			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Completed Annexation Petition(s). <input type="checkbox"/> 2. Mandatory Application Check-In Meeting scheduled. <input type="checkbox"/> 3. Narrative per the attached Annexation Application Checklist. <input type="checkbox"/> 4. Parcel Information per the attached Annexation Application Checklist. <input type="checkbox"/> 5. Concurrent Applications per the attached Annexation Application Checklist. <input type="checkbox"/> 6. 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: 3/19/25	
Applicant Signature:		Date:	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF BLUFFTON ANNEXATION 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. 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.

Consistent with South Carolina law, the Town of Bluffton regards annexation as a voluntary process and does not initiate annexation. Annexation of privately owned property is authorized in the following methods:

1. 100 percent freeholder petition and ordinance method [§5-3-150(3)];
2. 75 percent freeholder petition and ordinance method [§5-3-150(1)]; and
3. 25 percent elector petition and election method [§5-3-300 to 5-3-315].

Step 1. Pre-Application Meeting	Applicant & Staff
Prior to the filing of an Annexation 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 Town of Bluffton applicable ordinances.	
Step 2. Application Check-In Meeting	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the Annexation Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness. Call 843-706-4500 to schedule.	
Step 3. Review by UDO Administrator	Staff
If the UDO Administrator or designee determines that the Annexation Application is complete, the application shall advance as prescribed in the Town of Bluffton's Annexation Policy and Procedure Manual .	