



TOWN OF BLUFFTON
ZONING MAP AMENDMENT 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: Same	
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 Parcels		Acreage: 77.93 acres	
Project Location: Bluffton Parkway & River Ridge Drive		Comprehensive Plan Amendment: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Existing Zoning: Beaufort County T2R & Bluffton Residential General		Proposed Zoning: Preserve with UDO Text Amendment to permit School use	
Parcel Number(s): R600 0229 000 0034 0000, R600 029 000 011A 0000, R600 029 000 1736 0000, R610 029 000 0012 0000, R610 029 000 0084 0000, R610 029 000 1737, R610 029 000 0612			
Project Description: Existing River Ridge Academy parcels and new early childhood school to serve Bluffton			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Digital files of the maps and/or plans depicting the subject property.			
<input type="checkbox"/> 2. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO.			
<input type="checkbox"/> 3. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.			
<input type="checkbox"/> 4. Recorded deed and plat showing proof of property ownership.			
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 application.			
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:	



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ZONING MAP AMENDMENT 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.

Step 1. Pre-Application Meeting	Applicant & Staff
Prior to the filing of a Zoning Map Amendment 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.	
Step 2. Application Check-In Meeting	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the Zoning Map Amendment 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 determines that the Zoning Map Amendment Application is complete, it shall be placed on the next available Planning Commission (PC) Meeting agenda.	
Step 4. Planning Commission Workshop	Applicant, Staff & Planning Commission
The PC shall hold a Public Workshop to provide the public with information and a forum to review the preliminary application.	
Step 5. Planning Commission Meeting & Public Hearing	Applicant, Staff & Planning Commission
The PC shall hold a Public Hearing and review the Zoning Map Amendment Application for compliance with the criteria and provisions in the UDO. The PC may recommend that Town Council approve, approve with conditions, or deny the application.	
Step 6. Town Council Meeting- 1st Reading	Applicant, Staff & Town Council
Town Council shall review the Zoning Map Amendment Application for compliance with the criteria and provisions in the UDO. Town Council may approve, approve with conditions, table, or deny the application at 1 st Reading.	
Step 7. Town Council Meeting- 2nd and Final Reading & Public Hearing	Applicant, Staff & Town Council
Town Council shall hold a Public Hearing and review the Zoning Map Amendment Application for compliance with the criteria and provisions in the UDO. Town Council may approve, approve with conditions, table, or deny the application at 2 nd and Final Reading.	
Step 8. Zoning Map Amendment Approval	Staff
If Town Council approves the Zoning Map Amendment Application, the UDO Administrator shall issue an approval letter to the Applicant.	