



TOWN OF BLUFFTON
UDO TEXT AMENDMENT APPLICATION

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: keith fisher		Name: keith fisher	
Phone: 846831975		Phone: 8436831975	
Mailing Address: 41 thomas heyward street bluffton sc 29910		Mailing Address: 41 thomas heyward street bluffton sc 29910	
E-mail: keithfisher.843@gmail.com		E-mail: keithfisher.843@gmail.com	
Project Information			
Project Name: rv carport			
Existing Zoning Text:			
<small>2. Only one accessory structure is allowed per lot. Unified Development Ordinance(UDO) Section 5.15.5.C. It appears that there is already one existing Carriage House on the property. The structure in question is not allowed.</small>			
Proposed Text (use additional sheets if necessary):			
<h1>see additional sheet provided</h1>			
Minimum Requirements for Submittal			
<input checked="" type="checkbox"/> 1. Project Narrative and digital file describing proposed text change for application and compliance with the criteria in Article 3 of the UDO.			
<input type="checkbox"/> 2. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.			
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: 9/20/24	
Applicant Signature:		Date: 9/20/24	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



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UDO TEXT 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 UDO Text 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 UDO Text 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.	
Step 3. Review by UDO Administrator or designee	Staff
If the UDO Administrator or designee determines that the UDO Text Amendment Application is complete, it shall be placed on the next available Planning Commission (PC) Meeting agenda.	
Step 4. Planning Commission Meeting & Public Hearing	Applicant, Staff & Planning Commission
The PC shall hold a Public Hearing and review the UDO Text 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. Town Staff shall place a notice no sooner than 15 days prior to the Public Hearing in a newspaper of general circulation in the Town.	
Step 5. Town Council Meeting- 1st Reading	Applicant, Staff & Town Council
Town Council shall review the UDO Text 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 6. Town Council Meeting- 2nd and Final Reading & Public Hearing	Applicant, Staff & Town Council
Town Council shall hold a Public Hearing and review the UDO Text 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. Town Staff shall place a notice no sooner than 15 days prior to the Public Hearing in a newspaper of general circulation in the Town.	
Step 7. UDO Text Amendment Approval	Staff
If Town Council approves the UDO Text Amendment Application, the UDO Administrator or designee shall issue an approval letter to the Applicant and codify the changes.	