



**Town of Bluffton  
General Fund Budget**

	<b>Revised FY 2024 Budget</b>	<b>Proposed FY 2025 Budget</b>	<b>\$ Budget Change</b>	<b>% of Budget Change</b>
<b>Revenues</b>				
Property Taxes	\$ 9,292,646	\$ 10,017,780	\$ 725,134	7.8%
Licenses & Permits				
Business Licenses	3,559,458	3,540,062	(19,396)	-0.5%
Franchise Fees	3,125,454	3,286,652	161,198	5.2%
MASC Insurance Tax Collection	2,906,377	3,443,005	536,628	18.5%
MASC Telecommunications	50,000	50,000	-	0.0%
Building Safety Permits	2,474,720	1,686,596	(788,125)	-31.8%
Application Fees	50,000	50,000	-	0.0%
Total Licenses & Permits	12,166,009	12,056,314	(109,695)	-0.9%
Grants and Entitlements	1,539,292	2,911,913	1,372,621	89.2%
Intergovernmental	444,099	461,608	17,509	3.9%
Service Revenues	811,680	492,860	(318,820)	-39.3%
Fines & Fees	115,000	115,000	-	0.0%
Interest Income	25,000	300,000	275,000	1100.0%
Miscellaneous Revenues	120,000	185,915	65,915	54.9%
<b>Sub-Total Revenues</b>	<b>24,513,726</b>	<b>26,541,390</b>	<b>2,027,664</b>	<b>8.3%</b>
<b>Other Financing Sources</b>				
Transfers In				
Hospitality Tax	2,123,436	3,305,561	1,182,125	55.7%
Capital Improvement Program Fund	400,000	-	(400,000)	-100.0%
Local Accommodations Tax	223,643	536,059	312,416	139.7%
State Accommodations Tax	76,507	76,130	(377)	-0.5%
Stormwater Fund	335,866	459,675	123,809	36.9%
General Fund Prior Year Fund Balance (PYFB)	3,091,338	799,310	(2,292,028)	-74.1%
General Fund PYFB - ARPA	411,847	306,857	(104,990)	-25.5%
General Fund PYFB - Capital Asset Reserve	531,920	443,458	(88,462)	-16.6%
Total Transfers In	7,194,557	5,927,050	(1,267,507)	-17.6%
<b>Total Other Financing Sources &amp; Transfers In</b>	<b>7,194,557</b>	<b>5,927,050</b>	<b>(1,267,507)</b>	<b>-17.6%</b>
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 31,708,283</b>	<b>\$ 32,468,440</b>	<b>\$ 760,157</b>	<b>2.4%</b>
<b>Expenditures</b>				
Building Safety	\$ 1,063,670	\$ 1,062,731	\$ (939)	-0.1%
Communications & Community Outreach	615,455	939,738	324,283	52.7%
Customer Service	286,962	300,141	13,179	4.6%
Economic Development: DRCI	493,464	486,487	(6,977)	-1.4%
Executive	1,494,879	1,804,783	309,904	20.7%
Finance & Administration	1,171,083	1,172,916	1,833	0.2%
Human Resources	647,972	639,020	(8,952)	-1.4%
Information Technology	2,352,769	2,136,799	(215,970)	-9.2%
Municipal Judges	105,848	107,581	1,733	1.6%
Municipal Court	485,421	500,485	15,064	3.1%
Planning & Community Development	1,576,938	1,941,541	364,603	23.1%
Police	10,563,270	11,923,481	1,360,211	12.9%
Project Management	971,296	826,707	(144,589)	-14.9%
Public Services	2,168,092	3,097,840	929,748	42.9%
Town Council	197,005	185,014	(11,991)	-6.1%
Townwide (Non-Departmental)	3,570,492	4,160,970	590,478	16.5%
<b>Total Expenditures</b>	<b>27,764,616</b>	<b>31,286,233</b>	<b>3,521,617</b>	<b>12.7%</b>
<b>Other Funding Uses</b>				
Contribution to Fund Balance	400,931	-	(400,931)	-100.0%
Transfers Out to Capital Improvements Program Fund	3,542,736	1,182,207	(2,360,529)	-66.6%
<b>Total Transfers</b>	<b>3,943,667</b>	<b>1,182,207</b>	<b>(2,761,460)</b>	<b>-70.0%</b>
<b>Total Expenditures and Other Funding Uses</b>	<b>\$ 31,708,283</b>	<b>\$ 32,468,440</b>	<b>\$ 760,157</b>	<b>2.4%</b>



**Town of Bluffton  
Local Hospitality Tax Fund Budget  
Special Revenue**

	<b>Revised FY 2024 Budget</b>	<b>Proposed FY 2025 Budget</b>	<b>\$ Budget Change</b>	<b>% Budget Change</b>
<b>Revenues</b>				
<b>Taxes</b>	\$ 3,778,036	\$ 4,120,747	\$ 342,711	9.1%
<b>Interest Income</b>	10,000	20,000	10,000	100.0%
<b>Sub-Total Revenues</b>	<u>3,788,036</u>	<u>4,140,747</u>	<u>352,711</u>	<u>9.3%</u>
<b>Other Financing Sources</b>	-	-	-	
<b>Transfers In</b>				
Prior Year Fund Balance	4,704,916	4,108,119	(596,797)	-12.7%
<b>Total Other Financing Sources &amp; Transfers In</b>	<u>4,704,916</u>	<u>4,108,119</u>	<u>(596,797)</u>	<u>-12.7%</u>
<b>Total Revenues and Other Financing Sources</b>	<u>\$ 8,492,952</u>	<u>\$ 8,248,866</u>	<u>\$ (244,086)</u>	<u>-2.9%</u>
<b>Expenditures</b>				
<b>Other Funding Uses</b>				
Transfers Out to Capital Improvements Program Fund	\$ 6,369,516	\$ 4,943,305	\$ (1,426,211)	-22.4%
Transfers Out to General Fund	2,123,436	3,305,561	1,182,125	55.7%
<b>Total Transfers</b>	<u>8,492,952</u>	<u>8,248,866</u>	<u>(244,086)</u>	<u>-2.9%</u>
<b>Total Expenditures and Other Funding Uses</b>	<u>\$ 8,492,952</u>	<u>\$ 8,248,866</u>	<u>\$ (244,086)</u>	<u>-2.9%</u>



**Town of Bluffton**  
**Local Accommodations Tax Fund Budget**  
**Special Revenue**

	<b>Revised FY 2024 Budget</b>	<b>Proposed FY 2025 Budget</b>	<b>\$ Budget Change</b>	<b>% Budget Change</b>
<b>Revenues</b>				
<b>Taxes</b>	\$ 1,594,000	\$ 1,337,930	\$ (256,070)	-16.1%
<b>Interest Income</b>	3,500	5,000	\$ 1,500	42.9%
<b>Sub-Total Revenues</b>	<u>1,597,500</u>	<u>1,342,930</u>	<u>(254,570)</u>	<u>-15.9%</u>
<b>Other Financing Sources</b>	-	-	-	
<b>Transfers In</b>				
Prior Year Fund Balance	1,700,798	822,676	(878,122)	-51.6%
<b>Total Other Financing Sources &amp; Transfers In</b>	<u>1,700,798</u>	<u>822,676</u>	<u>(878,122)</u>	<u>-51.6%</u>
<b>Total Revenues and Other Financing Sources</b>	<u>\$ 3,298,298</u>	<u>\$ 2,165,606</u>	<u>\$ (1,132,692)</u>	<u>-34.3%</u>
<b>Expenditures</b>				
<b>Other Funding Uses</b>				
Transfers Out to Capital Improvements Program Fund	\$ 3,074,655	\$ 1,629,547	\$ (1,445,108)	-47.0%
Transfers Out to General Fund	223,643	536,059	312,416	139.7%
<b>Total Transfers</b>	<u>3,298,298</u>	<u>2,165,606</u>	<u>(1,132,692)</u>	<u>-34.3%</u>
<b>Total Expenditures and Other Funding Uses</b>	<u>\$ 3,298,298</u>	<u>\$ 2,165,606</u>	<u>\$ (1,132,692)</u>	<u>-34.3%</u>



**Town of Bluffton  
Stormwater Fund Budget**

	<b>Revised FY 2024 Budget</b>	<b>Proposed FY 2025 Budget</b>	<b>\$ Budget Change</b>	<b>% Budget Change</b>
<b>Revenues</b>				
<b>Stormwater Utility Fee</b>	\$ 2,067,705	\$ 2,076,862	\$ 9,157	0.4%
<b>Licenses &amp; Permits</b>				
NPDES Plan Review and Inspection Fees	513,500	383,595	(129,905)	-25.3%
Total Licenses & Permits	513,500	383,595	(129,905)	-25.3%
<b>Sub-Total Revenues</b>	2,581,205	2,460,457	(120,748)	-4.7%
<b>Other Financing Sources</b>	-	-	-	
<b>Transfers In</b>				
Prior Year Fund Balance	804,814	1,557,214	752,400	93.5%
<b>Total Other Financing Sources &amp; Transfers In</b>	804,814	1,557,214	752,400	93.5%
<b>Total Revenues and Other Financing Sources</b>	<u>\$ 3,386,019</u>	<u>\$ 4,017,671</u>	<u>\$ 631,652</u>	<u>18.7%</u>
<b>Expenditures</b>				
Watershed Resiliency	\$ 1,550,712	\$ 1,980,912	\$ 430,200	27.7%
<b>Total Expenditures</b>	1,550,712	1,980,912	430,200	27.7%
<b>Other Funding Uses</b>				
Transfers Out to Capital Improvements Program Fund	1,205,641	1,281,034	75,393	6.3%
Transfers Out to General Fund	335,866	459,675	123,809	36.9%
Transfer to Debt Service	293,800	296,050	2,250	0.8%
<b>Total Transfers</b>	1,835,307	2,036,759	201,452	11.0%
<b>Total Expenditures and Other Funding Uses</b>	<u>\$ 3,386,019</u>	<u>\$ 4,017,671</u>	<u>\$ 631,652</u>	<u>18.7%</u>



**Town of Bluffton**  
**Capital Improvements Project Fund**

	Revised FY 2024 Budget	Proposed FY 2025 Budget	\$ Budget Change	% Budget Change
<b>Revenues</b>				
Licenses & Permits	\$ 377,860	\$ 317,000	\$ (60,860)	-16.1%
Grants and Entitlements	700,000	1,506,543	806,543	115.2%
Intergovernmental	2,000,000	500,000	(1,500,000)	-75.0%
<b>Total Revenues</b>	<b>3,077,860</b>	<b>2,323,543</b>	<b>(754,317)</b>	<b>-24.5%</b>
<b>Other Financing Sources</b>				
Transfers In	-	-	-	
Hospitality Tax	6,369,516	4,943,305	(1,426,211)	-22.4%
Local Accommodations Tax	3,074,655	1,629,547	(1,445,108)	-47.0%
State Accommodations Tax	154,523	152,941	(1,582)	-1.0%
Stormwater Fund	1,205,641	1,281,034	75,393	6.3%
TIF	5,657,460	8,206,402	2,548,942	45.1%
General Fund	3,384,591	941,000	(2,443,591)	-72.2%
General Fund-ARPA	158,145	241,207	83,062	52.5%
CIP Fund Balance	14,555,247	13,549,135	(1,006,112)	-6.9%
<b>Total Other Financing Sources &amp; Transfers In</b>	<b>34,559,778</b>	<b>30,944,571</b>	<b>(3,615,207)</b>	<b>-10.5%</b>
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 37,637,638</b>	<b>\$ 33,268,114</b>	<b>\$ (4,369,524)</b>	<b>-11.6%</b>
<b>Expenditures</b>				
Economic Development Projects	\$ 3,504,420	\$ 3,204,420	\$ (300,000)	-8.6%
Facilities Projects	2,480,861	2,531,432	50,571	2.0%
Housing Projects	1,676,044	1,478,480	(197,564)	-11.8%
Information Technology Infrastructure Projects	208,471	436,000	227,529	109.1%
Land Acquisition	4,993,220	2,959,387	(2,033,833)	-40.7%
Park Projects	11,530,565	11,551,150	20,585	0.2%
Road Projects	3,475,572	3,370,513	(105,059)	-3.0%
Stormwater and Sewer Projects	9,190,625	7,419,732	(1,770,893)	-19.3%
<b>Total Project Expenditures</b>	<b>37,059,778</b>	<b>32,951,114</b>	<b>(4,108,664)</b>	<b>-11.1%</b>
<b>Other Funding Uses</b>				
Transfer to General Fund	400,000	-	(400,000)	-100.0%
Contribution to Fund Balance	177,860	317,000	139,140	78.2%
<b>Total Other Funding Uses</b>	<b>577,860</b>	<b>317,000</b>	<b>(260,860)</b>	<b>-45.1%</b>
<b>Total Expenditures and Other Funding Uses</b>	<b>\$ 37,637,638</b>	<b>\$ 33,268,114</b>	<b>\$ (4,369,524)</b>	<b>-11.6%</b>



**Town of Bluffton  
Debt Service Fund Budget**

	<b>Revised FY 2024 Budget</b>	<b>Proposed FY 2025 Budget</b>	<b>\$ Budget Change</b>	<b>% Budget Change</b>
<b>Revenues</b>				
<b>Property Taxes</b>				
Real & Personal Property Tax (TIF)	\$ 3,196,680	\$ 4,702,200	\$ 1,505,520	47.1%
GO Bond Debt Service Property Tax	384,160	439,620	55,460	14.4%
Total Property Tax	3,580,840	5,141,820	1,560,980	43.6%
<b>Licenses &amp; Permits</b>				
Municipal Improvement District Fee	365,860	368,887	3,027	0.8%
<b>Interest Income</b>				
	4,400	25,000	20,600	468.2%
<b>Sub-Total Revenues</b>	<b>3,951,100</b>	<b>5,535,707</b>	<b>1,584,607</b>	<b>40.1%</b>
<b>Transfers In</b>				
Stormwater Fund	293,800	296,050	2,250	0.8%
Prior Year Fund Balance	3,658,324	4,620,409	962,085	26.3%
<b>Total Other Financing Sources &amp; Transfers In</b>	<b>3,952,124</b>	<b>4,916,459</b>	<b>964,335</b>	<b>24.4%</b>
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 7,903,224</b>	<b>\$ 10,452,166</b>	<b>\$ 2,548,942</b>	<b>32.3%</b>
<b>Expenditures</b>				
<b>Series 2014 TIF Bonds Debt Service</b>				
Principal	\$ 873,554	\$ 896,386	\$ 22,832	2.6%
Interest	58,127	35,295	(22,832)	-39.3%
<b>Series 2022 TIF Bonds Debt Service</b>				
Principal	316,599	327,553	10,954	3.5%
Interest	324,334	313,380	(10,954)	-3.4%
<b>Series 2020 GO Bonds Debt Service</b>				
Principal	245,000	255,000	10,000	4.1%
Interest	134,300	122,050	(12,250)	-9.1%
<b>Series 2020A GO Bonds Debt Service (Projects)</b>				
Principal	155,000	165,000	10,000	6.5%
Interest	138,800	131,050	(7,750)	-5.6%
<b>Miscellaneous</b>	<b>50</b>	<b>50</b>	<b>-</b>	<b>0.0%</b>
<b>Sub-Total Expenditures</b>	<b>2,245,764</b>	<b>2,245,764</b>	<b>-</b>	<b>0.0%</b>
<b>Other Funding Uses</b>				
Transfers Out to Capital Improvements Program Fund	5,657,460	8,206,402	2,548,942	45.1%
<b>Total Transfers</b>	<b>5,657,460</b>	<b>8,206,402</b>	<b>2,548,942</b>	<b>45.1%</b>
<b>Total Expenditures and Other Funding Uses</b>	<b>\$ 7,903,224</b>	<b>\$ 10,452,166</b>	<b>\$ 2,548,942</b>	<b>32.3%</b>



**Town of Bluffton  
Consolidated Budget**

	<b>Revised FY 2024 Budget</b>	<b>Proposed FY 2025 Budget</b>	<b>\$ Budget Change</b>	<b>% of Budget Change</b>
<b>Revenues</b>				
Property Taxes	\$ 12,873,486	\$ 15,159,600	\$ 2,286,114	17.8%
Local Hospitality & Accommodations Taxes	5,372,036	5,458,677	86,641	1.6%
Licenses & Permits	15,490,934	15,202,659	(288,275)	-1.9%
Grants & Entitlements	2,239,292	4,418,456	2,179,164	97.3%
Intergovernmental	2,444,099	961,608	(1,482,491)	-60.7%
Service Revenues	811,680	492,860	(318,820)	-39.3%
Fines & Fees	115,000	115,000	-	0.0%
Interest Income	42,900	350,000	307,100	715.9%
Miscellaneous Revenues	120,000	185,915	65,915	54.9%
Sub-Total Revenues	39,509,427	42,344,774	2,835,347	7.2%
Other Financing Sources	-	-	-	
Transfers In	52,916,987	48,276,088	(4,640,899)	-8.8%
Total Other Financing Sources & Transfers In	52,916,987	48,276,088	(4,640,899)	-8.8%
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 92,426,414</b>	<b>\$ 90,620,863</b>	<b>\$ (1,805,552)</b>	<b>-2.0%</b>
<b>Expenditures</b>				
Building Safety	\$ 1,063,670	\$ 1,062,731	\$ (939)	-0.1%
Communications & Community Outreach	615,455	939,738	324,283	52.7%
Customer Service	286,962	300,141	13,179	4.6%
Economic Development	493,464	486,487	(6,977)	-1.4%
Executive	1,494,879	1,804,783	309,904	20.7%
Finance & Administration	1,171,083	1,172,916	1,833	0.2%
Human Resources	647,972	639,020	(8,952)	-1.4%
Information Technology	2,352,769	2,136,799	(215,970)	-9.2%
Municipal Judges	105,848	107,581	1,733	1.6%
Municipal Court	485,421	500,485	15,064	3.1%
Planning & Community Development	1,576,938	1,941,541	364,603	23.1%
Police	10,563,270	11,923,481	1,360,211	12.9%
Project Management	971,296	826,707	(144,589)	-14.9%
Public Services	2,168,092	3,097,840	929,748	42.9%
Town Council	197,005	185,014	(11,991)	-6.1%
Townwide (Non-Departmental)	3,570,492	4,160,970	590,478	16.5%
Watershed Management	1,550,712	1,980,912	430,200	27.7%
Capital Projects	37,059,778	32,951,114	(4,108,664)	-11.1%
Debt Service	2,245,764	2,245,764	-	0.0%
Sub-Total Expenditures	68,620,870	68,464,023	(156,847)	-0.2%
Other Funding Uses				
Contribution to Fund Balance	578,791	317,000	(261,791)	-45.2%
Transfers Out	23,226,753	21,839,840	(1,386,913)	-6.0%
Total Other Funding Uses & Transfers Out	23,805,544	22,156,840	(1,648,704)	-6.9%
<b>Total Expenditures and Other Funding Uses</b>	<b>\$ 92,426,414</b>	<b>\$ 90,620,863</b>	<b>\$ (1,805,551)</b>	<b>-2.0%</b>
	\$ -	\$ 0		

# Master Fee Schedule – FY2025

Attachment 2H  
Effective: July 1, 2024

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Section I	Miscellaneous Fees.....	2
	Printing, Reproduction, Documents	
	Election Fees	
	Finance Fees	
	Old Town Business Directional Sign Fees	
Section II	Police Department Fees.....	2
	Police Services	
	Police Reports, Photocopies & Records	
	Police Permits	
Section III	Business License Fees.....	2-3
	Taxation Fees	
	Other Business License Fees	
	Special Events Applications & Permits	
Section IV	Facility Rental Fees.....	4-6
	General	
	Rotary Community Center	
	Field of Dreams	
	Oyster Factory Park	
	Wright Family Park	
	Martin Family Park & Buckwalter Place Commerce Park	
Section V	RESERVED	
Section VI	Growth Management Department Fees.....	7-12
	Building Safety Fees	
	Planning and Environmental Applications and Permits	
	Planning and Environmental Sustainability Fees	
	Developmental Agreement Fees	
Section VII	Storm Water Management Fees.....	13-15
	Residential Land Uses	
	National Pollutant Discharge Elimination System (NPDES) Fees	
	National Pollutant Discharge Elimination System (NPDES) Inspection Fees	
	Buckwalter Place Commerce Park, Park A and Park B Map.....	16



## Master Fee Schedule – FY2025

Effective: July 1, 2024

## Section I – Miscellaneous Fees

Item/Description	Basis	Fee
<b>Printing, Reproduction, Documents</b>		
Black and White Photocopies (8.5" X 11" or smaller)	Per Page	\$0.20
Color Photocopies	Per Page	\$0.25
Photocopies Larger than 8.5" X 11"	Per Page	\$0.25
Photocopies Plotter/Large Format Copies of Plans	Per Page	\$6.00
CD Copy	Per Disc	\$5.00
Staff Time making copies (no less than a 30-minute charge)	Per Hour	\$25.00
<b>Election Fees</b>		
To Elect Council	Per Election	\$100.00
To Elect Mayor	Per Election	\$150.00
<b>Finance Fees</b>		
NSF Returned Check Fee	Per Check	\$30.00
<b>Old Town Business Directional Sign Fees</b>		
<b>Sign Production &amp; Installation</b>	Per Sign	At Cost

## Section II – Police Department Fees

Item/Description	Basis	Fee
<b>Police Services</b>		
Off-Duty Police Officer	Per Hour, Per Officer	\$60.00
<b>Police Reports, Photocopies &amp; Records</b>		
Police Report Copy Fee (No fee for victim)	Per Report up to 3 pages plus per page	\$5.00 + .25 cents per page above 3
Accident Report	Per Report up to 3 pages plus per page	\$10.00 + .25 cents per page above 3
Police Photographs, Audio or Video Recordings	Per Fee plus actual costs	\$20.00
	CD/DVD	\$5.00
	USB Thumb Drive	\$20.00
<b>Police Permits</b>		
Precious Metal Permit	Allowed by State Law	\$50.00

## Section III – Business License Fees

Item/Description	Basis	Fee
<b>Taxation Fees</b>		
Hospitality Tax Fees	Per Ordinance	2% of Prepared Meals/ Beverages
Local Accommodation Tax Fees	Per Ordinance	3% of Gross Revenue for rentals 30 days or less
Penalties – Business License, Hospitality Tax, and Accommodations Tax	Per Month	5% per month

# Master Fee Schedule – FY2025

Attachment 2H  
Effective: July 1, 2024

## Section III – Business License Fees (continued)

Rate Class	Minimum Rate	Minimum Gross Receipt	Rate Per Thousand or Fraction Thereof Over Minimum Gross
1	\$50.00	\$2,000.00	\$1.00
2	\$50.00	\$2,000.00	\$1.15
3	\$50.00	\$2,000.00	\$1.30
4	\$50.00	\$2,000.00	\$1.45
5	\$50.00	\$2,000.00	\$1.60
6	\$50.00	\$2,000.00	\$1.75
7	\$50.00	\$2,000.00	\$1.90
8.1	\$50.00	\$2,000.00	\$1.00
8.2	See SC Code		
8.3	MASC Telecommunications		
8.4	MASC Insurance		
8.51	\$12.50 business license for operation of all machines (not on gross income)		PLUS \$12.50/machine
8.52	\$12.50 business license for operation of all machines (not on gross income)		PLUS \$180.00/machine
8.6	\$50.00 business license for operation of all tables (not on gross income)		PLUS \$5.00 or \$12.50/table
9.1 and above	\$50.00	\$2,000.00	\$1.00
Non-Profit	N/A	N/A	N/A
<b>NON-RESIDENT RATES</b>			
<u>Unless otherwise specifically provided, all taxes and rates shall be doubled for nonresidents and itinerants having no fixed principal place of business within the municipality.</u>			

Item/Description	Basis	Fee
<b>Other Business License Fees</b>	Paid Annually in addition to Business License Tax	
Annual Mobile Vending Fee		\$400.00

## Special Events

Item/Description	Basis	Fee
<b>Special Event Application Fee</b>	<ul style="list-style-type: none"> <li>Per Application; or,</li> <li>Per quarter if event is held more than twice a quarter</li> </ul>	\$50.00
<b>Special Event Permit Fee</b>	Paid by Special Event Sponsor	\$10.00
<b>Special Event Unlicensed Vendor Fee</b>	Per Unlicensed Vendor Paid by Sponsor	\$10.00

## Master Fee Schedule – FY2025

Effective: July 1, 2024

## Section IV – Facility Rental Fees

**General**

Item/Description	Basis	Fee
<b>Reservation Request (Non-Refundable)</b>	Per Facility	\$25.00
<b>Non-Resident Surcharge</b>	Percentage of Rental Fee	25%
<b>Bluffton Police Department Officer</b>	Per Hour	\$60.00
<b>Lost Key</b>	Each	\$25.00
<b>Lost Pass Card</b>	Each	\$25.00
Additional Notes: <ul style="list-style-type: none"> <li>The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town.</li> <li>Upon approval of a facility rental request, the Reservation Request fee shall be applied towards the applicable facility rental fees.</li> </ul>		

**Rotary Community Center**

Item/Description	Basis	Fee
<b>Private Event Rental</b>		
Rental Fee (6-hour Reservation; 1 hour Setup, 4-hour Event, 1 hour Cleanup)	Per Event	\$400.00
Daily Rate	Per Day	\$500.00
Security Deposit	Per Event	\$150.00
Cleaning Fee	Per Event	\$130.00
<b>Non-Profit Rental</b>		
Rental Fee (6-hour Reservation; 1 hour Setup, 4-hour Event, 1 hour Cleanup)	Per Event	\$200.00
Daily Rate	Per Day	\$300.00
Security Deposit	Per Event	\$150.00
Cleaning Fee	Per Event	\$130.00
<b>Meeting Rental</b>		
Rental Fee	Per Hour	\$50.00
Cleaning	Per Event	\$130.00
Additional Notes: <ul style="list-style-type: none"> <li>The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town.</li> <li>All fees will be collected at the Customer Service Center at Town Hall.</li> <li>Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental.</li> <li>Meeting rental cleaning fees may be negotiated based on meeting type, length, use, and frequency.</li> <li>A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start.</li> </ul>		

## Master Fee Schedule – FY2025

Effective: July 1, 2024

## Section IV – Facility Rental Fees (continued)

**Field of Dreams**

Item/Description	Basis	Fee
4 Hour Access (6-hour Reservation; 1 hour Setup, 4-hour Event, 1 hour Cleanup)	Per Event	\$100.00
All Day Access	Per Day	\$150.00
Security Deposit	Per Event	\$150.00
<b>Additional Notes:</b> <ul style="list-style-type: none"> <li>• The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town.</li> <li>• All fees will be collected at the Customer Service Center at Town Hall.</li> <li>• Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental.</li> <li>• A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the part not utilized.</li> </ul>		

**Oyster Factory Park**

Item/Description	Basis	Fee
<b>Reservation of Park East of Wharf Street</b>		
Rental Fee	Per Day	\$300.00
Less than Full Day (6-hour Reservation: 1 hour Setup, 4-hour Event, 1 hour Cleanup)	Per Event	\$150.00
Rental Fee – Non-Profit	Per Day	\$150.00
Less than Full Day (6-hour Reservation: 1 hour Setup, 4-hour Event, 1 hour Cleanup)	Per Event	\$75.00
Security Deposit	Per Rental	\$100.00
<b>Reservation of Park West of Wharf Street</b>		
Rental Fee	Per Day	\$100.00
Less than Full Day (6-hour Reservation: 1 hour Setup, 4-hour Event, 1 hour Cleanup)	Per Event	\$50.00
Rental Fee – Non-Profit	Per Day	\$50.00
Less than Full Day (6-hour Reservation: 1 hour Setup, 4-hour Event, 1 hour Cleanup)	Per Event	\$25.00
Security Deposit	Per Rental	\$100.00
<b>Additional Notes:</b> <ul style="list-style-type: none"> <li>• The Town Manager or designee may waive any or all of the fees if it is deemed in the best interests of the Town of Bluffton.</li> <li>• All fees will be collected at the Customer Service Center at Town Hall.</li> <li>• Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental.</li> <li>• A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the park not utilized.</li> </ul>		

## Master Fee Schedule – FY2025

Effective: July 1, 2024

## Section IV – Facility Rental Fees (continued)

**Wright Family Park**

Item/Description	Basis	Fee
Rental Fee	Per Day	\$300.00
Less than Full Day (6-hour Reservation: 1 hour Setup, 4-hour Event, 1 hour Cleanup)	Per Event	\$150.00
Rental Fee – Non-Profit	Per Day	\$150.00
Less than Full Day (6-hour Reservation: 1 hour Setup, 4-hour Event, 1 hour Cleanup)	Per Event	\$75.00
Security Deposit	Per Rental	\$100.00
<b>Additional Notes:</b> <ul style="list-style-type: none"> <li>The Town Manager or designee may waive any or all of the fees if it is deemed in the best interests of the Town of Bluffton.</li> <li>All fees will be collected at the Customer Service Center at Town Hall.</li> <li>Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental.</li> <li>A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the park not utilized.</li> </ul>		

**Martin Family Park and Public Park @ Buckwalter Place Commerce Park (Park A and Park B)**

Item/Description	Basis	Fee
<b>Martin Family Park and Buckwalter Place Commerce Park (Park A)</b>		
4 Hour Access (6-hour Reservation; 1 hour Setup, 4-hour Event, 1 hour Cleanup)	Per Event	\$100.00
All Day Access	Per Day	\$150.00
Security Deposit	Per Event	\$150.00
<b>Buckwalter Place Commerce Park – Amphitheater Section (Park B)</b> <b>Includes green space, amphitheater, and building</b>		
Rental Fee	Per Day	\$600.00
Less than Full Day (6-hour Reservation: 1 hour Setup, 4-hour Event, 1 hour Cleanup)	Per Event	\$300.00
Rental Fee – Non-Profit	Per Day	\$300.00
Less than Full Day (6-hour Reservation: 1 hour Setup, 4-hour Event, 1 hour Cleanup)	Per Event	\$150.00
Security Deposit	Per Day	\$150.00
Cleaning Fee	Per Event	\$130.00
<b>Additional Notes:</b> <ul style="list-style-type: none"> <li>The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town.</li> <li>All fees will be collected at the Customer Service Center at Town Hall.</li> <li>Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental.</li> <li>A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the part not utilized.</li> <li>See page 15 for map of Buckwalter Place Commerce Park for the designation of Park A and Park B.</li> </ul>		

# Master Fee Schedule – FY2025

Attachment 2H  
Effective: July 1, 2024

## Section V – RESERVED

## Section VI – Growth Management Fees

### Building Safety Fees

Item/Description	Basis (Value of Construction)	Fee
Applications – Calculated Fees		
New Structures Commercial and Residential	\$500 - \$2,000	\$35.00
	\$2,001 - \$3,000	\$38.50
	\$3,001 - \$50,000	\$38.50 + \$5.00 per \$1,000 or fraction thereof over \$1,000
	\$50,001 and above	\$273.50 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Commercial and Residential	\$0 - \$1,000	\$35.00
	\$1,001 - \$2,000	\$70.00
	\$2,001 - \$3,000	\$77.00
	\$3,001 - \$50,000	\$77.00 + \$9.00 per \$1,000 or fraction thereof over \$3,000
Miscellaneous Construction Commercial	\$50,000 and above	\$500.00 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Residential	\$50,000 and above	\$500.00 + \$4.00 per \$1,000 or fraction thereof over \$50,000
Multi-Family and Commercial Plans Check Fee	Each	75% of permit fee (non-refundable)
Residential Plans Check Fee	Each	50% of permit fee (non-refundable)

## Master Fee Schedule – FY2025

Effective: July 1, 2024

## Section VI – Growth Management Fees (continued)

**Building Safety Fees (continued)**

Item/Description	Basis (Value of Construction)	Fee
<b>Application Fees</b>		
Construction Trailers	Each	\$75.00
Demolition	Each	\$75.00
Electrical < 200 amps	Each	\$75.00
Electrical (pools/spas/water features)	Each	\$75.00
HVAC Change Out (per unit, single family or multi-family residential)	Each	\$75.00
HVAC Change Out COMMERCIAL	Each	\$75.00
Water Heater Change Out (per unit, single family or multi-family residential)	Each	\$75.00
Plumbing Permit	Each	\$75.00
Manufactured Homes	Each	\$25.00
Moving a Structure	Each	\$100.00
Spa (portable)	Each	\$50.00
Swimming Pool or Spa Single Family	Each	\$100.00
Swimming Pool or Spa Commercial	Each	\$150.00
Irrigation Systems (per system)	Each	\$100.00
Tent or Air Supported Structure	Each	\$100.00
Water Feature (Fountains)	Each	\$100.00
First Re-inspection per each permit	Each	\$100.00
Failure to obtain inspection approval	Each	\$100.00
Subsequent re-inspections per each permit	Each	\$150.00
Safety Inspection	Each	\$100.00
Residential Plan Remarking	Each	\$100.00
4 <sup>th</sup> copy of Building Plans for Remarking/Rechecking of Single Family Plans at Time of Initial Submittal	Each	\$25.00
Commercial Plan Remarking	Each	\$200.00
Construction Board of Adjustments and Appeals Application	Each	\$250.00
Work without Applicable Permit	Each	Value of permit fee X 3
<b>Additional Notes:</b> <ul style="list-style-type: none"> <li>• Waiver of Fees. <ul style="list-style-type: none"> <li>○ Fees shall be waived for single family construction alterations to enlarge, alter, repair, remodel or add additions to existing structures when the value of said alteration is less than one thousand dollars (\$1,000.00). A permit is required. Mechanical work is not subject to this waiver.</li> <li>○ Fees of less than two hundred dollars (\$200.00) for repair or renovation of single-family structures when the work to be performed is sponsored by a 501(C)(3) organization shall be waived upon submission of a letter to the building official verifying the sponsorship of the work to be performed.</li> <li>○ Fees shall be waived for all permits associated with the Neighborhood Assistance Program and Affordable Housing Public Private Partnerships.</li> <li>○ The Town Council may waive any or all fees if it is deemed in the best interests of the Town.</li> </ul> </li> </ul>		

## Master Fee Schedule – FY2025

Effective: July 1, 2024

## Section VI – Growth Management Fees (continued)

**Building Safety Fees (Additional Notes continued)**

- Plan checking fees.
  - When the value of construction for multi-family or commercial structures exceeds one thousand dollars (\$1,000.00) and a plan is required to be submitted, a plan checking fee shall be paid to the building department at the time of plan submittal and specifications for checking. Said plan checking fee shall be equal to seventy-five (75%) percent of the building or miscellaneous permit fee.
  - Residential (Single Family) Plan Check Fees are required for all permits that require a plans check regardless of the value of construction. Said plans checking fee shall be equal to fifty percent (50%) of the building or miscellaneous fee.
  - A fee of **one hundred dollars (\$100.00)** shall be charged for all remarking/rechecking of single-family plans **after issuance**. Commercial remarking/rechecking fee shall be one half (½) of the original plan checking fee or \$200.00 whichever is less.
- Residential HVAC change out permits do not include duct work.
- Additional details regarding fees are contained in the Municipal Code of the Town of Bluffton, Chapter 5, Official Construction Code, Section 109.Fees.

**Planning and Environmental Applications and Permits**

Item/Description	Basis	Application Fee
Addressing	Each	\$0.00
Annexation:		
100% Petition	Each	\$500.00
75% Petition	Each	\$650.00
25% Petition	Each	\$650.00
Appeal	Each	Residential \$250.00 Commercial \$500.00
Certificate of Appropriateness:		
Highway Corridor Overlay District	Each	\$500.00
Amendment	Each	\$100.00
Extension	Each	\$50.00
Historic District	Each	\$500.00
Amendment	Each	\$100.00
Extension	Each	\$50.00
Historic District – Demolition	Each	\$250.00
Certificate of Construction Compliance	Each	\$100.00
Comprehensive Plan Amendment	Each	\$500.00
Designation of Contributing Structure	Each	\$250.00
Development Agreement:		
New	Each	\$2,000.00
Amendment	Each	\$2,000.00
Development Plan:		
Preliminary	Each	\$750.00
Final	Each	\$1,000.00
Amendment	Each	\$750.00
Extension	Each	\$300.00



# Master Fee Schedule – FY2025

Attachment 2H  
Effective: July 1, 2024

## Section VI – Growth Management Fees (continued)

### Planning and Environmental Applications and Permits (continued)

Item/Description	Basis	Application Fee
Development Agreement:		
New	Each	\$2,000.00
Amendment	Each	\$2,000.00
Development Plan:		
Preliminary	Each	\$750.00
Final	Each	\$1,000.00
Amendment	Each	\$750.00
Extension	Each	\$300.00
Development Surety	Each	\$100.00
Emergency Permitting	Each	\$0.00
HD Signage and Site Features	Each	\$50.00
Exempt Plat	Each	\$50.00

### Planning and Environmental Sustainability Fees

Item/Description	Basis	Application Fee
Printed Copy:		
Annexation Policy & Procedure Manual	Each	\$25.00
Application Manual	Each	\$55.00
Stormwater Design Manual	Each	\$60.00
UDO, Comp. Plan	Each	\$95.00
PUD Concept Plan:		
New	Each	\$750.00
Amendment	Each	\$250.00
PUD Master Plan:		
New	Each	\$750.00
Amendment	Each	\$250.00
Extension	Each	\$250.00
Public Project	Each	\$0.00
Sign	Each	\$50.00
Silviculture	Each	\$1,500.00
Special Exception	Each	\$500.00
Street Naming	Each	\$0.00
Street Renaming	Each	\$250.00
Subdivision:		
General:		
New	Each	\$200 + 10.00/lot
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot
Historic District:		
New	Each	\$100.00 + \$10.00/lot
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot

## Master Fee Schedule – FY2025

Effective: July 1, 2024

## Section VI – Growth Management Fees (continued)

**Planning and Environmental Sustainability Fees (continued)**

Transfer of Development Rights	Each	\$1,000.00
Tree Removal	Each	\$75.00
UDO Text Amendment	Each	\$750.00
Variance	Each	Residential \$250.00 Commercial \$500.00
Zoning Map Amendment	Each	\$750.00
Zoning Permit	Each	\$100.00
Zoning Verification Letter	Each	Basic \$25.00 Advanced \$100.00
<b>Additional Notes:</b> <ul style="list-style-type: none"> <li>Town Council may waive any or all fees for applications if it is deemed in the best interest of the Town.</li> <li>Applications requiring additional Public Hearings above and beyond the number specified in the Growth Management Application Table in the UDO Application Manual shall be subject to a \$200.00 fee per additional Public Hearing.</li> <li>In the event that a Feasibility Study for an Annexation Application will need to be contracted out to a third party, the Application shall be responsible for the full cost of the Study.</li> <li>Building Permit and Business License Application Fees include the Zoning Permit Application Fee therefore, no additional fee is necessary.</li> </ul>		

**Developmental Agreement Fees**

Item/Description	Basis	Fee
<b>Bluffton Village</b>		
Commercial, Retail, and Multi-Family Space		Fee Per Development Agreement
Individual Dwelling Units		Fee Per Development Agreement
Dependency Units		Fee Per Development Agreement
Boat Ramp Fee (per dwelling units)	Each	\$25.00
<b>Buckwalter</b>		
Single Family Residential (SFR) Affordable Housing		Fee Per Development Agreement
SFR < 2,000 sq. ft.		Fee Per Development Agreement
SFR > 2,000 sq. ft. to 3,000 sq. ft.		Fee Per Development Agreement
SFR > 3,000 sq. ft.		Fee Per Development Agreement
Multi-Family (MF) – 1 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 2 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 3 bedroom		Fee Per Development Agreement
Commercial Development		Fee Per Development Agreement
Municipal Improvement Development Fee – All Residential Units Within: Baynard Park, Hampton Lake, Resort Tract, Lawton Station, Northern Tract, Parkside, Rose Dhu Creek Phases II & III	Each	\$900.00
Boat Ramp Fee (per dwelling units)	Each	\$25.00

## Master Fee Schedule – FY2025

Effective: July 1, 2024

## Section VI – Growth Management Fees (continued)

**Developmental Agreement Fees (continued)**

<b>Jones Estate</b> Single Family Residential (SFR) Affordable Housing < \$124,000 SFR < 2,000 sq. ft. SFR > 2,000 sq. ft. to 3,000 sq. ft. SFR > 3,000 sq. ft. Multi-Family (MF) – 1 bedroom Multi-Family (MF) – 2 bedroom Multi-Family (MF) – 3 bedroom Commercial Development Municipal Improvement Development Fee – All Residential Units Within: Cypress Ridge Boat Ramp Fee (per dwelling units)	             Each Each	             Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement  \$900.00 \$25.00
<b>Schultz Tract, New Riverside, Palmetto Bluff</b> Single Family Residential (SFR) Multi Family Commercial Per Square Foot Municipal Improvement Development Fee – All Residential Units Within: New Riverside Boat Ramp Fee (per dwelling units)	             Each Each	             Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement  \$900.00 \$25.00
<b>Village at Verdier Plantation</b> Single Family Residential (SFR) < 1,800 sq. ft. SFR 1,801 – 2,400 sq. ft. SFR 2,401 – 3,000 sq. ft. SFR > 3,000 sq. ft. Multi-Family (MF) – 1 bedroom Multi-Family (MF) – 2 bedroom Multi-Family (MF) – 3 bedroom Commercial Development Boat Ramp Fee (per dwelling units)	             Each	             Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement  \$25.00
Additional Notes: <ul style="list-style-type: none"> <li>Town Council may waive any or all fees if it is deemed in the best interests of the Town.</li> </ul>		

## Master Fee Schedule – FY2025

Effective: July 1, 2024

## Section VII – Stormwater Management Fees

## Residential Land Uses

Residential Type	Factor	Fee
<b>Administrative Fee</b>		\$5.00
<b>Impervious Area Units (IA)</b>		\$85.00
Tier 1 – Single Family Unit $\leq$ 2,521 sq. ft.	0.50	
Tier 2 – Single Family Unit 2,522 to 7,265 sq. ft.	1.00	
Tier 3 – Single Family Unit $\geq$ 7,266 sq. ft.	1.50	
Mobile Homes	0.36	
Apartments	0.39	
Townhouses	0.60	
Condominiums	0.27	
Commercial (Impervious Area – IA; Square Feet – SF)	IA * 4,906 SF	
<b>Gross Area Charge (GA)</b>		\$25.00
First 2 acres	1.00	
For every acre above 2 acres and up to 10 acres	0.50	
For every acre above 10 acres and up to 100 acres	0.40	
For every acre above 100 acres	0.30	
<b>Town of Bluffton SWU</b>		\$115.00
<p>The formula is as follows:</p> <p>Calculation of Tier 1 Single Family Units on less than 2 acres:  <math>\\$85 * .5 = \\$42.50 + \\$25.00 + \\$5.00 = \\$72.50</math></p> <p>Calculation Example of Tier 3 Single Family Unit with GA of 7 acres:  <math>\\$127.50 + 25.00 + ((7-2) \times .5 \times 25 = 62.50) + 5.00 = \\$215.00</math></p> <p>Non-residential properties are charged the same rate as residential properties.  Vacant Land is charged various runoff rates based on parcel category and whether land is disturbed or undisturbed. Fees can vary from \$0.44 to \$21.79 per acre.</p>		

## National Pollutant Discharge Elimination System (NPDES) Fees

Item/Description	Fee
<b>Stormwater Plan Review Fee</b>	
Residential <1 acre (not part of subdivision)	Exempt
Residential (single family or subdivision), Multi-family, or Non-Residential per disturbed acre (round up to the next whole acre)	\$250.00 (\$5,000 max)
<b>Stormwater Plan Amendment/Resubmittal Fee</b>	
Residential <1 acre (not part of subdivision)	Exempt
Residential (single family or subdivision), Multi-family, or Non-Residential per disturbed acre (round up to the next whole acre)	\$150.00 (\$2,500 max)

## Section VII – Stormwater Management Fees (continued)

## National Pollutant Discharge Elimination System (NPDES) Inspection Fees

Item/Description	# of Acres	Fee
<b>Erosion Control Inspection &amp; Re-Inspection Fees</b>		
Residential <1 acre (not part of subdivision)		\$150.00 /inspection
Residential (single family or subdivision), Multi-family, or Non-Residential per disturbed acre (round up to the next whole acre)	0.0-0.99 acres 1.0-5.0 acres 5.01-10 acres 10.01+ acres	\$150.00/inspection \$250.00/inspection \$350.00/inspection \$450.00/inspection
<b>Re-Inspection Resulting for Notice of Violation Fee</b>		
Residential <1 acre (not part of subdivision)		<del>\$150</del> 200.00 /inspection <del>\$200.00 to remove Stop Work Order</del>
Residential (single family or subdivision), Multi-family, or Non-Residential per disturbed acre (round up to the next whole acre)	0.0-0.99 acres 1.0-5.0 acres 5.01-10 acres 10.01+ acres	\$200.00 \$300.00 \$400.00 \$500.00 <del>\$250.00 to remove Work Order</del>
<b>Re-Inspection Resulting from Stop Work Order (SWO)</b>		
Residential <1 acre (not part of subdivision)		\$200
Residential (single family or subdivision), Multi-Family, or Non-Residential per disturbed acre (round up to the next whole acre)	0.0-0.99 acres 1.0-5.0 acres 5.01-10 acres 10.01+ acres	\$200 \$300 \$400 \$500
<b>Waiver Request</b>		
Residential <1 acre (not part of subdivision)		Exempt
Residential (single family or subdivision), Multi-family, or Non-residential <del>per disturbed acre (round up to the next whole acre)</del>		\$350.00

# Master Fee Schedule – FY2025

Attachment 2H  
Effective: July 1, 2024

<b>Notice of Termination (NOT) Fees</b>		
Notice of Termination (NOT) Review		\$100.00
Notice of Termination (NOT) Resubmittal Review		\$50.00
Notice of Termination (NOT) <del>Residential</del> Inspection	0.0-0.99 acres	\$100.00
	1.0-5.0 acres	\$150.00
	5.01-10 acres	\$200.00
	10.01+ acres	\$250.00
Notice of Termination (NOT) <del>Residential</del> Re-Inspection	0.0-0.99 acres	\$50.00
	1.0-5.0 acres	\$100.00
	5.01-10 acres	\$150.00
	10.01+ acres	\$200.00

**Buckwalter Place Commerce Park, Park A and Park B**

