

**AN ORDINANCE OF THE TOWN OF BLUFFTON
ORDINANCE NO. 2026-
FISCAL YEAR 2027 BUDGET**

TO PROVIDE FOR THE LEVY OF TAX FOR THE TOWN OF BLUFFTON FOR THE FISCAL YEAR BEGINNING JULY 1, 2026 AND ENDING JUNE 30, 2026; TO PROVIDE FOR EXECUTION OF AND TO PUT INTO EFFECT THE CONSOLIDATED BUDGET; AND TO PROVIDE BUDGETARY CONTROL OF THE TOWN'S FISCAL AFFAIRS.

BE IT ORDERED AND ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA:

SECTION 1. APPROPRIATION.

Funds are hereby appropriated as shown in the Consolidated Budget, the documents attached hereto and incorporated for reference as Attachments A, B, C, D, E, F and G establishing a Consolidated Budget of \$113,913,988 consisting of the General Fund of \$43,0172,067; the Hospitality Tax Fund of \$8,662,591; the Local Accommodations Tax Fund of \$4,095,729; the Stormwater Fund of \$5,418,688; the Capital Improvements Program Fund of \$39,210,880; and the Debt Service Fund of \$13,454,033.

SECTION 2. ESTABLISHMENT OF PROPERTY TAX LEVY.

A tax to cover the period from July 1, 2026, through June 30, 2027, inclusive, for the sums and in the manner hereinafter mentioned, is and shall be levied, collected, and paid into the Treasury of the Town of Bluffton for its uses at a rate of mills on assessed value of real estate and personal property of every description in the Town of Bluffton, except such property as is exempt from taxation under the United States Constitution and laws of the State of South Carolina. Said tax levy shall be collected by Beaufort County Treasurer and paid into the County Treasury for the credit of the Town of Bluffton for its corporate purposes a general fund levy of 34.3 mills and a debt service fund levy of 1.7 mills for at a total levy of 36.0 mills. However, Council reserves the right to modify these millage rates at its August 11, 2026 Council meeting.

SECTION 3. ESTABLISHMENT OF A MASTER FEE SCHEDULE.

A Master Fee Schedule listing all fees charged by the Town for Fiscal Year 2027 is included and incorporated for reference as Attachment H.

SECTION 4. OUTSTANDING BALANCE APPROPRIATION AND ENCUMBRANCES.

The unobligated balance remaining from the prior fiscal year hereby remains in the fund and will be available for Fiscal Year 2027 appropriations.

Fiscal Year 2026 encumbrances of the Fund Balance will be provided for through a subsequent amendment of this budget ordinance to increase the funds from previous years and increase the appropriated budget expenditures.

SECTION 5. TRANSFER OF FUNDS AND AMENDMENTS.

The Town Manager or his designee is authorized to transfer any sum from one budget line item to another or from one department or division to another provided that no such transfer be made from one fund to another fund, conflict with any existing Bond Ordinance, or conflict with any previously adopted policy of Council. Changes or amendments that alter the total expenditures of any fund must be approved by Council.

SECTION 6. CONTRACTS.

The Town Manager or his designee is authorized to execute contracts on behalf of the Town within budgeted amounts. Contract amounts greater than that budgeted shall be subject to Council approval. All contracts greater than \$200,000 shall be subject to Council approval.

SECTION 7. RATE OF EXPENDITURES.

The Town Manager shall control the rate of expenditures within the Consolidated Budget so as not to exceed the amount of funds on hand. Any proposed tax and/or revenue anticipation notes shall be subject to specific Council approval prior to issuance.

SECTION 8. RESERVE FUNDS.

The following Designated Reserve Funds are established and fully funded:

Emergency Recovery Fund – This reserve shall be funded at an amount equal to or greater than fifteen (15) percent of the current fiscal year consolidated expenditure budget. For Fiscal Year 2027, this amount is established at \$11,977,526.

Capital Asset Reserve Fund – This reserve shall be funded annually by 50% of the total annual depreciation expense up to a maximum total reserve of the most recent five years of depreciation. For Fiscal Year 2027, the estimated contribution is \$1,150,328.

Unassigned General Fund – After the Emergency Recovery Fund balance is achieved, an unassigned balance for the fiscal year should be 35% of the budgeted operating General Fund expenditures. Use of unassigned fund balance should be limited to one-time non-recurring costs. For Fiscal Year 2027, the estimated balance is \$12,138,694.

SECTION 9. COMPENSATION OF COUNCILMEMBERS

The mayor compensation shall remain at \$35,000 and councilmember compensation shall remain at \$25,000. The last increase in compensation was approved in Fiscal Year 2026.

Participation in the retirement and health insurance plans remain the same.

SECTION 10. SEVERABILITY.

Should any section, phrase, sentence, or portion of this Ordinance be found invalid by a court or competent jurisdiction, such finding shall not invalidate the remaining portions of this Ordinance.

SECTION 11. EFFECTIVE DATE.

This Ordinance shall be effective on July 1, 2026.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF BLUFFTON ON THIS _____ DAY OF _____, 2026.

Larry C. Toomer, Mayor

ATTEST:

Marcia Hunter, Town Clerk

Attachments:

- A. General Fund Budget
- B. Hospitality Tax Fund Budget
- C. Local Accommodations Tax Fund Budget
- D. Stormwater Fund Budget
- E. Capital Improvement Program Fund Budget
- F. Debt Service Fund Budget
- G. Consolidated Budget
- H. Master Fee Schedule

First Reading: May 12, 2026

Public Hearing and Second and Final Reading: June 9, 2026



**Town of Bluffton
General Fund Budget**

	Revised FY 2026 Budget	Proposed FY 2027 Budget	\$ Budget Change	% of Budget Change
Revenues				
Property Taxes	\$ 11,203,000	\$ 11,556,000	\$ 353,000	3.2%
Licenses & Permits				
Business Licenses	4,163,400	5,000,000	836,600	20.1%
Franchise Fees	3,358,000	4,000,000	642,000	19.1%
MASC Insurance Tax Collection	4,697,000	5,400,000	703,000	15.0%
MASC Telecommunications	48,000	45,000	(3,000)	-6.3%
Building Safety Permits	1,704,259	2,241,372	537,113	31.5%
Application Fees	60,000	60,000	-	0.0%
Total Licenses & Permits	14,030,659	16,746,372	2,715,713	19.4%
Grants and Entitlements	1,476,460	1,587,354	110,894	7.5%
Intergovernmental	484,688	702,862	218,174	45.0%
Service Revenues	748,000	697,800	(50,200)	-6.7%
Fines & Fees	115,000	115,000	-	0.0%
Interest Income	300,000	500,000	200,000	66.7%
Miscellaneous Revenues	703,472	703,472	-	0.0%
Sub-Total Revenues	29,061,279	32,608,860	3,547,581	12.2%
Other Financing Sources				
Transfers In				
Hospitality Tax	3,241,133	3,245,219	4,086	0.1%
Local Accommodations Tax	533,489	670,200	136,711	25.6%
State Accommodations Tax	79,894	79,346	(548)	-0.7%
Stormwater Fund	465,411	774,538	309,127	66.4%
General Fund Prior Year Fund Balance (PYFB)	3,730,537	4,746,728	1,016,191	27.2%
General Fund PYFB - Capital Asset Reserve	1,210,684	947,176	(263,508)	-21.8%
Total Transfers In	9,261,148	10,463,207	1,202,059	13.0%
Total Other Financing Sources & Transfers In	9,261,148	10,463,207	1,202,059	13.0%
Total Revenues and Other Financing Sources	\$ 38,322,427	\$ 43,072,067	\$ 4,749,640	12.4%
Expenditures				
Building Safety	\$ 1,080,427	\$ 1,008,863	\$ (71,564)	-6.6%
Communications	478,211	530,750	52,539	11.0%
Customer Service	284,031	244,402	(39,629)	-14.0%
Economic Development: DRCI	486,487	445,663	(40,824)	-8.4%
Events & Venues	864,561	1,080,625	216,064	25.0%
Executive	1,999,914	2,241,172	241,258	12.1%
Finance & Administration	1,321,174	1,373,433	52,259	4.0%
Human Resources	685,146	785,844	100,698	14.7%
Information Technology	2,475,273	2,641,702	166,429	6.7%
Municipal Court	518,706	523,883	5,177	1.0%
Municipal Judges	110,869	112,328	1,459	1.3%
Planning & Community Development	1,898,467	1,253,515	(644,952)	-34.0%
Police	11,788,703	11,685,423	(103,280)	-0.9%
Project Management	865,004	900,333	35,329	4.1%
Public Services	3,711,166	4,170,388	459,222	12.4%
Town Council	256,762	253,624	(3,138)	-1.2%
Townwide (Non-Departmental)	4,342,810	5,430,037	1,087,227	25.0%
Total Expenditures	33,167,711	34,681,985	1,514,274	4.6%
Other Funding Uses				
Transfers Out to Capital Improvements Program Fund	5,154,716	8,390,082	3,235,366	62.8%
Total Transfers	5,154,716	8,390,082	3,235,366	62.8%
Total Expenditures and Other Funding Uses	\$ 38,322,427	\$ 43,072,067	\$ 4,749,640	12.4%



Town of Bluffton
Local Hospitality Tax Fund Budget
Special Revenue

Attachment 2 B

	Revised FY 2026 Budget	Proposed FY 2027 Budget	\$ Budget Change	% Budget Change
Revenues				
Taxes	\$ 4,161,955	\$ 4,172,605	\$ 10,650	0.3%
Interest Income	100,000	150,000	50,000	50.0%
Sub-Total Revenues	<u>4,261,955</u>	<u>4,322,605</u>	<u>60,650</u>	<u>1.4%</u>
Other Financing Sources	-	-	-	
Transfers In				
Prior Year Fund Balance	4,677,029	4,339,986	(337,043)	-7.2%
Total Other Financing Sources & Transfers In	<u>4,677,029</u>	<u>4,339,986</u>	<u>(337,043)</u>	<u>-7.2%</u>
Total Revenues and Other Financing Sources	<u>\$ 8,938,984</u>	<u>\$ 8,662,591</u>	<u>\$ (276,393)</u>	<u>-3.1%</u>
Expenditures				
Other Funding Uses				
Transfers Out to Capital Improvements Program Fund	\$ 5,697,851	\$ 5,417,372	\$ (280,479)	-4.9%
Transfers Out to General Fund	3,241,133	3,245,219	4,086	0.1%
Total Transfers	<u>8,938,984</u>	<u>8,662,591</u>	<u>(276,393)</u>	<u>-3.1%</u>
Total Expenditures and Other Funding Uses	<u>\$ 8,938,984</u>	<u>\$ 8,662,591</u>	<u>\$ (276,393)</u>	<u>-3.1%</u>



Town of Bluffton
Local Accommodations Tax Fund Budget
Special Revenue

Attachment 2 C

	Revised FY 2026 Budget	Proposed FY 2027 Budget	\$ Budget Change	% Budget Change
Revenues				
Taxes	\$ 1,297,792	\$ 1,630,324	\$ 332,532	25.6%
Interest Income	25,000	19,000	\$ (6,000)	-24.0%
Sub-Total Revenues	<u>1,322,792</u>	<u>1,649,324</u>	<u>326,532</u>	<u>24.7%</u>
Other Financing Sources				
Transfers In	-	-	-	
Prior Year Fund Balance	1,497,695	2,446,405	948,710	63.3%
Total Other Financing Sources & Transfers In	<u>1,497,695</u>	<u>2,446,405</u>	<u>948,710</u>	<u>63.3%</u>
Total Revenues and Other Financing Sources	<u>\$ 2,820,487</u>	<u>\$ 4,095,729</u>	<u>\$ 1,275,242</u>	<u>45.2%</u>
Expenditures				
Other Funding Uses				
Transfers Out to Capital Improvements Program Fund	\$ 2,286,998	\$ 3,425,529	\$ 1,138,531	49.8%
Transfers Out to General Fund	533,489	670,200	136,711	25.6%
Total Transfers	<u>2,820,487</u>	<u>4,095,729</u>	<u>1,275,242</u>	<u>45.2%</u>
Total Expenditures and Other Funding Uses	<u>\$ 2,820,487</u>	<u>\$ 4,095,729</u>	<u>\$ 1,275,242</u>	<u>45.2%</u>



**Town of Bluffton
Stormwater Fund Budget**

	Revised FY 2026 Budget	Proposed FY 2027 Budget	\$ Budget Change	% Budget Change
Revenues				
Stormwater Utility Fee	\$ 2,267,492	\$ 2,312,842	\$ 45,350	2.0%
Licenses & Permits				
NPDES Plan Review and Inspection Fees	400,000	400,000	-	0.0%
Total Licenses & Permits	400,000	400,000	-	0.0%
Grants and Entitlements	287,625	-	(287,625)	-100.0%
Interest Income	-	25,000	25,000	100.0%
Sub-Total Revenues	<u>2,955,117</u>	<u>2,737,842</u>	<u>(217,275)</u>	<u>-7.4%</u>
Other Financing Sources	-	-	-	
Transfers In				
Prior Year Fund Balance	2,867,426	2,680,846	(186,580)	-6.5%
Total Other Financing Sources & Transfers In	<u>2,867,426</u>	<u>2,680,846</u>	<u>(186,580)</u>	<u>-6.5%</u>
Total Revenues and Other Financing Sources	<u>\$ 5,822,543</u>	<u>\$ 5,418,688</u>	<u>\$ (403,855)</u>	<u>-6.9%</u>
Expenditures				
Watershed Resiliency	\$ 4,574,610	\$ 3,761,066	\$ (813,544)	-17.8%
Total Expenditures	<u>4,574,610</u>	<u>3,761,066</u>	<u>(813,544)</u>	<u>-17.8%</u>
Other Funding Uses				
Transfers Out to Capital Improvements Program Fund	489,722	588,784	99,062	20.2%
Transfers Out to General Fund	465,411	774,538	309,127	66.4%
Transfer to Debt Service	292,800	294,300	1,500	0.5%
Total Transfers	<u>1,247,933</u>	<u>1,657,622</u>	<u>409,689</u>	<u>32.8%</u>
Total Expenditures and Other Funding Uses	<u>\$ 5,822,543</u>	<u>\$ 5,418,688</u>	<u>\$ (403,855)</u>	<u>-6.9%</u>



Town of Bluffton
Capital Improvements Project Fund

	Revised FY 2026 Budget	Proposed FY 2027 Budget	\$ Budget Change	% Budget Change
Revenues				
Licenses & Permits	\$ 317,000	\$ 317,000	\$ -	0.0%
Grants and Entitlements	1,244,816	1,000,000	(244,816)	-19.7%
Intergovernmental	4,422,990	232,990	(4,190,000)	-94.7%
Total Revenues	5,984,806	1,549,990	(4,434,816)	-74.1%
Other Financing Sources				
Transfers In	-	-	-	
Hospitality Tax	5,697,851	5,417,372	(280,479)	-4.9%
Local Accommodations Tax	2,286,998	3,425,529	1,138,531	49.8%
State Accommodations Tax	164,681	162,588	(2,093)	-1.3%
Stormwater Fund	489,722	588,784	99,062	20.2%
TIF	8,804,906	11,211,269	2,406,363	27.3%
General Fund	5,154,716	8,390,082	3,235,366	62.8%
CIP Fund Balance	13,536,905	8,465,266	(5,071,639)	-37.5%
Total Other Financing Sources & Transfers In	36,135,779	37,660,890	1,525,111	4.2%
Total Revenues and Other Financing Sources	\$ 42,120,585	\$ 39,210,880	\$ (2,909,705)	-6.9%
Expenditures				
Economic Development Projects	\$ 1,003,086	\$ 1,098,948	\$ 95,862	9.6%
Facilities Projects	3,465,436	4,789,983	1,324,547	38.2%
Housing Projects	1,230,396	1,945,325	714,929	58.1%
Information Technology Infrastructure Projects	200,912	40,603	(160,309)	-79.8%
Land Acquisition	13,669,302	11,600,000	(2,069,302)	-15.1%
Park Projects	8,287,924	6,415,261	(1,872,663)	-22.6%
Road Projects	5,769,415	7,184,948	1,415,533	24.5%
Stormwater and Sewer Projects	8,177,114	5,818,812	(2,358,302)	-28.8%
Total Project Expenditures	41,803,585	38,893,880	(2,909,705)	-7.0%
Other Funding Uses				
Contribution to Fund Balance	317,000	317,000	-	0.0%
Total Other Funding Uses	317,000	317,000	-	0.0%
Total Expenditures and Other Funding Uses	\$ 42,120,585	\$ 39,210,880	\$ (2,909,705)	-6.9%



**Town of Bluffton
Debt Service Fund Budget**

	Revised FY 2026 Budget	Proposed FY 2027 Budget	\$ Budget Change	% Budget Change
Revenues				
Property Taxes				
Real & Personal Property Tax (TIF)	\$ 4,744,142	\$ 5,357,587	\$ 613,445	12.9%
GO Bond Debt Service Property Tax	577,005	588,545	11,540	2.0%
Total Property Tax	5,321,147	5,946,132	624,985	11.7%
Licenses & Permits				
Municipal Improvement District Fee	390,970	390,970	-	0.0%
Interest Income				
	50,000	50,000	-	0.0%
Sub-Total Revenues	5,762,117	6,387,102	624,985	10.8%
Transfers In				
Stormwater Fund	292,800	294,300	1,500	0.5%
Prior Year Fund Balance	4,994,753	6,772,631	1,777,878	35.6%
Total Other Financing Sources & Transfers In	5,287,553	7,066,931	1,779,378	33.7%
Total Revenues and Other Financing Sources	\$ 11,049,670	\$ 13,454,033	\$ 2,404,363	21.8%
Expenditures				
Series 2014 TIF Bonds Debt Service				
Principal	\$ 919,815	\$ -	\$ (919,815)	-100.0%
Interest	11,866	-	(11,866)	-100.0%
Series 2022 TIF Bonds Debt Service				
Principal	338,887	1,282,293	943,406	278.4%
Interest	302,046	290,321	(11,725)	-3.9%
Series 2020 GO Bonds Debt Service				
Principal	270,000	280,000	10,000	3.7%
Interest	109,300	95,800	(13,500)	-12.4%
Series 2020A GO Bonds Debt Service (Projects)				
Principal	170,000	180,000	10,000	5.9%
Interest	122,800	114,300	(8,500)	-6.9%
Miscellaneous				
	50	50	-	0.0%
Sub-Total Expenditures	2,244,764	2,242,764	(2,000)	-0.1%
Other Funding Uses				
Transfers Out to Capital Improvements Program Fund	8,804,906	11,211,269	2,406,363	27.3%
Total Transfers	8,804,906	11,211,269	2,406,363	27.3%
Total Expenditures and Other Funding Uses	\$ 11,049,670	\$ 13,454,033	\$ 2,404,363	21.8%



**Town of Bluffton
Consolidated Budget**

	Revised FY 2026 Budget	Proposed FY 2027 Budget	\$ Budget Change	% of Budget Change
Revenues				
Property Taxes	\$ 16,524,147	\$ 17,502,132	\$ 977,985	5.9%
Local Hospitality & Accommodations Taxes	5,459,747	5,802,929	343,182	6.3%
Licenses & Permits	17,406,121	20,167,184	2,761,063	15.9%
Grants & Entitlements	3,008,901	2,587,354	(421,547)	-14.0%
Intergovernmental	4,907,678	935,852	(3,971,826)	-80.9%
Service Revenues	748,000	697,800	(50,200)	-6.7%
Fines & Fees	115,000	115,000	-	0.0%
Interest Income	475,000	744,000	269,000	56.6%
Miscellaneous Revenues	703,472	703,472	-	0.0%
Sub-Total Revenues	49,348,066	49,255,723	(92,343)	-0.2%
Other Financing Sources	-	-	-	
Transfers In	59,726,630	64,658,265	4,931,635	8.3%
Total Other Financing Sources & Transfers In	59,726,630	64,658,265	4,931,635	8.3%
Total Revenues and Other Financing Sources	\$ 109,074,696	\$ 113,913,988	\$ 4,839,292	4.4%
Expenditures				
Building Safety	\$ 1,080,427	\$ 1,008,863	\$ (71,564)	-6.6%
Communications	478,211	530,750	52,539	11.0%
Customer Service	284,031	244,402	(39,629)	-14.0%
Economic Development	486,487	445,663	(40,824)	-8.4%
Events & Venues	864,561	1,080,625	216,064	25.0%
Executive	1,999,914	2,241,172	241,258	12.1%
Finance & Administration	1,321,174	1,373,433	52,259	4.0%
Human Resources	685,146	785,844	100,698	14.7%
Information Technology	2,475,273	2,641,702	166,429	6.7%
Municipal Court	518,706	523,883	5,177	1.0%
Municipal Judges	110,869	112,328	1,459	1.3%
Planning & Community Development	1,898,467	1,253,515	(644,952)	-34.0%
Police	11,788,703	11,685,423	(103,280)	-0.9%
Project Management	865,004	900,333	35,329	4.1%
Public Services	3,711,166	4,170,388	459,222	12.4%
Town Council	256,762	253,624	(3,138)	-1.2%
Townwide (Non-Departmental)	4,342,810	5,430,037	1,087,227	25.0%
Watershed Management	4,574,610	3,761,066	(813,544)	-17.8%
Capital Projects	41,803,585	38,893,880	(2,909,705)	-7.0%
Debt Service	2,244,764	2,242,764	(2,000)	-0.1%
Sub-Total Expenditures	81,790,670	79,579,696	(2,210,974)	-2.7%
Other Funding Uses				
Contribution to Fund Balance	317,000	317,000	-	0.0%
Transfers Out	26,967,026	34,017,293	7,050,267	26.1%
Total Other Funding Uses & Transfers Out	27,284,026	34,334,293	7,050,267	25.8%
Total Expenditures and Other Funding Uses	\$ 109,074,696	\$ 113,913,988	\$ 4,839,292	4.4%

Master Fee Schedule – **FY2027 PROPOSED**

Effective: July 1, 2026

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Master Fee Schedule – **FY2027 PROPOSED**

Effective: July 1, 2026

Section I – Miscellaneous Fees

Item/Description	Basis	Fee
Printing, Reproduction, Documents		
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
FOIA Requests		
Staff Time (no less than a 30-minute charge) If staff time is estimated to be more than two (2) hours, a 50% deposit will be required	Per Hour	\$25.00
Election Fees		
To Elect Council	Per Election	\$100.00
To Elect Mayor	Per Election	\$150.00
Finance Fees		
NSF Returned Check Fee	Per Check	\$30.00
Old Town Business Directional Sign Fees Sign Production & Installation	Per Sign	At Cost

Section II – Police Department Fees

Item/Description	Basis	Fee
Police Services		
Off-Duty Police Officer	Per Hour, Per Officer	\$60.00
Police Reports, Photocopies & Records		
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
For media too large for CD/DVD	CD/DVD	\$5.00
	USB Thumb Drive	\$20.00
Police Permits		
Precious Metal Permit	Allowed by State Law	\$50.00

Master Fee Schedule – **FY2027 PROPOSED**

Effective: July 1, 2026

Section III – Business License Fees

Item/Description	Basis	Fee
Taxation Fees		
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

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

NON-RESIDENT RATES

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.

Item/Description	Basis	Fee
Other Business License Fees		
Annual Mobile Vending Fee	Paid Annually in addition to Business License Tax	\$50
Guided Tours		TBD
Short Term Rental Fee		\$325

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Section III – Business License Fees (continued)

Item/Description	Basis	Fee
Penalty Fees		
Penalties – Business License, Hospitality Tax, and Accommodations Tax	Per Month	5% per month
Penalty for Operating without a Mobile Vending Permit and/or Short Term Rental Permit		Sec 1-7 of Town Code

Special Events

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

Section IV – Facility Rental Fees

Rental Location	Daily Rates		
	Resident	Non-Resident	Meeting
Facilities			
Reservation Security Deposit charged at Facility's Resident Daily Rate	See Below	Same as Resident Rate	n/a
Facility Cleaning Fee	\$200	\$200	\$100
Lost Key/Fob Fee	\$25	\$25	\$25
New Riverside Barn	\$2,000	\$4,000	n/a
Rotary Community Center	\$500	\$1,500	\$50/hr.
Parks			
Park Reservation Security Deposit	\$200	\$200	n/a
Buckwalter Amphitheater Park (Park B)	\$1,000	\$2,000	n/a
Buckwalter Veterans Park (Park A)	\$250	\$500	n/a
Field of Dreams	\$250	\$500	n/a
Martin Family Park	\$250	\$500	n/a
New Riverside Lawn	\$800	\$1,600	n/a
Oyster Factory Park (East)	\$800	\$1,600	n/a
Oyster Factory Park (West)	\$400	\$800	n/a
Wright Family Park	\$600	\$1,200	n/a
Security by Bluffton Police Officer	\$60/hour	\$60/hour	n/a
Notes:			
<ul style="list-style-type: none"> Person making the reservation must be present and accessible on site for the duration of the event No one person shall be granted more than four (4) rentals total per calendar year Reservations Monday – Thursday receives a 25% discount 			

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- Resident rate applies to persons living within Town limits, property owners within Town limits (residential or business) and non-profits licensed with the Town of Bluffton; all others shall be charged the Non-Resident rates
- Meeting fees may be waived at the discretion of the Town Manager or their designee.
- Security Deposit may be refunded provided the rented space is returned to its original condition.
- A full refund of the Rental Fee and Security Deposit for Parks will be granted with a cancellation notice of at least forty-eight (48) hours prior to the scheduled rental date or if an event is rained out and the park is not utilized.
- A full refund of the Rental Fee and Security Deposit for Facilities will be granted with a cancellation notice of at least thirty (30) days prior to the scheduled rental date.

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 (includes swimming pool or spa construction and installations)	\$50,000 and above	\$500.00 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Residential (includes swimming pool or spa construction and installations)	\$50,000 and above	\$500.00 + \$4.00 per \$1,000 or fraction thereof over \$50,000
	Each	75% of permit fee (non-refundable)
Multi-Family and Commercial Plans Check Fee	Each	50% of permit fee (non-refundable)
Residential Plans Check Fee		

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Item/Description	Basis (Value of Construction)	Fee
Application Fees		
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
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 th copy of Building Plans for Remarking/Rechecking of Single-Family Plans at Time of Initial Submittal	Each	\$25.00
Residential Revision	Each	\$50 or the applicable application fee based on the value of the change, whichever is greater.
Commercial Plan Remarking	Each	\$200.00
Commercial Revision	Each	\$200 or the applicable application fee based on the value of the change, whichever is greater.
Construction Board of Adjustments and Appeals Application	Each	\$250.00
Work without Applicable Permit	Each	Value of permit fee X 3
Additional Notes: <ul style="list-style-type: none"> • Waiver of Fees. <ul style="list-style-type: none"> ○ 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. 		

Master Fee Schedule – **FY2027 PROPOSED**

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<ul style="list-style-type: none"> ○ 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. ○ Fees shall be waived for all permits associated with the Neighborhood Assistance Program and Affordable Housing Public Private Partnerships. ○ The Town Council may waive any or all fees if it is deemed in the best interests of the Town.
<ul style="list-style-type: none"> ● Plan checking fees. <ul style="list-style-type: none"> ○ 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 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:		

Master Fee Schedule – **FY2027 PROPOSED**

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Preliminary	Each	\$750.00
Final	Each	\$1,000.00
Amendment	Each	\$750.00
Extension	Each	\$300.00
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
Development Surety	Each	\$100.00
Emergency Permitting	Each	\$0.00
HD Signage and Site Features	Each	\$50.00
Exempt Plat	Each	\$50.00

Section VI – Growth Management Fees (continued)

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 – **FY2027 PROPOSED**

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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
Additional Notes:		
<ul style="list-style-type: none"> Town Council may waive any or all fees for applications if it is deemed in the best interest of the Town. 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. 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. Building Permit and Business License Application Fees include the Zoning Permit Application Fee therefore; no additional fee is necessary. 		

Developmental Agreement Fees

Item/Description	Basis	Fee
Bluffton Village		
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
Buckwalter		
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 bedrooms		Fee Per Development Agreement
Multi-Family (MF) – 3 bedrooms		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

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Section VI – Growth Management Fees (continued)

Developmental Agreement Fees (continued)

Jones Estate 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 bedrooms Multi-Family (MF) – 3 bedrooms 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
Schultz Tract, New Riverside, Palmetto Bluff 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
Village at Verdier Plantation 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 bedrooms Multi-Family (MF) – 3 bedrooms 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"> • Town Council may waive any or all fees if it is deemed in the best interests of the Town. 		

Master Fee Schedule – **FY2027 PROPOSED**

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Section VII – Stormwater Management Fees

Residential Land Uses

Residential Type	Factor	Fee
Administrative Fee		\$5.00
Impervious Area Units (IA)		\$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	
Gross Area Charge (GA)		\$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	
Town of Bluffton SWU		\$115.00
The formula is as follows: Calculation of Tier 1 Single Family Units on less than 2 acres: $\$85 * .5 = \$42.50 + \$25.00 + \$5.00 = \$72.50$ Calculation Example of Tier 3 Single Family Unit with GA of 7 acres: $\$127.50 + 25.00 + ((7-2) \times .5 \times 25 = 62.50) + 5.00 = \215.00 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.		

National Pollutant Discharge Elimination System (NPDES) Fees

Item/Description	Fee
Stormwater Plan Review Fee	
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)
Stormwater Plan Amendment/Resubmittal Fee	
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)
Stormwater Surety (each)	\$100.00

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Section VII – Stormwater Management Fees (continued)

National Pollutant Discharge Elimination System (NPDES) Inspection Fees

Item/Description	# of Acres	Fee
Erosion Control Inspection Fees		
Residential <1 acre (not part of subdivision)		\$150.00 /inspection
Residential (single family or subdivision), Multi-family, or Non-Residential per disturbed acer (round up to the next whole acre)	0.0-0.99 acres	\$150.00/inspection
	1.0-5.0 acres	\$250.00/inspection
	5.01-10 acres	\$350.00/inspection
	10.01+ acres	\$450.00/inspection
Re-Inspection Resulting for Notice of Violation Fee		
Residential <1 acre (not part of subdivision)		\$200.00 /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	\$200.00
	1.0-5.0 acres	\$300.00
	5.01-10 acres	\$400.00
	10.01+ acres	\$500.00
Re-Inspection Resulting from Stop Work Order (SWO)		
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	\$200
	1.0-5.0 acres	\$300
	5.01-10 acres	\$400
	10.01+ acres	\$500
Waiver Request		
Residential <1 acre (not part of subdivision)		Exempt
Residential (single family or subdivision), Multi-family, or Non-residential		\$350.00
Notice of Termination (NOT) Fees		
Notice of Termination (NOT) Review		\$100.00
Notice of Termination (NOT) Resubmittal Review		\$50.00
Notice of Termination (NOT) 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) 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

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Section VII – Stormwater Management Fees (continued)

Stormwater Fee-In-Lieu (FIL)

Item/Description	Fee
Fee-In-Lieu (FIL) For projects with an approved Maximum Extent Practicable (MEP) submittal, the FIL amount is calculated based on an applicant's shortfall, in cubic feet (CF), of the required Stormwater Retention Volume (SWRv).	\$151.92/CF of SWRv

DRAFT

Buckwalter Place Commerce Park, Park A and Park B

