





**TOWN OF BLUFFTON
VARIANCE APPLICATION**

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

Applicant		Property Owner	
Name: Melvin Fields/Fields and Company LLC		Name: Menachem M. Hertz and Sheina N. Groner	
Phone: 843-683-5936		Phone: 843-301-1819	
Mailing Address: 83 Thomas Cohen Dr. Hilton Head Island SC 29926		Mailing Address: 83 Kenwood Drive, Bluffton SC 29910	
E-mail: fieldsandcompany1@gmail.com		E-mail: rabbimendelhertz@gmail.com	
Town Business License # (if applicable):			
Project Information			
Project Name: Hertz residence		Project Location: 375 Hampton Parkway	
Zoning District: Buckwalter PUD		Acreage: 5.01	
Tax Map Number(s): District 610 Map 29 Parcel 2482			
Project Description: Construction of Residential dwelling on Lot 2 a portion of Hampton Parkway, Section C			
Request: Applicant and owner request that the Town approve a variance for the subject property from the 35ft minimum set back requirement from Hampton Parkway for the constructed residence. The survey, submitted with the project prior to approval, depicts portions of the as built construction which encroaches into the set back by approximately two to three feet in places. The variance is requested to avoid unnecessary hardship to the owner and applicant in the nature of delay and material reconstruction costs in a situation whereby Applicant and Owner proceeded with the existing construction based on approved plans and a survey submitted to the Town in advance of construction. The project passed inspection after Town review of the survey which accurately depicted the construction envelope and its distance from Hampton Parkway. An approved variance in this matter does not appear to interfere with the Comprehensive Plan. The approval of the variance will not create substantial detriment to any adjacent property or impact upon Hampton Parkway.			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Mandatory Application Check-In Meeting scheduled. <input type="checkbox"/> 2. Digital files of applicable plans and/or documents depicting the subject property. <input type="checkbox"/> 3. Recorded deed and plat showing proof of property ownership. <input type="checkbox"/> 4. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. <input type="checkbox"/> 5. 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 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: 12/5/2024	
Applicant Signature: 		Date: 12/5/2024	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF BLUFFTON VARIANCE APPEAL 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 Variance Application, the Applicant is required to consult with the UDO Administrator or 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 Variance 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 or designee	Staff
If the UDO Administrator or designee determines that the Variance Application is complete, the application is placed on the next available Board of Zoning Appeals (BZA) Meeting agenda.	
Step 4. Board of Zoning Appeals Meeting	Applicant, Staff & Board of Zoning Appeals
The Board of Zoning Appeals (BZA) shall review the application for compliance with the criteria and provisions in the UDO. The BZA may approve, approve with conditions, or deny the application.	
Step 5. Issuance of Decision Letter	Staff
The UDO Administrator or designee shall issue the decision letter reflecting the ruling by the Board of Zoning Appeals.	