



# TOWN OF BLUFFTON

## NEW STREET NAME APPLICATION

Growth Management Customer Service Center  
 20 Bridge Street  
 Bluffton, SC 29910  
 (843)706-4500  
[www.townofbluffton.sc.gov](http://www.townofbluffton.sc.gov)  
[applicationfeedback@townofbluffton.com](mailto:applicationfeedback@townofbluffton.com)

| Applicant  |  | Property Owner   |  |
|--|--|--|--|
| Name: Workforce State of Mind, LLC   |  | Name: Town of Bluffton, SC                               |  |
| Phone: 843.757.5464  |  | Phone: 843.706.4592                                      |  |
| Mailing Address:<br>1 Promenade Street, Bluffton, SC 29910   |  | Mailing Address:<br>20 Bridge Street, Bluffton, SC 29910 |  |
| E-mail: workforceofmind@gmail.com  |  | E-mail: hcolin@townofbluffton.com                        |  |
| Town Business License # (if applicable):   |  |  |  |
| Project Information  |  |  |  |
| Project Location: 1095 May River Road  |  |  |  |
| Proposed Street Name (in order of preference)*: 1.Access Drive - Hamilton Way  |  |  |  |
| *Provide at least three street names for each street proposed. If additional space is needed, please provide a separate sheet.   |  | 2.Parking Drive Aisle - Smalls Court                     |  |
|  |  | 3.Development Name - The May                             |  |
| Tax Map Number(s): R610 039 000 0498 0000  |  |  |  |
| Minimum Requirements for Submittal   |  |  |  |
| <input type="checkbox"/> 1. Mandatory Application Check-In meeting scheduled.<br><input checked="" type="checkbox"/> 2. Digital plat showing the streets, proposed name of each, and a list of the proposed street name(s).<br><input type="checkbox"/> 3. Recorded deed and plat showing proof of property ownership.<br><input type="checkbox"/> 4. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO.<br><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. |  |  |  |
| <b>Disclaimer:</b> 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 permit.   |  |  |  |
| 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:  |  |
| Applicant Signature:    |  | Date: 4/11/2024  |  |
| For Office Use   |  |  |  |
| Application Number:  |  | Date Received:   |  |
| Received By:   |  | Date Approved:   |  |



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### NEW STREET NAME 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.

|   |  |
|---|--|
| <b>Step 1. Application Check-In Meeting</b>   | <b>Applicant &amp; Staff</b>                               |
| The Applicant shall submit the New Street Name Application and required submittal materials during a <b>mandatory</b> Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness.   |  |
| <b>Step 2. Review by UDO Administrator or designee &amp; Development Review Committee</b>   | <b>Applicant, Staff &amp; Development Review Committee</b> |
| If the UDO Administrator or designee determines that the New Street Name Application is complete, it shall be forwarded to the Development Review Committee (DRC). The DRC shall review the application and prepare written comments for review with the Applicant.   |  |
| <b>Step 3. Development Review Committee Meeting</b>   | <b>Applicant &amp; Staff</b>                               |
| A public meeting shall be held with the Applicant to review the DRC Staff Report and discuss the application. The Applicant will be directed to address any comments, if any, and resubmit the application materials. If applicable, upon resubmittal, the application materials will be reviewed for compliance with the DRC Staff Report and, if all comments are addressed, the application is placed on the next available Planning Commission (PC) Meeting agenda. |  |
| <b>Step 4. Planning Commission</b>  | <b>Applicant, Staff &amp; Planning Commission</b>          |
| The PC shall review the New Street Name Application for compliance with the criteria and provisions in the UDO. The PC may approve, approve with conditions, or deny the application.   |  |
| <b>Step 5. Issuance and Recording of Certificate of New Street Name</b>   | <b>Applicant &amp; Staff</b>                               |
| If the PC approves the New Street Name Application, the UDO Administrator or designee shall issue a Certificate of Street Name which the Applicant shall record with the Beaufort County Register of Deeds.   |  |