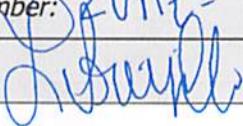




TOWN OF BLUFFTON
ZONING MAP AMENDMENT APPLICATION

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: Stephen Steese		Name: Town of Bluffton c/o Town Manager	
Phone: 843-706-4500		Phone: 843-706-4500	
Mailing Address: 20 Bridge Street, Bluffton SC 29910		Mailing Address: 20 Bridge Street, Bluffton SC 29910	
E-mail: ssteese@townofbluffton.com		E-mail: ssteese@townofbluffton.com	
Town Business License # (if applicable):			
Project Information			
Project Name: Kitty Property Rezoning		Acreage: 1.37 +/-	
Project Location: 328, 330 & 332 Buck Island Road		Comprehensive Plan Amendment: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Existing Zoning: Residential General - UDO		Proposed Zoning: Light Industrial - UDO	
Parcel Number(s): R610 039 000 0016 0000, & R610 039 000 018C 0000			
Project Description: Rezone two properties from Residential General to Light Industrial, as outlined as an action item in the 2024 Buck Island Simmonsville Neighborhood Plan.			
Minimum Requirements for Submittal			
<input checked="" type="checkbox"/> 1. Digital files of the maps and/or plans depicting the subject property. <input checked="" type="checkbox"/> 2. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. <input checked="" type="checkbox"/> 3. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton. <input type="checkbox"/> 4. Recorded deed and plat showing proof of property ownership.			
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:	
Applicant Signature: 		Date: 6/17/24	
For Office Use			
Application Number: Zone- 06-24 - 019188		Date Received: 6/17/24	
Received By: 		Date Approved:	



TOWN OF BLUFFTON ZONING MAP AMENDMENT APPLICATION PROCESS NARRATIVE

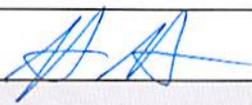
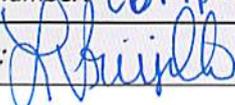
The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Unified Development Ordinance (UDO) requirements for obtaining application approval in the Town of Bluffton. While intended to explain the process, it is not intended 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 Zoning Map 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 Zoning Map 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. Call 843-706-4500 to schedule.	
Step 3. Review by UDO Administrator	Staff
If the UDO Administrator determines that the Zoning Map Amendment Application is complete, it shall be placed on the next available Planning Commission (PC) Meeting agenda.	
Step 4. Planning Commission Workshop	Applicant, Staff & Planning Commission
The PC shall hold a Public Workshop to provide the public with information and a forum to review the preliminary application.	
Step 5. Planning Commission Meeting & Public Hearing	Applicant, Staff & Planning Commission
The PC shall hold a Public Hearing and review the Zoning Map 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.	
Step 6. Town Council Meeting- 1st Reading	Applicant, Staff & Town Council
Town Council shall review the Zoning Map 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 7. Town Council Meeting- 2nd and Final Reading & Public Hearing	Applicant, Staff & Town Council
Town Council shall hold a Public Hearing and review the Zoning Map 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.	
Step 8. Zoning Map Amendment Approval	Staff
If Town Council approves the Zoning Map Amendment Application, the UDO Administrator shall issue an approval letter to the Applicant.	



TOWN OF BLUFFTON
COMPREHENSIVE PLAN AMENDMENT APPLICATION

Growth Management Customer Service Center
 20 Bridge Street
 Bluffton, SC 29910
 (843)706-4522
www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name: Stephen Steese - Town Manager		Name: Stephen Steese - Town Manager	
Phone: 843-706-4500		Phone: 843-706-4500	
Mailing Address: 20 Bridge Street, Bluffton SC 29910		Mailing Address: 20 Bridge Street, Bluffton SC 29910	
E-mail: ssteese@townofbluffton.com		E-mail: ssteese@townofbluffton.com	
Town Business License # (if applicable):			
Project Information			
Project Name: Buck Island Road/Kitty Property			
Project Location: 328, 330 & 332 Buck Island Road			
Zoning District: Current - Residential General Proposed - Light Industrial		Acreage: 1.37 +/-	
Tax Map Number(s): R 610 - 039 - 0016 - 0000 ; R 610 - 039 - 018C - 0000 R - - - - - ; R - - - - -			
Project Description: FLUM - Update for 328, 330 & 332 Buck Island Road. Associated with rezoning request for addresses listed above. To update the Future Land Use Map to change from Suburban Living to Neighborhood Center.			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Two (2) full sized copies and digital files of the maps and/or plans depicting the subject property. <input type="checkbox"/> 2. Project Narrative and digital file describing reason for application and compliance with the criteria in Article 3 of the UDO. <input type="checkbox"/> 3. 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 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: 6/17/24	
For Office Use			
Application Number: COMP-06-24-019187		Date Received: 6/17/24	
Received By: 		Date Approved:	



TOWN OF BLUFFTON COMPREHENSIVE PLAN 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. 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 Comprehensive Plan 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. Review by UDO Administrator	Staff
If the UDO Administrator determines that the Comprehensive Plan Amendment Application is complete, it shall be placed on the next available Planning Commission (PC) Meeting agenda.	
Step 3. Planning Commission Workshop	Applicant, Staff & Planning Commission
The PC shall hold a Public Workshop to provide the public with information and a forum to review the preliminary application.	
Step 4. Planning Commission Meeting & Public Hearing	Applicant, Staff & Planning Commission
The PC shall hold a Public Hearing and review the Comprehensive Plan 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.	
Step 5. Town Council Meeting - 1st Reading	Applicant, Staff & Town Council
Town Council shall review the Comprehensive Plan 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 Comprehensive Plan 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.	
Step 7. Comprehensive Plan Amendment Approval	Staff
If Town Council approves the Comprehensive Plan Amendment Application, the UDO Administrator shall issue an approval letter to the Applicant.	