



TOWN OF BLUFFTON

STREET RENAMING 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:		Name:	
Phone:		Phone:	
Mailing Address:		Mailing Address:	
E-mail:		E-mail:	
Town Business License # (if applicable):			
Project Information			
Provide three different options per street name change. Attached additional sheets if needed.		Proposed Street Name (in order of preference)	
		1.	
		2.	
		3.	
Existing Street Name:			
Street Location:			
Tax Map Number(s):			
Minimum Requirements for Submittal			
1. Mandatory Application Check-In Meeting scheduled. 2. Digital files of the map showing the street requested for renaming. 3. Original Notarized Affidavit of Compliance fifteen (15) days prior to the scheduled Public Hearing. A minimum of eighty percent (80%) of the affected property owners must support the proposed street name change. 4. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. 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:	
Applicant Signature:		Date:	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF BLUFFTON

STREET RENAMING 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 Street Renaming 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 Street Renaming Application and required submittal materials during a <u>mandatory</u> Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness.	
Step 3. Review by UDO Administrator or designee & Development Review Committee	Applicant, Staff & Development Review Committee
If the UDO Administrator or designee determines that the Street Renaming 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.	
Step 4. Development Review Committee Meeting	Applicant & Staff
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.	
Step 5. Planning Commission Meeting & Planning Commission Public Hearing	Applicant, Staff & Planning Commission
The PC shall hold a Public Hearing and review the Street Renaming Application for compliance with the criteria and provisions in the UDO. The Planning Commission may approve, approve with conditions, or deny the application.	
Step 6. Issuance and Recording of Certificate of Street Renaming	Applicant & Staff
If the PC approves the Street Renaming Application, the UDO Administrator or designee shall issue a Certificate of Street Renaming which the Applicant shall record with the Beaufort County Register of Deeds.	