



**TOWN OF BLUFFTON
CERTIFICATE OF CONSTRUCTION
COMPLIANCE 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			
Project Name:		<input type="checkbox"/> Temporary	<input type="checkbox"/> Final
Project Address:			
Zoning District:		Development Permit #:	
Tax Map Number(s):			
Project Description:			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Digital files of the as-built drawings, with sealed certification indicating accurate site conditions of pavements, parking spaces, utilities, structures, and drainage. <input type="checkbox"/> 2. Recorded deed and plat showing proof of property ownership. <input type="checkbox"/> 3. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. <input type="checkbox"/> 4. Notarized affidavit that completed work is consistent with the development permit. <input type="checkbox"/> 5. Documentation that sets forth ownership and maintenance for infrastructure improvements, amenities, and open space, as required. <input type="checkbox"/> 6. Applicable agencies' final certification(s) (DHEC, OCRM, SCDOT, Beaufort County, etc.) <input type="checkbox"/> 7. If Temporary Certificate of Construction Compliance, complete Development Sureties Application. <input type="checkbox"/> 8. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.			
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:	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF BLUFFTON

CERTIFICATE OF CONSTRUCTION COMPLIANCE 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. Application Submittal	Applicant & Staff
The Applicant shall submit the Certificate of Construction Compliance Application and required submittal materials.	
Step 2. Review by UDO Administrator or designee	Staff
If the UDO Administrator (or designee) determines that the Certificate of Construction Compliance Application is complete, it shall be reviewed for compliance with the criteria and provisions in the UDO, as well as local, state, and federal regulations. The UDO Administrator may approve, approve with conditions (Temporary Certificate of Construction Compliance), or deny the application.	
Step 3. Issue Certificate of Compliance	Staff
If the Certificate of Construction Compliance Application is in compliance with the criteria and provisions in the UDO, as well as local, state, and federal regulations, the UDO Administrator shall issue the Certificate of Construction Compliance.	