



**TOWN OF BLUFFTON  
 CERTIFICATE OF APPROPRIATENESS- OLD TOWN  
 BLUFFTON HISTORIC DISTRICT (HD)-  
 DEMOLITION APPLICATION**

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

<b>Applicant</b>		<b>Property Owner</b>	
Name:		Name:	
Phone:		Phone:	
Mailing Address:		Mailing Address:	
E-mail:		E-mail:	
Town Business License # (if applicable):			
<b>Project Information</b>			
Project Name:		Acreage:	
Project Location:			
Zoning District:			
Tax Map Number(s):			
Project Description:			
<b>Minimum Requirements for Submittal</b>			
<input type="checkbox"/> 1. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. <input type="checkbox"/> 2. All information required on the attached Application Checklist. <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.			
<b>Note:</b>		<b>A Pre-Application Meeting is required prior to Application submittal.</b>	
<b>Disclaimer:</b>		<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.</b>	
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:	
<i>For Office Use</i>			
<i>Application Number:</i>		<i>Date Received:</i>	
<i>Received By:</i>		<i>Date Approved:</i>	



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 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 UDO. Compliance with these procedures will minimize delays and assure expeditious application review.

<b>Step 1. Pre-Application Meeting</b>	<b>Applicant &amp; Staff</b>
Prior to the filing of a Certificate of Appropriateness-HD- Demolition Application, the Applicant is required to consult with the UDO Administrator 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.	
<b>Step 2. Application Check-In Meeting</b>	<b>Applicant &amp; Staff</b>
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant may submit a Certificate of Appropriateness-HD- Demolition Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator will review the submission for completeness.	
<b>Step 3. Review by UDO Administrator &amp; Development Review Committee</b>	<b>Staff</b>
If the UDO Administrator determines that the Certificate of Appropriateness-HD- Demolition 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 4. Development Review Committee Meeting</b>	<b>Applicant &amp; Staff</b>
A public meeting shall be held with the Applicant to the review the DRC Staff Report and discuss the application. The Applicant will be encouraged to address comments, if any, and revise the application materials as appropriate. The application shall be forwarded to the Historic Preservation Commission (HPC).	
<b>Step 5. Historic Preservation Commission Meeting &amp; Historic Preservation Commission Public Hearing</b>	<b>Applicant, Staff &amp; Historic Preservation Commission</b>
The HPC shall hold a public hearing and review the Certificate of Appropriateness-HD- Demolition Application for compliance with the criteria and provisions in the UDO. The HPC may approve, approve with conditions, or deny the application.	
<b>Step 6. Issue Certificate of Appropriateness</b>	<b>Staff</b>
If the HPC approves the Certificate of Appropriateness-HD- Demolition Application, the UDO Administrator shall issue the Certificate of Appropriateness-HD- Demolition.	



## TOWN OF BLUFFTON

### CERTIFICATE OF APPROPRIATENESS- OLD TOWN BLUFFTON HISTORIC DISTRICT (HD)- DEMOLITION APPLICATION CHECKLIST

In accordance with the Town of Bluffton Unified Development Ordinance (UDO), the following information shall be included as part of a Certificate of Appropriateness- Historic District- Demolition application submitted for review. Depending on the proposal, the amount and type of documentation will vary. This checklist is intended to assist in the provision of the minimum documentation necessary to demonstrate compliance with the UDO. Upon review of the submitted application by Town Staff, additional information may be required. The use of this checklist by Town Staff or the Applicant shall not constitute a waiver of any requirement contained in the UDO. Applicants are encouraged to work closely with Town Staff in preparing any application prior to submittal.

**NOTE:** Depending on the activities proposed, Certificate of Appropriateness documentation will vary. At a minimum, each plan must contain the General Information and Site & Existing Conditions Documentation in addition to information required for the other specific activities listed below, as applicable. Please contact Town Staff for questions and additional information.

#### **General Information.**

1. Name and address of property owner(s) and applicant.
2. If the applicant is not the property owner, a letter of agency from the property owner authorizing the applicant to act on behalf of the property owner.
3. A detailed narrative describing the existing site conditions and uses; statement of conformance with the UDO; any Local Historic District and/or National Historic District contributing structures including the architectural and/or historic significance of each; and the year any existing structures were built.
4. A listing of any past development permit approval numbers associated with the site and existing conditions placed on the development property by the Town of Bluffton through past approvals including a detailed description of how the condition will be met.
5. An explanation of why any items on this checklist are not included with the application materials.
6. Project name, building name, and/or name of development.
7. All plans must include the following: name of county; municipality; project location; parcel identification number(s); date of original design; all dates of revisions; north arrow; graphic scale; and legend identifying all symbology.
8. Vicinity map.

#### **Site and Existing Conditions Documentation.**

1. Comprehensive color photograph documentation of all exterior facades and features impacted by the proposed work. If digital, images should be at a minimum of 300 dpi resolution.
2. Names of the owners of contiguous parcels and an indication of adjacent existing and proposed (if known) land uses and zoning.
3. Location of all property lines.
4. Location of municipal limits or county lines, zoning, overlay or special district boundaries, if they traverse the tract, form a part of the boundary of the tract, or are contiguous to such boundary.
5. Location, dimensions, name, and descriptions of all existing or recorded roadways, alleys, reservations, railroads, easements, or other public rights-of-way on the development property.
6. Location, size, and type of all existing easements, rights-of-way, or utility infrastructure on the development property.
7. Location, dimensions, area, descriptions, and flow line of existing watercourses, drainage structures, ditches, one-hundred (100) year flood elevation, OCRM critical line, wetlands or riparian corridors top of bank locations, and protected lands on or within a minimum of 200 feet of the development property.
8. Location of any existing buildings, structures, parking lots, impervious areas, public and private infrastructure, or other man made objects located on the development property.
9. Boundary survey with bearings and distances of all property lines, tract/lot acreage, location of property markers, and seal of a Registered Land Surveyor, as well as a legal description of the property.
10. Location of benchmarks/primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, block numbers, and similar data shall be referred.
11. Existing deed covenants, conditions, and restrictions, including any design or architectural standards.



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**DEMOLITION APPLICATION CHECKLIST**

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**Demolitions (in whole or in part) of Contributing Structures.**

1. A structural engineering report prepared by a structural engineer licensed in the State of South Carolina having demonstrated qualifications and experience in historic preservation, rehabilitation, or renovation as reviewed and approved by the Town of Bluffton prior to commencement of the report. The report must include a detailed analysis of the structure describing the integrity and quality of the foundation, floor, wall, and roof systems, specifically listing any deficiencies and the possible remedies thereof. The report must also include a detailed assessment of the adaptability of the component systems and overall adaptability for continued use, renovation, restoration, or rehabilitation.
2. Wood destroying pest report identifying any active presence or past evidence of such pests including treatment alternatives for removal, preventative measures to be taken to guard against future impacts, and necessary actions to be taken to repair damage caused by wood destroying pests.
3. Describe the following:
  - a) The historic designation(s) of the property at the time of current property owner acquisition and current designation(s);
  - b) Alterations to the structure, including assessment by a historic preservation professional having demonstrated qualifications and experience in historic preservation, rehabilitation, or renovation that the structure has been altered to such a degree that its historic and architectural character cannot be recaptured through rehabilitation or restoration.
  - c) Available economic incentives for preservation through Federal, State, local, or private programs and statement of whether or not such incentives have been applied for, if not why, and if so the result of the application(s); and,
  - d) Feasible alternative uses for the structure that allow for the preservation, rehabilitation, or restoration of the structure.
4. If applicable, pre- and post-preservation real estate appraisals, detailed construction cost estimates, economic feasibility studies, financial history of the property, and any other information necessary as determined by the UDO Administrator and Historic Preservation Commission to provide Clear and Convincing Evidence of the loss of reasonable economic use or return on the property through the required preservation of the structure.

**SIGN AND RETURN THIS CHECKLIST WITH THE APPLICATION SUBMITTAL**  
**ALL SUBMITTALS MUST BE COLLATED AND FOLDED TO 8-1/2" X 11"**

By signature below I certify that I have reviewed and provided the minimum submittal requirements listed above, including any additional items requested by the Town of Bluffton Staff. Any items not provided have been listed in the project narrative with an explanation as to why the required submittal item has not been provided or is not applicable. Further, I understand that failure to provide a complete, quality application or erroneous information may result in the delay of processing my application(s).

\_\_\_\_\_  
Signature of Property Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name