



TOWN OF BLUFFTON
Historic Preservation Grant Program
Preliminary Certification Application —
Non-residential Properties

Growth Management Customer Service Center
20 Bridge Street
Bluffton, SC 29910
(843)706-4500
www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com
Attn: Historic Preservationist

The Historic Preservation Grant Program is available for eligible owners of certain non-residential historic properties in the Old Town Bluffton Historic District who preserve, restore, or rehabilitate their Contributing Structure in accordance with specific program requirements. For program details and to expedite your application, please read the attached information prior to submission of this application. Applications accepted on a first come-first served basis process as funds remain available.

Property Information		
Name of Contributing Structure:		
Street Address:		
Town: Bluffton	State: South Carolina	Zip Code: 29910
Property Identification No. (PIN):		
Property Owner(s) Information		
Property Owner Name(s):		
Street Address:		
Town:	State:	Zip Code:
Phone: ()	Email:	
Program Requirements		
Amount Requested: \$ (Grants available up to \$20,000 / 25% match required)		
<i>Documentation required</i>	<input type="checkbox"/> Applicant is non-profit; educational; institutional, or commercial entity in business for at least one (1) year <input type="checkbox"/> Proof of 25% matching funds	
Structure History		
Provide a brief overview of the history of your structure, if known. This includes dates and nature of construction, additions, and alterations. If available, please provide photos, plans, or other information. Copies are acceptable.		



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Project Proposal	
Project Start Date (month/year):	Estimated Completion Date (month/year):
Total Estimated Project Cost:	
What improvements are proposed?	Check all boxes that apply: <input type="checkbox"/> Repairs to building exterior <input type="checkbox"/> Alterations to building exterior <input type="checkbox"/> New construction on property, including site work <input type="checkbox"/> Alterations to interior spaces of a public or commercial use, as defined by the reviewing authority <input type="checkbox"/> Any remaining work where the expenditures for such work are being used to satisfy the minimum expenditures for rehabilitation, including but not limited to alterations made to mechanical, plumbing, and electrical systems
How will the public benefit from the project?	
How will the project create more historic preservation and/or economic development activity in Bluffton?	
How does the project increase public awareness and involvement in historic preservation?	
What other entities are involved with and support this project?	
How will the project further the mission/goals of your organization?	



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Required Attachments

- Completed Pre-Application Meeting Request
- Completed Certificate of Appropriateness-HD Application

Note: The Preliminary Certification application is to be reviewed concurrently with an application of for a Certificate of Appropriateness – Historic District (COFA-HD).

Under penalty of perjury, I certify that all information included in this application is true and correct.
Freedom of Information Act Notice: Please be advised that all materials submitted for Town of Bluffton grant funding are subject to disclosure consistent with the Freedom of Information Act (FOIA).

Property Owner Signature

Date



**TOWN OF BLUFFTON
HISTORIC PRESERVATION GRANT PROGRAM
NON-RESIDENTIAL PROPERTIES GRANT
PROCESS NARRATIVE**

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures, Town Code and Unified Development Ordinance (UDO) requirements, as applicable, 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 Town Code or the UDO. 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 Grant 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.	
Step 2. Application Check-In Meeting	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the Grant Application together with the Certificate of Appropriateness-Historic District (COFA-HD) Application or Site Feature Permit-Historic District (HD) Permit Application, as applicable, and any required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness.	
Step 3. Review by UDO Administrator / Historic Preservation Review Committee	Staff
If the UDO Administrator determines that the Applications are complete, the Grant Application and the COFA-HD Application or Site Feature-HD Permit Application, as applicable, will be reviewed. The COFA-HD application shall be forwarded to the Historic Preservation Commission (HPC). In certain instances, the Site Feature Permit-HD application may require HPC review.	
Step 4. Historic Preservation Commission Meeting	Applicant, Staff & Historic Preservation Commission
The HPC will review the COFA-HD Application or Site Feature-HD Permit Application, when required, for compliance with the criteria and provisions in the UDO. The HPC may approve, approve with conditions, or deny the application. After a decision on the application, UDO Administrator will confirm that the Grant Application is consistent with the approved COFA-HD or Site Feature-HD Permit application.	
Step 5. Certificate of Appropriateness or Site Feature Permit Issued	Staff
After the COFA-HD Application or the SF-HD Permit Application is approved, the UDO Administrator shall issue the Certificate of Appropriateness-HD or Site Feature-HD Permit, as applicable.	
Step 6. Record of Completion or Certificate of Occupancy / Final Certification	Applicant & Staff
Once a Record of Completion or Certificate of Occupancy, as applicable, is issued by the Town, the Applicant shall request a Final Certification from the UDO Administrator.	



TOWN OF BLUFFTON HISTORIC PRESERVATION GRANT PROGRAM NON-RESIDENTIAL PROPERTIES GRANT

Overview: The Historic Preservation Grant Program is designed to assist property owners to preserve, restore, or rehabilitate their structures within the Old Town Bluffton Historic District and to prevent those structures from being lost to disrepair or abandonment. To be eligible to receive a Grant, the structure must be designated as a Contributing Structure to the Old Town Bluffton Historic District and be primarily used for commercial, institutional, or non-profit purposes. Buildings which are not regularly open to the public are not eligible for these grants. All projects must demonstrate a clear public benefit.

What is a Contributing Structure? As defined by the Town’s Unified Development Ordinance (UDO):

“Any structure located in Old Town Bluffton Historic District which helps to establish and maintain the character of Old Town. A Contributing Structure may not be unique itself, but as part of a collection of Historic Resources, it adds to the sense, time, place, and historic development of the Old Town Bluffton Historic District, and possesses historical integrity through location, design, setting, materials, workmanship, feeling and association. Contributing Structures are all extant structures included in the *2008 Town of Bluffton Survey of Historic Properties* and any structures subsequently designated by Town Council.

All Contributing Structures are identified on the Town of Bluffton Contributing Resources Map found on the Town’s website (see Map Gallery). Additional structures *may* be designated by Town Council. For more information, please contact the Town’s Historic Preservationist.

Grants: Grants are available up to \$20,000 and may be used for preservation or restoration costs including professional fees for consultants (feasibility and adaptive reuse studies, conditions assessment, or plans and specifications), architects, or engineers. A match of 25% is required. A maximum of \$60,000 per structure is allowed over a ten (10) year period beginning with the date a grant is first awarded.

What is Preliminary Certification?: To be considered for the Grant Program and to confirm that a historic property complies with the requirements of the program, a completed application for Preliminary Certification be submitted. The application includes documentation of property use, historic designation, and a thorough description of the rehabilitation planned. The review process follows the process for a Certificate of Appropriateness – Historic District (COFA-HD), including an initial pre-application meeting.

Once the COFA-HD and Preliminary Certification are approved, work must be completed within two (2) years. Upon completion of the project, the owner submits a Final Certification form and invoices to document qualified expenditures. The work will be inspected and documentation of qualified expenditures review; if approved, Town will pay invoices directory to grantee’s contractors.

Application: An application to receive a grant shall be completed and processed concurrently with an application of a COFA-HD. Applications will be considered using the following criteria:

- **Historical significance.** Is the subject property designated a “contributing structure?” If not, what criteria for designating a contributing structure applies?



TOWN OF BLUFFTON HISTORIC PRESERVATION GRANT PROGRAM NON-RESIDENTIAL PROPERTIES GRANT

- **Level of threat.** What are the immediate or long-term threats to the property?
- **Public Benefit.** How will the public benefit from the project? Will there be public access or usage?
- **Budget.** Detail and reasonableness of budget; proof of match; amount of in-kind v. cash match; other funding organizations.
- **Project as a catalyst.** How will the project create more historic preservation and/or economic development activity in Bluffton?
- **Educational component.** How does the project increase public awareness and involvement in historic preservation?
- **Qualifications of personnel.** What are the relevant experiences, knowledge, and skills of the people involved in the restoration work that ensure the work can be completed?
- **Partnerships.** What other entities are involved with and support the project?
- **Quality of Proposal.** Organization, feasibility of project objectives, and timelines for implementation.
- **Grant History.** If applicable, previous Town of Bluffton grant performance.
- **Ongoing effort.** How will the practice/program be sustained?

Qualified Expenditures: Qualified expenditures include: 1) improvements located on or within the Contributing Structure; 2) improvements outside of and directly attached to the Contributing Structure that are necessary to make the structure fully usable (but that are not rentable/habitable floor space attributable to new construction); 3) architectural and engineering services attributable to the design of the qualified improvements; and, 4) costs necessary to maintain the historic character or integrity of the Contributing Structures. Architectural and engineering costs are capped at 20% of the total qualified rehabilitation costs.

Conditions: During the period which the Rehabilitation is underway, the Town of Bluffton may inspect the work in progress to ensure compliance. Inspections of any exterior work may be made at any time and inspections of any interior work may be made upon 24-hours-notice. The refusal of a Property owner/Grantee to permit inspection shall serve as grounds for the disqualification of the property from eligibility for the Grant. If such an inspection shows substantive deviations from the approved scope of work or a failure to comply with the required standards, the Director of Growth Management may disqualify the property from being eligible for the Grant.

Acknowledgement: Grant recipients must have a visible sign acknowledging Town of Bluffton funding. Educational projects must acknowledge Town of Bluffton funding on written materials, websites, videos, etc.

Availability of Funding: If funding is not available at the time of application, the application will be held by Town Manager until funding becomes available. Applicant will be notified of "Hold" status pending future availability. If/when funding becomes available, applicant will be contacted to determine interest in proceeding and if so, application is forwarded to Town Council for review. Applicant is notified of approval/disapproval and notice to proceed/denial of application. Only pre-approved projects will be funded.

Easement: When disbursements have been made from the Grant Program and the contributing structure has been restored or preserved, an historic preservation easement may be placed on the property within sixty (60) days from the completion of the work. Such easement shall be in perpetuity.



TOWN OF BLUFFTON HISTORIC PRESERVATION GRANT PROGRAM NON-RESIDENTIAL PROPERTIES GRANT

How Do I Start the Process? A pre-application meeting is required to discuss your rehabilitation plans, as well as the steps to obtain approval. A [Pre-Application Meeting Request](#) form is required.

Related Information and Application Links

- [Pre-Application Meeting Request](#)
- [Certificate of Appropriateness-HD Application](#)

Town Contact: Historic Preservationist | Phone 843-706-4504 | Email gumberger@townofbluffton.com