



TOWN OF BLUFFTON
Historic Preservation Grant Program
Preliminary Certification Application —
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 residential historic properties in Old Town Bluffton Historic District who rehabilitate, restore, or preserve their Town-designated Contributing Structure in accordance with program requirements. For program details and to expedite your application, please read the attached information prior to submission of this application. Applications are accepted on a first-come, first-served basis and 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 \$30,000)		
<i>Documentation required</i>	<input type="checkbox"/> Applicant is owner of contributing structure <input type="checkbox"/> Contributing Structure is NOT currently being offered for sale <input type="checkbox"/> Owner is current on property taxes	

[See next page]



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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.

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:

- Roof repair/replacement
- Porch/stair repair
- Foundation repair
- Siding/exterior repair
- Exterior painting
- Window repair
- Fascia/soffit repair
- Tree mitigation (may also require a Tree Permit)
- Disability-related renovations

Required Attachments

- Contractor estimates showing scope of work and project cost
- Completed Certificate of Appropriateness-HD or Site Feature Permit-HD Application, as applicable

Note: The Grant application is to be reviewed concurrently with an application for a Certificate of Appropriateness – Historic District (COFA-HD) or Site Feature Permit – Historic District, as applicable.

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
 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 or designee 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 RESIDENTIAL PROPERTIES GRANT

Overview: This Program is designed to financially assist property owners with the rehabilitation, preservation, or restoration of certain residential structures within the Old Town Bluffton Historic District. To be eligible to receive a Grant, a structure must be designated as a Contributing Structure to the Old Town Bluffton Historic District and primarily used for residential purposes.

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.

Grant Amount: Grants are available up to \$30,000 per year. A maximum of \$60,000 per structure may be provided over a five (5) year period beginning with the date a grant is first awarded. The Town will pay invoices directly to applicant's contractor(s) not to exceed the total amount of the approved project, after Town Staff inspects and approves of the work performed.

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. Applicants will be notified of "Hold" status pending future availability. If/when funding becomes available, applicants will be contacted to determine interest in proceeding. Only pre-approved projects will be funded.

Qualified Expenditures: Grant funds may be used for costs related to roof repair/replacement; porch/stair repair; foundation repair; siding/exterior repairs; exterior painting; window repair; fascia/soffit repair; tree mitigation; and/or disability-related renovations. Furthermore, the project must adhere to the UDO and the Secretary of Interior's Standards for Rehabilitation. Applicable Town approval must be obtained prior to any work being commenced.

Application: To be considered for the Grant Program and to confirm that a historic property complies with the requirements of the program, a completed Grant application must be submitted. The review process runs concurrently with the process for a Certificate of Appropriateness – Historic District (COFA-HD) or Site Feature Permit – Historic District application. A pre-application meeting is required to discuss your plans, as well as the steps to obtain approval. A [Pre-Application Meeting Request](#) form is required.



TOWN OF BLUFFTON HISTORIC PRESERVATION GRANT PROGRAM RESIDENTIAL PROPERTIES GRANT

Consideration Criteria: Grant applications will be considered using the following criteria:

- **Historical significance.** Is the subject property designated a “contributing structure?”
- **Level of threat.** What are the immediate or long-term threats to the property?
- **Budget.** Detail and reasonableness of budget
- **Project as a catalyst.** How will the project create more historic preservation and/or economic development activity in Bluffton?
- **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 structure be maintained in the future?

Inspection of Work: If a Grant is approved and work commences, the Town of Bluffton may inspect the work in progress to ensure compliance with applicable approvals. 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 allow inspection shall serve as grounds for the disqualification of the property from eligibility for the Grant. If such an inspection shows any deviation from the approved scope of work or a failure to comply with requirements, the Director of Growth Management may disqualify the property from Grant eligibility.

Acknowledgement: A visible sign acknowledging Town of Bluffton grant funding must be posted on the property while work is underway. Educational projects must acknowledge Town of Bluffton funding on written materials, websites, videos, etc.

Completion: From the date of a COFA-HD or Site Feature Permit-HD approval, the applicant will have two (2) years to complete construction of the improvements. Applicants may apply for an extension of up to six (6) months if sufficient cause is provided to justify an extension.

Easement: When disbursements have been made from the Grant Program and work is completed, a façade easement may be placed on the property within sixty (60) days from the completion of the work. Such easement shall be in perpetuity.

Related Information and Application Links

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

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