



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

Growth Management Customer Service Center
 20 Bridge Street
 Bluffton, SC 29910
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Applicant	Property Owner
Name: William Court	Name: Blue Crab Bluffton, LLC (Patrick Mason Agent)
Phone: 843-815-2557	Phone: 843-816-1059
Mailing Address: 32 Bruin Road, Bluffton SC 29910	Mailing Address: 20 Cherry Hill Lane, Hilton Head, SC 29926
E-mail: william.court@courtatkins.com	E-mail: patrickmasoncustomhomes@yahoo.com
Town Business License # (if applicable): 100019	
Project Information (tax map info available at http://www.townofbluffton.us/map/)	
Project Name: Lot 50 Blue Crab Private Residence	Conceptual: <input type="checkbox"/> Final: <input checked="" type="checkbox"/> Amendment: <input type="checkbox"/>
Project Address: 6 Blue Crab Street, Tabby Roads, Bluffton	Application for: <input checked="" type="checkbox"/> New Construction <input type="checkbox"/> Renovation/Rehabilitation/Addition <input type="checkbox"/> Relocation
Zoning District: Neighborhood General-HD	
Acreage: .12	
Tax Map Number(s): R610 039 000 1230 0000	
Project Description: Construction of a new single family, 2-story home, with an attached carriage house.	
Minimum Requirements for Submittal	
<input checked="" type="checkbox"/> 1. Mandatory Check In Meeting to administratively review all items required for conceptual submittal must take place prior to formal submittal. <input checked="" type="checkbox"/> 2. Digital files drawn to scale of the Site Plan(s). <input checked="" type="checkbox"/> 3. Digital files of the Architectural Plan(s). <input checked="" type="checkbox"/> 4. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. <input checked="" type="checkbox"/> 5. All information required on the attached Application Checklist. <input checked="" type="checkbox"/> 6. 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 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: Blue Crab, LLC <i>Patrick Mason</i>	Date: 02.04.2026
Applicant Signature: <i>W. Court</i>	Date: 02.04.2026
<i>For Office Use</i>	
<i>Application Number:</i>	<i>Date Received:</i>
<i>Received By:</i>	<i>Date Approved:</i>



ATTACHMENT 1
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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. 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 as sure expeditious application review.

Step 1. Pre-Application Meeting	Applicant & Staff
Prior to the filing of a Certificate of Appropriateness - HD 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 – Concept Review Submission	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant may submit a Concept Review Submission of the Certificate of Appropriateness - HD Application with the required submittal materials during an mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness. Call 843-706-4500 to schedule.	
Step 3. Review by UDO Administrator or designee and HPRC	Staff
If the UDO Administrator or designee, determines that the Concept Review Submission of the Certificate of Appropriateness - HD Application is complete, it shall be forwarded to the Historic Preservation Review Committee. The Review Committee shall review the application and prepare written comment for review with the Applicant.	
Step 4. Historic Preservation Review Committee	Applicant, Staff & Historic Preservation Review Committee
A public meeting shall be held with the Applicant to review Committee's Staff Report and discuss the application. The Review Committee shall review the Concept Review Submission for compliance with the criteria and provisions in the UDO. The Applicant will be given the opportunity to address comments, if any, and resubmit the application materials to proceed to the Final Review Submission.	
Step 5. Application Check-In Meeting - Final Review Submission	Applicant & Staff
The Applicant shall submit the completed Final Review Submission of the Certificate of Appropriateness Application with the required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness.	
Step 6. Historic Preservation Commission Meeting	Applicant, Staff & Historic Preservation Commission
A public meeting shall be held with the Applicant where the HPC shall review the Final Application materials of the Certificate of Appropriateness - HD Application for compliance with the criteria and provisions in the UDO. The HPC may approve, approve with conditions, or deny the application.	
Step 7. Issue Certificate of Appropriateness	Staff
If the HPC approves the Certificate of Appropriateness - HD Application, the UDO Administrator or designee shall issue the Certificate of Appropriateness - HD.	



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TOWN OF BLUFFTON CERTIFICATE OF APPROPRIATENESS – OLD TOWN BLUFFTON HISTORIC DISTRICT (HD) PROJECT ANALYSIS

In accordance with the Town of Bluffton Unified Development Ordinance (UDO), the following information shall be included as part of a Certificate of Appropriateness application submitted for review by the Historic Preservation Commission (HPC) and the Historic Preservation Review Committee. The use of this checklist by Town Staff or the Applicant shall not constitute a waiver of any requirement contained in the UDO.

1. DESIGN REVIEW PHASE				CONCEPTUAL REVIEW <input type="checkbox"/>	FINAL REVIEW <input checked="" type="checkbox"/>
2. SITE DATA					
Identification of Proposed Building Type (as defined in Article 5): Center Hall House and Carriage House					
Building Setbacks	Front:4ft	Rear:4ft	Rt. Side:5ft	Lt. Side:5ft	
3. BUILDING DATA					
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage	Proposed Square Footage		
Main Structure	Main House	n/a	3,846		
Ancillary	Carriage House	n/a	884		
Ancillary					
4. SITE COVERAGE					
Impervious Coverage			Coverage (SF)		
Building Footprint(s)			Main House (2,046sf) Carriage House (540sf)		
Impervious Drive, Walks & Paths			538		
Open/Covered Patios			599		
A. TOTAL IMPERVIOUS COVERAGE			3,685		
B. TOTAL SF OF LOT			5,143		
% COVERAGE OF LOT (A/B= %)			63%		
5. BUILDING MATERIALS					
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation		
Foundation	Tabby Stucco Finish	Columns	Boral wrapped		
Walls	Hardie lap	Windows	metal-clad wood, casements		
Roof	standing seam metal	Doors	metal-clad wood, swing		
Chimney	tabby stucco finish	Shutters	n/a		
Trim	boral / hardie	Skirting/Underpinning	n/a		
Water table	boral/ hardie	Cornice, Soffit, Frieze	hardie trim/ v-groove soffit		
Corner board	boral	Gutters	aluminum, half round 18 gauge		
Railings	powder-coated aluminum	Garage Doors	steel structure/ clad overlay		
Balusters	powder-coated aluminum	Green/Recycled Materials			
Handrails	powder-coated aluminum				



**TOWN OF BLUFFTON
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Note: Certificate of Appropriateness application information will vary depending on the activities proposed. At a minimum, the following items (signified by a grayed checkbox) are required, as applicable to the proposed project.

Concept	Final	BACKGROUND INFORMATION.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COMPLETED CERTIFICATE OF APPROPRIATENESS - HD APPLICATION: A completed and signed application providing general project and contact information.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PROPERTY OWNER CONSENT: If the applicant is not the property owner, a letter of agency from the property owner is required to authorize the applicant to act on behalf of the property owner.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PROJECT NARRATIVE: A detailed narrative describing the existing site conditions and use, the proposed development intent with proposed uses and activities that will be conducted on the site. Include a description of the proposed building type and proposed building materials as permitted in Article 5.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DEED COVENANTS/RESTRICTIONS: A copy of any existing deed covenants, conditions and restrictions, including any design or architectural standards that apply to the site.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ADDITIONAL APPROVALS: A written statement from the Declarant of any deed covenants, conditions, or restrictions and/or the Review Body of any design or architectural standards that the current design has been reviewed for consistency with the established restrictions/design principles and approved.
Concept	Final	SITE ASSESSMENT.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	LOCATION MAP: Indicating the location of the lot and/or building within the Old Town Bluffton Historic District with a vicinity map.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PROPERTY SURVEY: Prepared and sealed by a Registered Land Surveyor indicating the following, but not limited to: <ul style="list-style-type: none"> • All property boundaries, acreage, location of property markers, name of county, municipality, project location, and parcel identification number(s); • 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; • All easements of record, existing utilities, other legal encumbrances, public and private rights-of-way, recorded roadways, alleys, reservations, and railways; • 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 adjacent to the property; • Location of existing buildings, structures, parking lots, impervious areas, public and private infrastructure, or other man-made objects located on the development property; and • North arrow, graphic scale, and legend identifying all symbology.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SITE PLAN: Showing layout and design indicating, but not limited to: <ul style="list-style-type: none"> • All property survey information showing all building footprint(s) with finish floor elevations, setbacks and build-to lines, building location(s), building orientation(s); • Overall lot configuration depicting ingress/egress, circulation, driveways, parking areas, patios, decks, pools, hardscape, service yards and all other site amenities; • Pedestrian circulation elements and ensuring design shows ADA accessibility compliance. Location, layout, and number of vehicular and bicycle parking spaces bicycle parking, and ensuring design shows ADA accessibility compliance; and • Include detailed dimensions as necessary and appropriate to demonstrate compliance with all applicable standards and requirements.



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<input type="checkbox"/>	<input checked="" type="checkbox"/>	PHOTOS: Labeled comprehensive color photograph documentation of the property, all exterior facades, and the features impacted by the proposed work. If digital, images should be at a minimum of 300 dpi resolution.
Concept	Final	ARCHITECTURAL INFORMATION.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CONCEPTUAL ARCHITECTURAL SKETCHES: Sketch of plans, elevations, details, renderings, and/or additional product information to relay design intent.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FLOOR/ROOF PLANS: Illustrate the roof and floor plan configurations. Include all proposed uses, walls, door & window locations, overall dimensions and square footage(s).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ELEVATIONS: Provide scaled and dimensioned drawings to illustrate the exterior appearance of all sides of the building(s). Describe all exterior materials and finishes and include all building height(s) and heights of appurtenance(s) as they relates to adjacent grade, first floor finished floor elevations, floor to ceiling height for all stories, existing and finish grades for each elevation.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ARCHITECTURAL DETAILS: Provide scaled and dimensioned drawings to show the configuration and operation of all doors, windows, shutters as well as the configuration and dimensional information for columns and porch posts, corner boards, water tables, cupolas and roof appurtenances, gutters and downspouts, awnings, marquees, balconies, colonnades, arcades, stairs, porches, stoops and railings.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MANUFACTURER'S CUT SHEET/SPECIFICATIONS: Include for all atypical building elements and materials not expressly permitted by Article 5 of the UDO with sizes and finishes noted.
Concept	Final	LANDSCAPE INFORMATION.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TREE REMOVAL PLAN: A site plan indicating location, species, and caliper of existing trees and trees to be removed.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	LANDSCAPE PLAN: Plan must include proposed plant materials including names, quantities, sizes and location, trees to be removed/preserved/relocated, areas of planting, water features, extent of lawns, and areas to be vegetated. Plant key and list to be shown on the landscape plan as well as existing and proposed canopy coverage calculations.
Concept	Final	ADDITIONAL REQUIRED INFORMATION (Single-Family Residential Excluded).
<input type="checkbox"/>	<input type="checkbox"/>	FINAL DEVELOPMENT PLAN APPLICATION: A Final Development Plan Application, along with all required submittal items as depicted on the application checklist, must be submitted prior to a Final Certificate of Appropriateness submittal and approved prior to the application being heard by the Historic Preservation Commission.

SIGN AND RETURN THIS CHECKLIST WITH THE APPLICATION SUBMITTAL

By signature below I certify that I have reviewed and provided the submittal items listed above. Further, I understand that failure to provide a complete, quality application or erroneous information may result in the delay of processing my application(s).

Blue Crab Bluffton, LLL Patrick Mason
Signature of Property Owner or Authorized Agent

_02.04.2026

Patrick Mason
Printed Name of Property Owner or Authorized Agent

William Court
Signature of Applicant

02.04.2026
Date

William Court
Printed Name of Applicant



February 4, 2026

Applicant: William Court–Court Atkins Group

Owners: Blue Crab Bluffton LLC

Location: Lot 50, 6 Blue Crab Street, Tabby Roads, Bluffton SC 29910

Zoning: Neighborhood General–HD

Narrative Summary:

The proposed project involves the construction of a **new two-story, single-family residential structure**. It was based on the principles of the **Center Hall House** type. We understand that it will need to be reviewed as an additional building type. It is approximately **3,846 square feet**, along with an attached **Carriage House** of approximately **884 square feet**, located at 6 Blue Crab Street in neighborhood of Tabby Roads in the Old Town Bluffton Historic District.

The site is primarily flat with surrounding homes of similar scale to the proposed design. The design is intended to reflect the architectural character of the Neighborhood General Historic District.

The Main House is designed to reflect the Center Hall House characteristics listed below:

- 2–stories, less than 5,500 sf total, and 55’–0” wide
- Building footprint (without porches) is 1486 sf
- Features a double height front porch
- Square columns are spaced no farther apart than they are tall and comply with UDO 5.15.6.H
- Proposed railing material is powder–coated aluminum but may aesthetically reflect traditional cast iron or treated wood finish. This material is subject to less maintenance over time
- Doors and windows consistent with historic style per UDO 5.15.6.I
- Features tabby stucco on masonry elements
- Siding includes permitted board and batten, lap siding, and shingle with expression lines separating materials and floor levels per UDO 5.15.6.G
- We are suggesting boral trim material as an alternative to wood. Please see the attached supportive product information.

The Carriage House is designed to be subordinate in scale and complementary in style to the main residence. The accessory structure is attached but uses varied wall material from the main house and may feature unique architectural detailing such as brackets or trellis. The design reflects UDO 5.15.8.F characteristics listed below:

- 2–stories, less than 1,200 sf total
- Building footprint is 540sf
- Features 2–car garage and bonus dwelling unit
- Located at the rear of the primary structure

The project has been reviewed by Town Staff and is submitted for HPC approval as part of the Certificate of Appropriateness–HD process.