ATTACHMENT 1

TOWN OF BLUFFTON
CERTIFICATE OF APPROPRIATENESS- OLD TOWN BLUFFTON HISTORIC DISTRICT (HD) 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: 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 52 Blue Crab Private Residence	**Conceptual:** ☐	**Final:** ☑	**Amendment:** ☐
Project Address: 2 Blue Crab Street, Tabby Roads, Bluffton	**Application for:**		
Zoning District: Neighborhood General-HD	☑ **New Construction**		
Acreage: .13	☐ **Renovation/Rehabilitation/Addition**		
Tax Map Number(s): R610 039 000 1232 0000	☐ **Relocation**		

Project Description: Construction of a new single family, 2-story home, with an attached carriage house.

Minimum Requirements for Submittal

- ☑ **1.** Mandatory Check In Meeting to administratively review all items required for conceptual submittal must take place prior to formal submittal.
- ☑ 2. D**igital files** drawn to scale **of the Site Plan(s).**
- ☑ 3. D**igital files of the Architectural Plan(s).**
- ☑ 4. **Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO.**
- ☑ 5. **All information required on the attached Application Checklist.**
- ☑ 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 Bluffton LLC Patrick Mason	**Date:** 11.05.2025
Applicant Signature:	WH	**Date:** 11.05.2025

For Office Use

Application Number:	***Date Received:***
Received By:	***Date Approved:***

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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** ☐	**FINAL REVIEW** ☑
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:** 6ft

3. BUILDING DATA			
Building	**Description** (Main House, Garage, Carriage House, etc.)	**Existing Square Footage**	**Proposed Square Footage**
Main Structure	Main House	n/a	3,839 SF
Ancillary	Carriage House	n/a	880 SF
Ancillary			

4. SITE COVERAGE	
Impervious Coverage	**Coverage (SF)**
Building Footprint(s)	Main House (1968 sf) Carriage House (540sf)
Impervious Drive, Walks & Paths	584
Open/Covered Patios	721
A. TOTAL IMPERVIOUS COVERAGE	3,813
B. TOTAL SF OF LOT	5519
% COVERAGE OF LOT (A/B= %)	69%

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 / hardie shingle	**Windows**	clad, casements
Roof	standing seam metal	**Doors**	mahogany/ clad, swing
Chimney	tabby stucco finish	**Shutters**	operable composite louvered
Trim	boral / hardie	**Skirting/Underpinning**	n/a
Water table	boral/ hardie	**Cornice, Soffit, Frieze**	boral/ hardie trim
Corner board	boral	**Gutters**	half round
Railings	powder-coated aluminum	**Garage Doors**	steel/ clad overlay
Balusters	powder-coated aluminum	**Green/Recycled Materials**	
Handrails	powder-coated aluminum		

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CERTIFICATE OF APPROPRIATENESS – OLD TOWN BLUFFTON HISTORIC DISTRICT (HD) APPLICATION CHECKLIST

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.
☐	☑	**COMPLETED CERTIFICATE OF APPROPRIATENESS - HD APPLICATION:** A competed and signed application providing general project and contact information.
☑	☐	**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.
☐	☑	**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.
☑	☐	**DEED COVENANTS/RESTRICTIONS:** A copy of any existing deed covenants, conditions and restrictions, including any design or architectural standards that apply to the site.
☐	☑	**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.**
☐	☑	**LOCATION MAP:** Indicating the location of the lot and/or building within the Old Town Bluffton Historic District with a vicinity map.
☐	☑	**PROPERTY SURVEY:** Prepared and sealed by a Registered Land Surveyor indicating the following, but not limited to: • 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.
☐	☑	**SITE PLAN:** Showing layout and design indicating, but not limited to: • 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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☐	☐	**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.**
☐	☐	**CONCEPTUAL ARCHITECTURAL SKETCHES:** Sketch of plans, elevations, details, renderings, and/or additional product information to relay design intent.
☐	☑	**FLOOR/ROOF PLANS:** Illustrate the roof and floor plan configurations. Include all proposed uses, walls, door & window locations, overall dimensions and square footage(s).
☐	☑	**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.
☐	☑	**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.
☐	☑	**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.**
☐	☑	**TREE REMOVAL PLAN:** A site plan indicating location, species, and caliper of existing trees and trees to be removed.
☐	☑	**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).**
☐	☐	**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

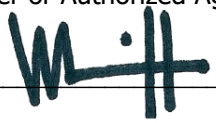
By signature below I certify that I have reviewed and provided the submittal items listed above. Further, I understand that failure to provide a complete, quality application or erroneous information may result in the delay of processing my application(s).

Blue Crab Bluffton ,LLL Patrick Mason _____ **Date** 11/05/25

Signature of Property Owner or Authorized Agent

Patrick Mason

Printed Name of Property Owner or Authorized Agent



Signature of Applicant

11.05.2025

Date

William Court

Printed Name of Applicant

ATTACHMENT 1

COURT ATKINS
GROUP

November 05, 2025

Property owner consent for-Certificate of Appropriateness –
Old Town Bluffton Historic District
Attn: HPC
Theodore D. Washington Municipal Building
20 Bridge Street
Bluffton, SC 29910

Re: Lots 49, 50, 51, and 52 Blue Crab Street

This letter authorizes William Court, Architect- Court Atkins Group, to act as applicant of Blue Crab Bluffton LLC in pursuit of the Certificate of Appropriateness. Authorization is given by the authorized agent of Blue Crab Bluffton LLC, Patrick Mason.

Authorizing signature

RESIDENTIAL | COMMERCIAL | INTERIORS
COURT ATKINS GROUP 32 BRUIN ROAD, BLUFFTON, SC 29910 +1 843 815 2557

ATTACHMENT 1

COURT ATKINS GROUP

December 10 2025

Applicant: William Court-Court Atkins Group
Owners: Blue Crab Bluffton LLC
Location: Lot 52, 2 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** based on the **Center Hall House** type of approximately **3,839 square feet**, along with an attached **Carriage House** of approximately **880 square feet**, located at 2 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) 1480sf
- 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.
- We would like to suggest a high quality composite wood material for the shutters that are aesthetically similar to sturdy wood shutters. Please see 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 540 sf
- 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.

RESIDENTIAL | COMMERCIAL | INTERIORS
COURT ATKINS GROUP 32 BRUIN ROAD, BLUFFTON, SC 29910 +1 843 815 2557