



**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](http://www.townofbluffton.sc.gov)  
[applicationfeedback@townofbluffton.com](mailto:applicationfeedback@townofbluffton.com)

Applicant	Property Owner
Name: Court Atkins Group	Name: ABPAL,LLC
Phone: <b>843-815-2557</b>	Phone: <b>843-815-2557</b>
Mailing Address: PO Box 3978 Bluffton, SC 29910	Mailing Address: PO Box 3978 Bluffton, SC 29910
E-mail: <a href="mailto:james.atkins@courtatkins.com">james.atkins@courtatkins.com</a>	E-mail:

Town Business License # (if applicable): 25-03-7115

**Project Information** (tax map info available at <http://www.townofbluffton.us/map/>)

Project Name: ABPAL Shell Building	Conceptual: <input type="checkbox"/>	Final: <input type="checkbox"/>	Amendment: <input checked="" type="checkbox"/>
Project Address: 36 Bruin Rd	Application for:		
Zoning District: NG-HD	<input checked="" type="checkbox"/> New Construction <input type="checkbox"/> Renovation/Rehabilitation/Addition <input type="checkbox"/> Relocation		
Acreage: 1.220 (0.311 FUTURE PARCEL)			
Tax Map Number(s): R610 039 000 0274 0000			

Project Description: Minor exterior changes prior to construction due to mechanical needs, tenant requests, and neighbor requests.

**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. Digital files drawn to scale of the Site Plan(s).
- 3. Digital 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:  Date: **12/3/25**

Applicant Signature:  Date: **12/3/25**

**For Office Use**

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



## TOWN OF BLUFFTON

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### 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.

<b>1. DESIGN REVIEW PHASE</b>		<b>CONCEPTUAL REVIEW</b> <input type="checkbox"/>	<b>FINAL REVIEW</b> <input checked="" type="checkbox"/>
<b>2. SITE DATA</b>			
Identification of Proposed Building Type (as defined in Article 5) Additional Building Type			
Building Setbacks	Front: 10'-20'	Rear: 25'	Rt. Side: 10' Lt. Side: 10'
<b>3. BUILDING DATA</b>			
<b>Building</b>	<b>Description</b> (Main House, Garage, Carriage House, etc.)	<b>Existing Square Footage</b>	<b>Proposed Square Footage</b>
Main Structure	no change	NA	No change
Ancillary			
Ancillary			
<b>4. SITE COVERAGE</b>			
<b>Impervious Coverage</b>		<b>Coverage (SF)</b>	
Building Footprint(s)		no change	
Impervious Drive, Walks & Paths		no change	
Open/Covered Patios		no change	
<b>A. TOTAL IMPERVIOUS COVERAGE</b>		no change	
<b>B. TOTAL SF OF LOT</b>		no change	
<b>% COVERAGE OF LOT (A/B= %)</b>		no change	
<b>5. BUILDING MATERIALS</b>			
<b>Building Element</b>	<b>Materials, Dimensions, and Operation</b>	<b>Building Element</b>	<b>Materials, Dimensions, and Operation</b>
Foundation	no change	Columns	no change
Walls	no change	Windows	no change
Roof	no change	Doors	no change
Chimney	no change	Shutters	no change
Trim	no change	Skirting/Underpinning	no change
Water table	no change	Cornice, Soffit, Frieze	no change
Corner board	no change	Gutters	no change
Railings	no change	Garage Doors	no change
Balusters	no change	Green/Recycled Materials	<b>no change</b>
Handrails	no change		



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### 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>COMPLETED CERTIFICATE OF APPROPRIATENESS - HD APPLICATION:</b> A completed and signed application providing general project and contact information.
<input type="checkbox"/>	<input type="checkbox"/>	<b>PROPERTY OWNER CONSENT:</b> 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"/>	<b>PROJECT NARRATIVE:</b> 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 type="checkbox"/>	<input type="checkbox"/>	<b>DEED COVENANTS/RESTRICTIONS:</b> 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 type="checkbox"/>	<b>ADDITIONAL APPROVALS:</b> 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 type="checkbox"/>	<b>LOCATION MAP:</b> Indicating the location of the lot and/or building within the Old Town Bluffton Historic District with a vicinity map.
<input type="checkbox"/>	<input type="checkbox"/>	<b>PROPERTY SURVEY:</b> Prepared and sealed by a Registered Land Surveyor indicating the following, but not limited to: <ul style="list-style-type: none"><li>• All property boundaries, acreage, location of property markers, name of county, municipality, project location, and parcel identification number(s);</li><li>• 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;</li><li>• All easements of record, existing utilities, other legal encumbrances, public and private rights-of-way, recorded roadways, alleys, reservations, and railways;</li><li>• 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;</li><li>• Location of existing buildings, structures, parking lots, impervious areas, public and private infrastructure, or other man-made objects located on the development property; and</li><li>• North arrow, graphic scale, and legend identifying all symbology.</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SITE PLAN:</b> Showing layout and design indicating, but not limited to: <ul style="list-style-type: none"><li>• All property survey information showing all building footprint(s) with finish floor elevations, setbacks and build-to lines, building location(s), building orientation(s);</li><li>• Overall lot configuration depicting ingress/egress, circulation, driveways, parking areas, patios, decks, pools, hardscape, service yards and all other site amenities;</li><li>• 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</li><li>• Include detailed dimensions as necessary and appropriate to demonstrate compliance with all applicable standards and requirements.</li></ul>



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<input type="checkbox"/>	<input type="checkbox"/>	<b>PHOTOS:</b> 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	<b>ARCHITECTURAL INFORMATION.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>CONCEPTUAL ARCHITECTURAL SKETCHES:</b> Sketch of plans, elevations, details, renderings, and/or additional product information to relay design intent.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>FLOOR/ROOF PLANS:</b> 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"/>	<b>ELEVATIONS:</b> 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"/>	<b>ARCHITECTURAL DETAILS:</b> 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 type="checkbox"/>	<b>MANUFACTURER'S CUT SHEET/SPECIFICATIONS:</b> Include for all atypical building elements and materials not expressly permitted by Article 5 of the UDO with sizes and finishes noted.
Concept	Final	<b>LANDSCAPE INFORMATION.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>TREE REMOVAL PLAN:</b> A site plan indicating location, species, and caliper of existing trees and trees to be removed.
<input type="checkbox"/>	<input type="checkbox"/>	<b>LANDSCAPE PLAN:</b> 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	<b>ADDITIONAL REQUIRED INFORMATION (Single-Family Residential Excluded).</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>FINAL DEVELOPMENT PLAN APPLICATION:</b> 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).

Signature of Property Owner or Authorized Agent

12/3/2025

James C. Atkins

Printed Name of Property Owner or Authorized Agent

Date

Signature of Applicant

12/3/2025

Date

James C. Atkins

Printed Name of Applicant