



**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 Architects, Inc.		Name: 5812 Guilford Place, LLC		
Phone: 843-815-2557		Phone: (912) 272-0201		
Mailing Address: P.O. Box 3978		Mailing Address: 5812 Guilford Place		
E-mail: jacob.woods@courtatkins.com		E-mail: walter.strong@alairhomes.com		
Town Business License # (if applicable): License No.24-04-2595				
<b>Project Information</b> (tax map info available at <a href="http://www.townofbluffton.us/map/">http://www.townofbluffton.us/map/</a> )				
Project Name: Alair Homes Office		Conceptual: <input type="checkbox"/>	Final: <input type="checkbox"/>	Amendment: <input checked="" type="checkbox"/>
Project Address: 5812 Guilford Place		Application for:		
Zoning District: Neighborhood General-HD		<input checked="" type="checkbox"/> New Construction		
Acreage: .178		<input type="checkbox"/> Renovation/Rehabilitation/Addition		
Tax Map Number(s): R610 039 000 1487 0000		<input type="checkbox"/> Relocation		
Project Description: A +/- 2400 SF two-story main building with tabby parapet walls and				
<b>Minimum Requirements for Submittal</b>				
<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.				
<b>Note: A Pre-Application Meeting is required prior to Application submittal.</b>				
<b>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.</b>				
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: 11/06/2024		
Applicant Signature: <i>Jacob Woods</i>		Date: 11/06/2024		
<b>For Office Use</b>				
Application Number:			Date Received:	
Received By:			Date Approved:	



**ATTACHMENT 1  
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.

<b>1. DESIGN REVIEW PHASE</b>		CONCEPTUAL REVIEW <input type="checkbox"/>	FINAL REVIEW <input checked="" type="checkbox"/>
<b>2. SITE DATA</b>			
Identification of Proposed Building Type (as defined in Article 5): <b>Additional Building Type</b>			
Building Setbacks	Front:20'	Rear:33'	Rt. Side:10' Lt. Side:10'
<b>3. BUILDING DATA</b>			
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage	Proposed Square Footage
Main Structure	Main Building	N/A	2420 SF
Ancillary	Carriage House	N/A	1050 SF
Ancillary			
<b>4. SITE COVERAGE</b>			
<b>Impervious Coverage</b>		<b>Coverage (SF)</b>	
Building Footprint(s)		1695 SF	
Impervious Drive, Walks & Paths		1841 SF	
Open/Covered Patios		715 SF	
<b>A. TOTAL IMPERVIOUS COVERAGE</b>		<b>4251 SF</b>	
<b>B. TOTAL SF OF LOT</b>		<b>7766 SF</b>	
<b>% COVERAGE OF LOT (A/B= %)</b>		<b>54.7%</b>	
<b>5. BUILDING MATERIALS</b>			
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation
Foundation	Tabby Stucco	Columns	Cementitious
Walls	Vertical & Horizontal Cement. Siding	Windows	Aluminum / Clad (Casement & Fixed)
Roof	Standing Seam & Asphalt Shingle	Doors	Aluminum / Clad
Chimney	N/A	Shutters	N/A
Trim	Cementitious	Skirting/Underpinning	N/A
Water table	KDAT 2X3	Cornice, Soffit, Frieze	Smooth Cementitious
Corner board	N/A	Gutters	N/A
Railings	Black Anodized Aluminum	Garage Doors	N/A
Balusters	Black Anodized Aluminum	Green/Recycled Materials	<b>N/A</b>
Handrails	Black Anodized Aluminum		



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TOWN OF BLUFFTON**

**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.
<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" 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.
<b>Concept</b>	<b>Final</b>	<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.
<b>Concept</b>	<b>Final</b>	<b>LANDSCAPE INFORMATION.</b>
<input type="checkbox"/>	<input checked="" 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 checked="" 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.
<b>Concept</b>	<b>Final</b>	<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

11/06/2024  
 \_\_\_\_\_  
 Date

Walter Strong  
 \_\_\_\_\_  
 Printed Name of Property Owner or Authorized Agent

  
 \_\_\_\_\_  
 Signature of Applicant

11/06/2024  
 \_\_\_\_\_  
 Date

Jacob Woods  
 \_\_\_\_\_  
 Printed Name of Applicant

# ATTACHMENT 1



COURT ATKINS  
GROUP

November 06, 2024

Project: Alair Homes Office (5812 Guilford Place)

Subject: Project Narrative Final HPC Submittal

Enclosed are the Architectural and Landscape drawings of the Alair Homes Office for Final HPC Review.

## **Project Description**

The Alair Homes Office is a proposed 2 Story Building with a connected 2 Story Carriage House in the Neighborhood General Historic District in Bluffton, located in the Stock Farm development.

## **Existing Conditions**

Currently, 5812 Guilford Place is an empty lot with trees and foliage. There is a 2 Story building to the East and an empty lot to the West, with residential construction on the other side of Guilford Place.

## **Proposed Building Construction**

The proposed architectural program for the project is a 2 story main structure with a 1170 SF tenant space on the first floor and the 1250 SF Alair Homes office on the second floor. The adjacent connected carriage house has a 525 SF tenant space on each floor. The expected occupancy for each space is Business. There are two exterior stairs, one off of May River Road and the other between the structures.

There are two tabby parapet walls, similar in character to the adjacent Hair and So On Salon. Trellises wrap the two-story entry porch off of May River Road, allowing plants to climb the building.

The architectural massing of the building includes simple roof forms with standing seam and asphalt shingle roofing. The exterior materials for the building will be cementitious fiber siding (horizontal and vertical). The porch railing will be metal.

## **Changes from Concept HPC Meeting**

Following the 10/7 meeting, it was determined that the main changes would be dropping the carriage house bearing, lowering the band board there and reworking the central connecting stair.

We have lowered the bearing of the carriage house 2', reducing its scale in comparison to the main structure and dropped the band board accordingly. In the connector, we have adjusted the stair to protrude out of the enclosure and have screened the stair internally from the adjacent storage / service yard space. Additionally, we have provided multiple details, including the profile of the aluminum guardrail, and have provided dimensions of the front balcony.

Please reach out if there are any questions about the submittal.

Regards,

Jacob Woods, Project Designer