



**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)706-4522  
[www.townofbluffton.sc.gov](http://www.townofbluffton.sc.gov)  
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Applicant		Property Owner	
Name: Shifting Tides LLC.		Name: Luke Healy	
Phone: 330-285-2075		Phone: 843-992-7565	
Mailing Address: 25 Pritchard St. Bluffton SC. 29910		Mailing Address: 26 7th Ave, Bluffton SC. 29910	
E-mail: Andrewjpietz@gmail.com		E-mail: Luke@healyforeitlaw.com	
Town Business License # (if applicable): LIC. #05-21-037165			
Project Information (tax map info available at <a href="http://www.townofbluffton.us/gis/">http://www.townofbluffton.us/gis/</a> )			
Project Name: Healy Residence		Conceptual: <input type="checkbox"/>	Final: <input checked="" type="checkbox"/>
Project Location: 40 Dubois Lane		Amendment: <input type="checkbox"/>	
Zoning District: Neighborhood General-HD		Application for:	
Acreage: 0.26		<input checked="" type="checkbox"/> New Construction	
Tax Map Number(s): R610-039-00A-0256-0000		<input type="checkbox"/> Renovation/Rehabilitation/Addition	
		<input type="checkbox"/> Relocation or Demolition	
Project Description: New Residential Home/ Auxiliary Garage and Pool			
Minimum Requirements for Submittal			
<input checked="" type="checkbox"/> 1. Full sized copies and digital files of the Site Plan(s). One (1) set for Conceptual, two (2) sets for Final <input checked="" type="checkbox"/> 2. Full sized copies and digital files of the Architectural Plan(s). One (1) set for Conceptual, two (2) sets for Final <input checked="" type="checkbox"/> 3. 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: <i>[Signature]</i>		Date: 11-2-21	
Applicant Signature: <i>[Signature]</i>		Date: 11/2/21	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	





## TOWN OF BLUFFTON CERTIFICATE OF APPROPRIATENESS- OLD TOWN BLUFFTON HISTORIC DISTRICT (HD) APPLICATION 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. Compliance with these procedures will minimize delays and assure expeditious application review.

<b>Step 1. Pre-Application Meeting</b>	<b>Applicant &amp; Staff</b>
Prior to the filing of a Certificate of Appropriateness-HD Application, the Applicant is required to consult with the UDO Administrator 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.	
<b>Step 2. Application Check-In Meeting – Concept Review Submission</b>	<b>Applicant &amp; Staff</b>
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant may submit a Concept Review Submission of the Certificate of Appropriateness Application with the required submittal materials during an Application Check-In Meeting where the UDO Administrator will review the submission for completeness.	
<b>Step 3. Review by UDO Administrator and HPC</b>	<b>Staff</b>
If the UDO Administrator 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.	
<b>Step 4. Historic Preservation Review Committee</b>	<b>Applicant, Staff &amp; Historic Preservation Review Committee</b>
A public meeting shall be held with the Applicant to review the 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.	
<b>Step 5. Application Check-In Meeting - Final Review Submission</b>	<b>Applicant &amp; Staff</b>
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 will review the submission for completeness.	
<b>Step 6. Historic Preservation Commission Meeting</b>	<b>Applicant, Staff &amp; Historic Preservation Commission</b>
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.	
<b>Step 7. Issue Certificate of Appropriateness</b>	<b>Staff</b>
If the HPC approves the Certificate of Appropriateness-HD Application, the UDO Administrator shall issue the Certificate of Appropriateness-HD.	



## TOWN OF BLUFFTON CERTIFICATE OF APPROPRIATENESS – HISTORIC DISTRICT 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:	Rear: 8'2"	Rt. Side: 18'2"	Lt. Side: 15'
<b>3. BUILDING DATA</b>				
Building	Description (Main House, Garage, Carriage House, etc.)	Existing Square Footage	Proposed Square Footage	
Main Structure	Main House	0	2920 sqft.	
Ancillary	Garage/Carriage House	0	1056	
Ancillary	Bath/pool	0	578Sqft.	
<b>4. SITE COVERAGE</b>				
<b>Impervious Coverage</b>		<b>Coverage (SF)</b>		
Building Footprint(s)		2600		
Impervious Drive, Walks & Paths		172		
Open/Covered Patios		770		
<b>A.TOTAL IMPERVIOUS COVERAGE</b>		3542		
<b>B.TOTAL SF OF LOT</b>		11326		
<b>% COVERAGE OF LOT (A/B= %)</b>		31.3%		
<b>5. BUILDING MATERIALS</b>				
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation	
Foundation	Mono Slab	Columns	Wood	
Walls	Wood	Windows	Vinyl	
Roof	Metal	Doors	Wood	
Chimney	tabby Stucco	Shutters	none	
Trim	Composite (hardy)	Skirting/Underpinning	none	
Water table	Composite (hardy)	Cornice, Soffit, Frieze	Composite (Hardy)	
Corner board	Composite (Hardy)	Gutters	Metal	
Railings	Wood	Garage Doors	Metal	
Balusters	Wood	Green/Recycled Materials		
Handrails	Wood			





## TOWN OF BLUFFTON CERTIFICATE OF APPROPRIATENESS – HISTORIC DISTRICT 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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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**Shifting Tides LLC.**

25 Pritchard St.  
Bluffton SC. 29910  
(330)285-2075  
Shiftingtides843@gmail.com

November 1st. 2021

**Luke Healy (property owner)**

28 Dubois Lane  
Bluffton SC. 29910

Project Description,

New Residential home build of **2920 SF** with a Garage/Carriage house **1052 SF**. Currently a residential lot. The project also includes a pool and covered patio with a **50 SF** bathroom. The project will be located at **28 Dubois Lane, Bluffton Sc. 29910.**

House materials will consist of approved material per article 5 including 5V metal roof, composite siding (fiber cement siding). Treated wood rafters. Tabby Stucco over a monolithic slab, 36" center sidewalk grade raised elevation. Consistent with other new construction in the HD of Bluffton.

Details for Windows and Doors-

-Woods to be Solid wood with 4 light see photos attached

-Windows to be "2 light over 2 light" grid in between window pane see photos attached.

Gate detail to be 48" made out of live fencing where it is connected to live fence.

Gate to be horizontal PT hogs fencing in all the back areas listed on site plan as PT Wood 6' fencing.

Gutters to be rectangle in shape.







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