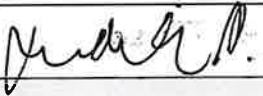




TOWN OF BLUFFTON
CERTIFICATE OF APPROPRIATENESS-
HIGHWAY CORRIDOR OVERLAY (HCO)
APPLICATION

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: Dynamic Engineering Consultants, PC		Name: Jane Cooper, LLC	
Phone: (561) 921-8570		Phone: (843) 706-8880	
Mailing Address: 100 NE 5th Avenue, Suite B2, Delray Beach, FL 33483		Mailing Address: P.O. Box 3198, Hilton Head Islands, SC 29928	
E-mail: jpachay@dynamicec.com		E-mail: wnewton@jsplaw.net	
Town Business License # (if applicable):			
Project Information (tax map info available at http://www.townofbluffton.us/map/)			
Project Name: Chase Bank - Belfair Village		Conceptual: <input type="checkbox"/>	Final: <input type="checkbox"/> Amendment: <input checked="" type="checkbox"/>
Project Address: 15 Belfair Towne Drive, Bluffton, SC		Application for: <input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Renovation/Rehabilitation/Addition	
Zoning District: Neighborhood Commercial (NC)			
Acreage: 0.77			
Tax Map Number(s): PIN: R610-031-000-1085-0000 AIN: 11035311			
Project Description: JP Morgan Chase Bank wishes to renovate the subject site into a Chase Bank with a drive-through ATM. The site is located within the Belfair Planned Unit Development which is within the Highway Corridor Overlay (HCO) district.			
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) and Architectural Plan(s). <input checked="" type="checkbox"/> 3. Recorded deed and plat showing proof of property ownership. <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. Material samples and color swatches for all proposed materials. <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 applicant.			
Property Owner Signature:		Date:	
Applicant Signature: 		Date: 3/3/25	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF BLUFFTON CERTIFICATE OF APPROPRIATENESS- HIGHWAY CORRIDOR OVERLAY (HCO) 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 Unified Development Ordinance. 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 assure expeditious application review.

Step 1. Pre-Application Meeting	Applicant & Staff
Prior to the filing of a Certificate of Appropriateness - HCO Application, the Applicant is required to consult with the UDO Administrator or their 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	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the Certificate of Appropriateness - HCO Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness.	
Step 3. Review by UDO Administrator	Staff
If the UDO Administrator or designee determines that the Certificate of Appropriateness - HCO Application is complete, it shall be presented to the Planning Commission.	
Step 4. Planning Commission Meeting	Applicant, Staff & Planning Commission
The PC shall review the Certificate of Appropriateness - HCO Application for compliance with the criteria and provisions in the UDO. The PC may approve, approve with conditions, or deny the application.	
Step 5. Issue Certificate of Appropriateness	Staff
If the PC approves the Certificate of Appropriateness - HCO Application, the UDO Administrator or designee shall issue the Certificate of Appropriateness - HCO.	