
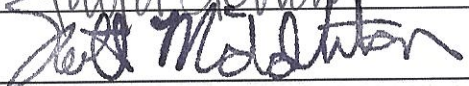




**TOWN OF BLUFFTON**  
**CERTIFICATE OF APPROPRIATENESS-**  
**OLD TOWN BLUFFTON**  
**HISTORIC DISTRICT (HD) APPLICATION**

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: Southern Coastal Homes		Name: Paula Stewart	
Phone: 843-815-0100		Phone: 704-907-5583	
Mailing Address: 19 Pritchard Street Bluffton, SC 29910		Mailing Address: 3 Audubon Pond Rd HHI, SC 29928	
E-mail: <a href="mailto:bailye@southerncoastalhomes.com">bailye@southerncoastalhomes.com</a>		E-mail: <a href="mailto:toddandpaula@gmail.com">toddandpaula@gmail.com</a>	
Town Business License # (if applicable): 25-02-6236			
<b>Project Information</b> (tax map info available at <a href="http://www.townofbluffton.us/map/">http://www.townofbluffton.us/map/</a> )			
Project Name: Stewart residence		Conceptual: <input type="checkbox"/>	Final: <input checked="" type="checkbox"/>
Project Address: 5 Garfields Way		Amendment: <input type="checkbox"/>	
Zoning District: NG-HD		Application for:	
Acreage: .16		<input checked="" type="checkbox"/> New Construction	
Tax Map Number(s): R610 039 00A 0407 0000		<input type="checkbox"/> Renovation/Rehabilitation/Addition	
		<input type="checkbox"/> Relocation	
Project Description: New residential build (additional building type for the main house and carriage house building type for the garage)			
<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:</b> A Pre-Application Meeting is required prior to Application submittal.			
<b>Disclaimer:</b> 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: 11/15/25	
Applicant Signature: 		Date: 11/5/25	
<b>For Office Use</b>			
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. 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.

<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 or 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.	
<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 - HD Application with the required submittal materials during an <b>mandatory</b> Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness. Call 843-706-4500 to schedule.	
<b>Step 3. Review by UDO Administrator or designee and HPRC</b>	<b>Staff</b>
If the UDO Administrator or designee, 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 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 or designee 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 or designee shall issue the Certificate of Appropriateness - HD.	



# 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>			<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 and carriage house				
Building Setbacks	Front: 10'	Rear: 25'	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 House	0	2648	
Ancillary	Carrigage House (garage)	0	264	
Ancillary				
<b>4. SITE COVERAGE</b>				
<b>Impervious Coverage</b>		<b>Coverage (SF)</b>		
Building Footprint(s)		2173		
Impervious Drive, Walks & Paths		50		
Open/Covered Patios		200		
<b>A. TOTAL IMPERVIOUS COVERAGE</b>		2644		
<b>B. TOTAL SF OF LOT</b>		7168		
<b>% COVERAGE OF LOT (A/B= %)</b>		37.5%		
<b>5. BUILDING MATERIALS</b>				
Building Element	Materials, Dimensions, and Operation	Building Element	Materials, Dimensions, and Operation	
Foundation	Tabby	Columns	Wood	
Walls	Hardi	Windows	Vinyl	
Roof	Asphalt	Doors	Wood	
Chimney	Tabby	Shutters	N/A	
Trim	Hardi	Skirting/Underpinning	Hardi	
Water table	Hardi	Cornice, Soffit, Frieze	Hardi	
Corner board	Hardi	Gutters	N/A	
Railings	N/A	Garage Doors	Steel	
Balusters	Metal	Green/Recycled Materials	N/A	
Handrails	Wood			



# 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 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>



# TOWN OF BLUFFTON

## CERTIFICATE OF APPROPRIATENESS – OLD TOWN BLUFFTON

### HISTORIC DISTRICT (HD) APPLICATION CHECKLIST

<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" 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 checked="" 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).

Paula Stewart  
Signature of Property Owner or Authorized Agent

11/5/25  
Date

Paula Stewart  
Printed Name of Property Owner or Authorized Agent

Scott Middleton  
Signature of Applicant

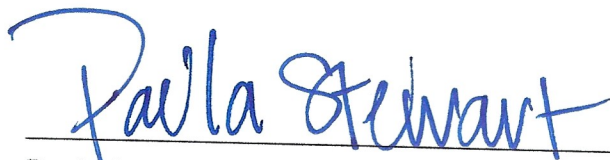
11/5/25  
Date

Scott Middleton  
Printed Name of Applicant

October 28, 2025

To whom it may concern,

5 Garfields LLC is the true and lawful owner of the real property located at 5 Garfields Way in Bluffton, SC. Paula Stewart is the sole member of 5 Garfields LLC and therefore is authorized to represent owner as it relates to matters concerning submissions to the Bluffton HPC and the Town of Bluffton.



Paula Stewart  
5 Garfields LLC  
Member

11.01.25  
Date



## **Project Narrative**

### **Stewart Residence**

Old Town Bluffton

5 Garfields Way | Lot 2

Southern Coastal Homes would like to build a 2,648 square foot main house (additional building type) and a 264 garage (carriage house building type) for Paula Stewart. The home will be located at 5 Garfields Way (lot 2).

Due to the size and shape of the lot, we could not conform to the typical building types listed in the UDO so that is the reason we had to go under the additional category. The Stewart Residence is an additional building type (per UDO) designed by Koontz Jones Design + V3. The architectural design of the home includes elements of the Old Town Bluffton Historic District Unified Development Ordinance. The details for this home, including all construction materials, are included in the application.

The heated area of the 1st floor is 1,508 sq. ft. with 500 sq. ft. of porches. The upper level has 1,140 sqft of heated cooled space. The garage is 264 sqft.

The entire home site will be fully landscaped with native and regionally appropriate plant species.



**MOSS OAKS SUBDIVISION**  
**ARCHITECTURAL REVIEW BOARD**  
PO Box 433, Bluffton, South Carolina 29910  
(843) 227-8615

---

October 2, 2025

Mr. Todd and Mrs. Paula Stewart  
5 Garfields Way  
Bluffton, South Carolina 29910

RE: Stewart Residence & Single-Car Garage ARB Approval

Dear Mr. and Mrs. Stewart:

The ARB has approved the architectural plans and elevations of your proposed home and detached garage located on Lot #2 – 5 Garfields Way, Bluffton, SC 29910 dated September 30, 2025 as submitted by Southern Coastal Homes on October 1, 2025.

The color scheme of this home as previously described by Mrs. Stewart will be an all-white colored facade which will be clad with a combination of horizontal cement siding and cement board & batten accents, the main roof will be covered with dark brown or black asphalt shingles and standing seam metal roofing on the front & side screen porches and over the first floor master bedroom and the raised foundation will be finished with stucco with brick accents on the porches, raised planter and steps. The detached garage will have a wood overhead trellis structure attached on the right side and will have cement board & batten siding on the facade, dark brown or black asphalt shingles to match the main house structure and a raised base finished with stucco.

Please reach out to us once you have selected a shutter color.

Thank you for your support and cooperation with the Architectural Review Board. If you have any questions or comments, please do not hesitate to contact me at [garmoss@yahoo.com](mailto:garmoss@yahoo.com) or (843) 227-8615.

Sincerely,

Garfield Moss  
Chair, ARB

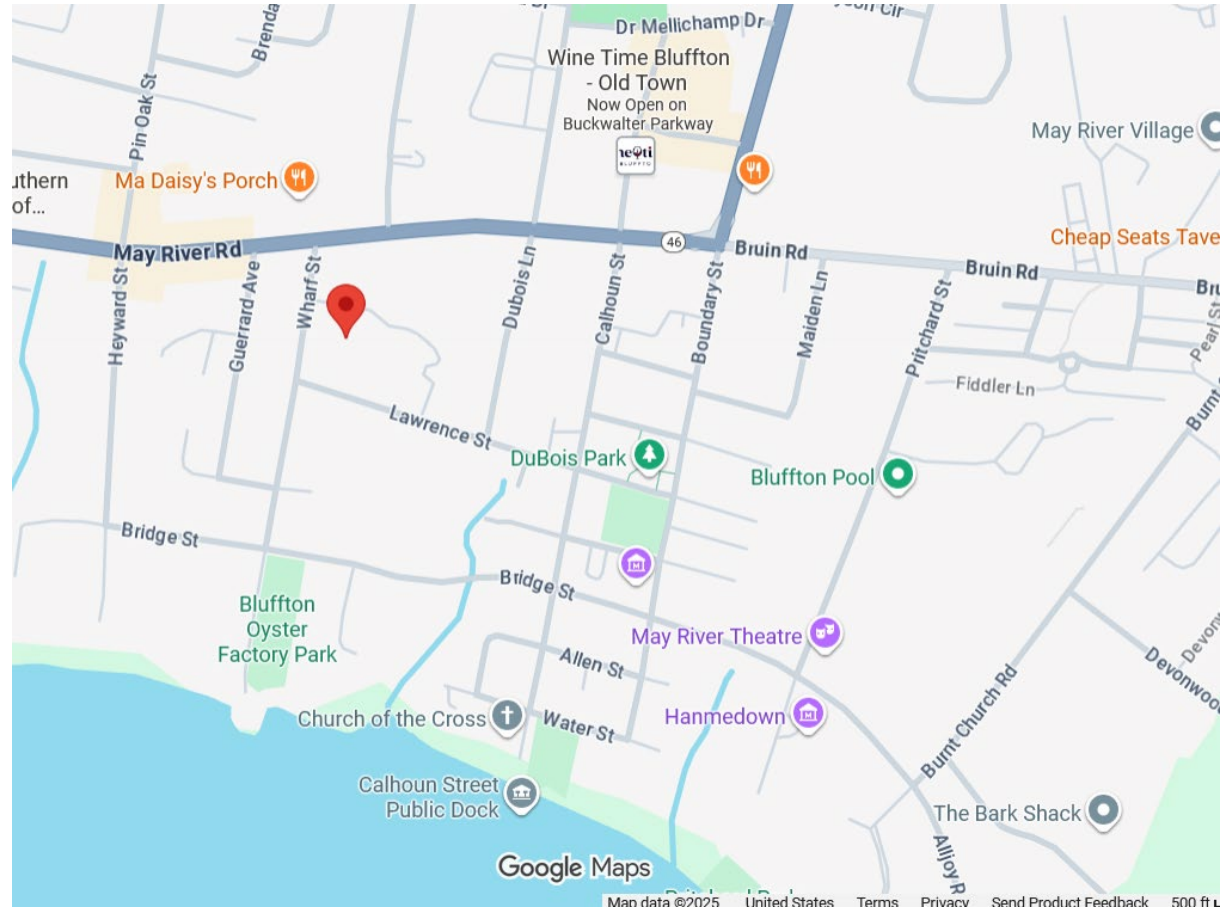
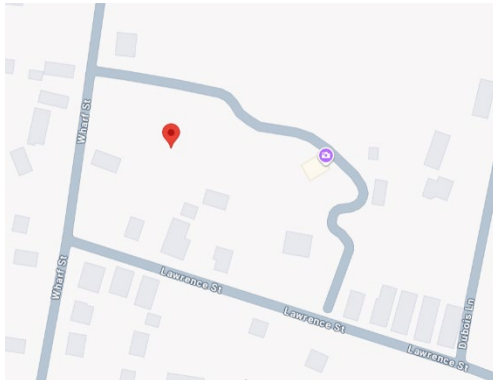
## **Stewart Residence**

*5 Garfields Way | Lot 2*



# LOCATION MAP

5 Garfield Ways | Lot 2





Americas's Favorite Doors®

## Your EZDoor Summary

Door Image



The options included in this application when you select a stock image represent the most common size doors. If you do not see the specific size or design you need, please consult your local dealer or retailer for more information. Size, actual door, and certain designs may vary from screen presentation.

\*Additional options available, please contact your local dealer.

Based upon your Zip Code, you may require a WindCode® configuration.

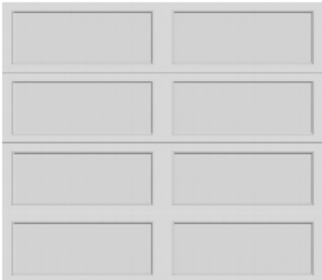
†Configuration values recommended by EZDoor.



Americas's Favorite Doors®

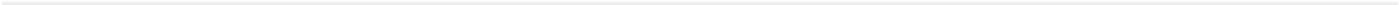
Your Completed Doors

1. Garage Door



Bridgeport™ Steel - Value Plus Series

<b>Size</b> 9'0" x 8'0"	<b>Windcode</b> + W0
<b>Model</b> BD4EV	<b>Design</b> Extended Panel
<b>Construction</b> 2-layer 1 5/16" Polystyrene Ins 24 Ga Shiplap Jnt R-value 6.3	<b>Base Color</b> Standard White
<b>Top Section</b> Extended Solid	<b>Glass Type</b> Not Applicable With Solid Top Section.
<b>Spring</b> + Coated Torsion	<b>Track Size</b> + 2" Assembled
<b>Track Type</b> + Standard	<b>Mount Type</b> + Bracket
<b>Track Radius</b> + 15	<b>Roof Pitch</b> +
<b>Handles</b> Standard Handles Included	<b>Lock</b> + Inside Slide Lock
<b>Lock Options</b> + No Lock Hole (Std with no lock and inside slide lock optional on #1 & #3	

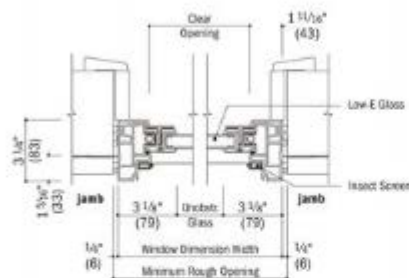


# SINGLE-HUNG WINDOWS

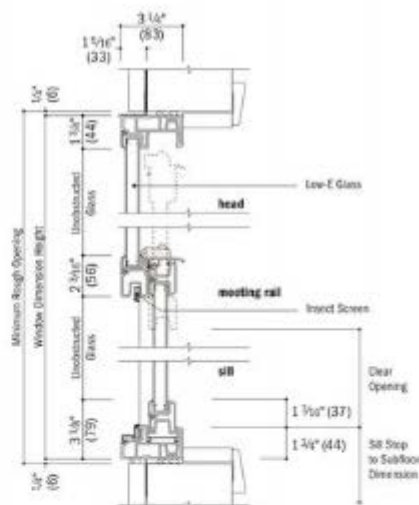
## Arch Single-Hung Window Details - New Construction

Scale  $1\frac{1}{2}" (38) = 1'-0" (305) - 1:8$

1 1/2" Flange Setback

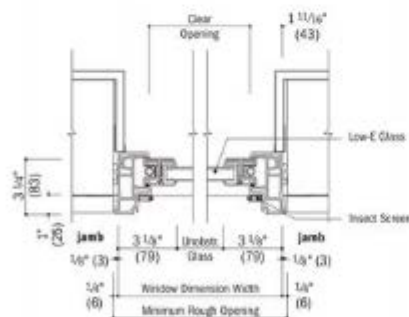


**Horizontal Section**  
Arch Single-Hung

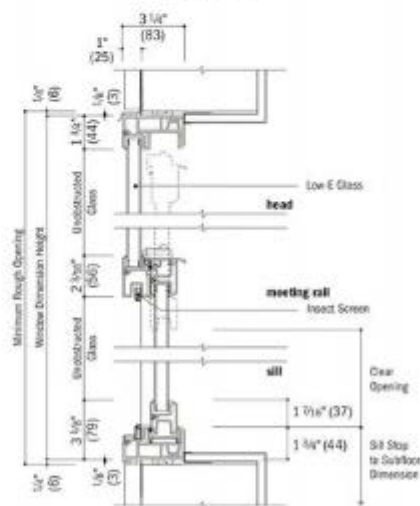


**Vertical Section**  
Arch Single-Hung

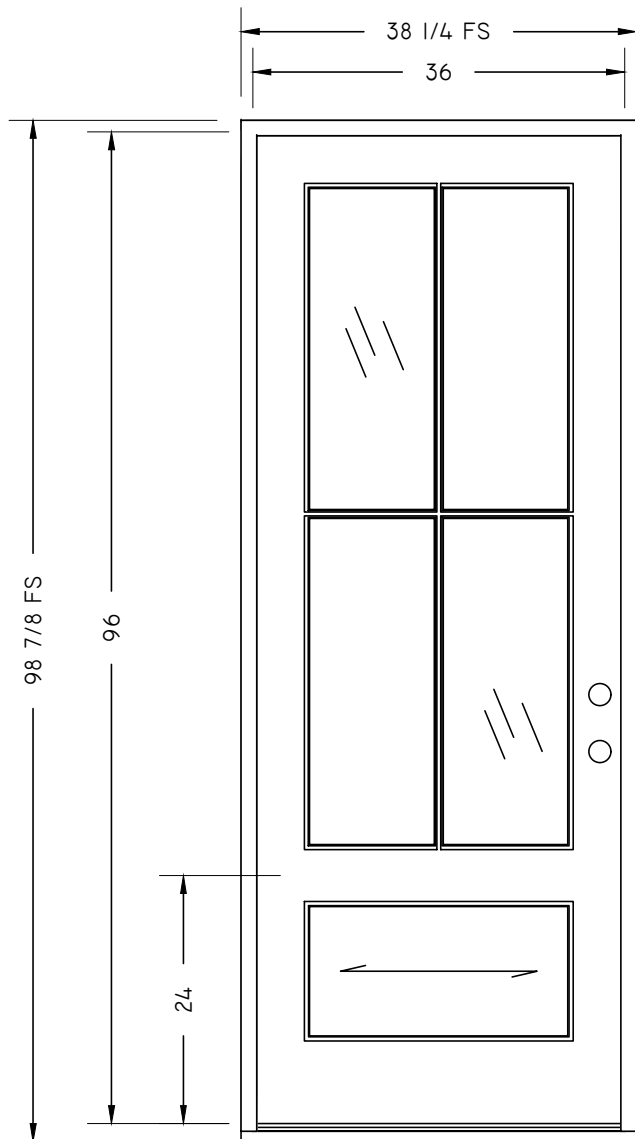
1" Flange Setback With Stucco Key



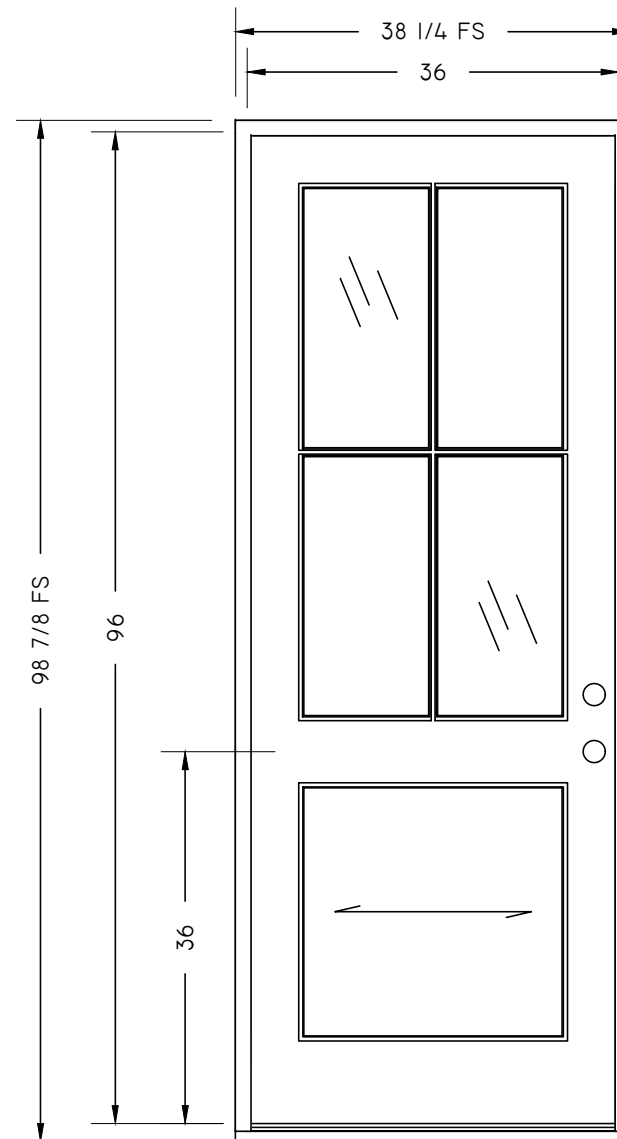
**Horizontal Section**  
Arch Single-Hung, Stucco Exterior



**Vertical Section**  
Arch Single-Hung, Stucco Exterior



SAPELE, ENTRY  
 $1\frac{3}{4}$  (9545), LHS,  $6\frac{9}{16}$  JAMB, DOUBLE BORE  
 CLEAR, IG, LOW-E 366, TEMPERED  
 BRONZE ADJ SILL



SAPELE, GARAGE  
 $1\frac{3}{4}$  (9545), LHS,  $6\frac{9}{16}$  JAMB, DOUBLE BORE  
 CLEAR, IG, LOW-E 366, TEMPERED  
 BRONZE ADJ SILL

DATE: 11-3-25

PG:1/2

☐ - NO EXCEPTIONS

☐ - EXCEPTIONS NOTED, RESUBMITTAL NOT REQUIRED

☐ - EXCEPTIONS NOTED, REVISE AND RESUBMIT

SCH\_STEWART  
 QUOTE# 2510-29910

I APPROVE THE DESIGN AS DRAWN AND DIMENSIONED ON THIS  
 PAGE AND ACKNOWLEDGE THAT THIS PRODUCT IS SPECIAL  
 ORDER AND NOT RETURNABLE FOR CREDIT.

X\_\_\_\_\_DATE\_\_\_\_\_

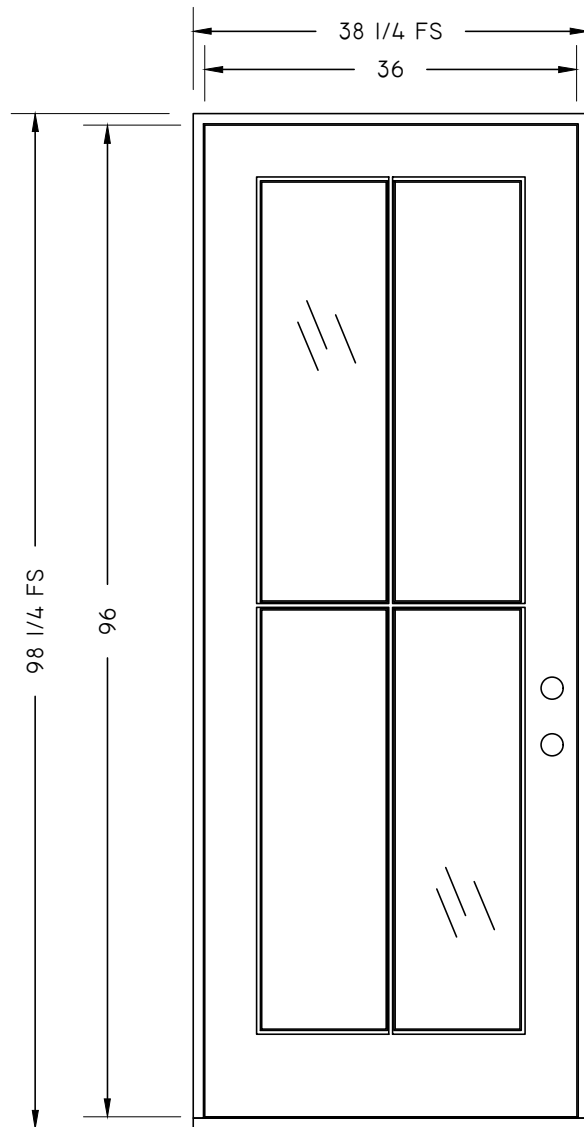
**GRAYCO**

**BUILDING CENTER**

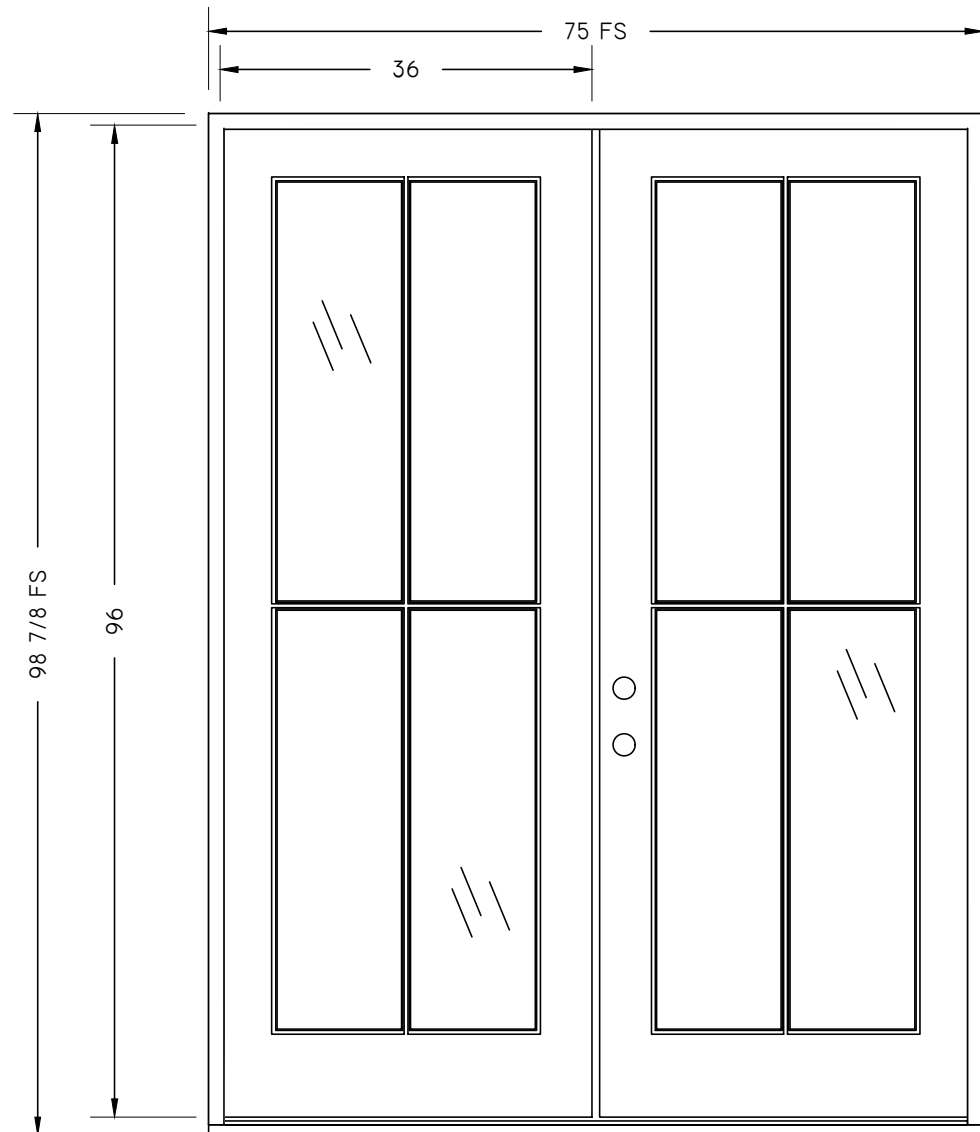
345 BUCK ISLAND ROAD BLUFFTON, SC 29910

PHONE: (843) 815-5788

FAX: (843) 815-5799



SAPELE, LIV  
 1<sup>3</sup>/<sub>4</sub> (9545), RHOS, 6<sup>9</sup>/<sub>16</sub> JAMB, DOUBLE BORE  
 CLEAR, IG, LOW-E 366, TEMPERED  
 BRONZE BUMPER SILL



SAPELE, LIV/MBR  
 2 - RHIS  
 2 - LHS  
 1<sup>3</sup>/<sub>4</sub> (9545), 6<sup>9</sup>/<sub>16</sub> JAMB, DOUBLE BORE  
 CLEAR, IG, LOW-E 366, TEMPERED  
 H&F BOLTS, BRONZE ADJ SILL

DATE: 11-3-25

PG:2/2

☐ - NO EXCEPTIONS

☐ - EXCEPTIONS NOTED, RESUBMITTAL NOT REQUIRED

☐ - EXCEPTIONS NOTED, REVISE AND RESUBMIT

SCH\_STEWART  
 QUOTE# 2510-29910

I APPROVE THE DESIGN AS DRAWN AND DIMENSIONED ON THIS  
 PAGE AND ACKNOWLEDGE THAT THIS PRODUCT IS SPECIAL  
 ORDER AND NOT RETURNABLE FOR CREDIT.

X \_\_\_\_\_ DATE \_\_\_\_\_

**GRAYCO**

**BUILDING CENTER**

345 BUCK ISLAND ROAD BLUFFTON, SC 29910

PHONE: (843) 815-5788

FAX: (843) 815-5799