



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

Growth Management Customer Service Center
 20 Bridge Street
 Bluffton, SC 29910
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applicationfeedback@townofbluffton.com

Applicant		Property Owner	
Name: jamie guscio		Name: Harris	
Phone: [REDACTED]		Phone: [REDACTED]	
Mailing Address: [REDACTED]		Mailing Address: [REDACTED]	
E-mail: [REDACTED]		E-mail: [REDACTED]	
Town Business License # (if applicable): 25-05-0142			
Project Information (tax map info available at http://www.townofbluffton.us/map/)			
Project Name: 36 Wharf		Conceptual: ☐	Final: ☐ Amendment: ☒
Project Address: 36 Wharf Street		Application for: ☐ New Construction ☐ Renovation/Rehabilitation/Addition ☐ Relocation	
Zoning District:			
Acreage: .22			
Tax Map Number(s): r61003900A0417			
Project Description: Amendment for COFA approved 12/25 plans to allow changes to the two approved entry doors from half light to full light. Also, to approve per building code requirement for ingress/egress an additional full light door in the right rear of the garage space.			
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: [Signature]		Date: 5/6/26	
Applicant Signature: [Signature]		Date: 5/6/26	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



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HISTORIC DISTRICT (HD) APPLICATION CHECKLIST

☐	☐	PHOTOS: 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	ARCHITECTURAL INFORMATION.
☐	☐	CONCEPTUAL ARCHITECTURAL SKETCHES: Sketch of plans, elevations, details, renderings, and/or additional product information to relay design intent.
☐	☐	FLOOR/ROOF PLANS: Illustrate the roof and floor plan configurations. Include all proposed uses, walls, door & window locations, overall dimensions and square footage(s).
☐	☐	ELEVATIONS: 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.
☐	☐	ARCHITECTURAL DETAILS: 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.
☐	☐	MANUFACTURER'S CUT SHEET/SPECIFICATIONS: Include for all atypical building elements and materials not expressly permitted by Article 5 of the UDO with sizes and finishes noted.
Concept	Final	LANDSCAPE INFORMATION.
☐	☐	TREE REMOVAL PLAN: A site plan indicating location, species, and caliper of existing trees and trees to be removed.
☐	☐	LANDSCAPE PLAN: 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	ADDITIONAL REQUIRED INFORMATION (Single-Family Residential Excluded).
☐	☐	FINAL DEVELOPMENT PLAN APPLICATION: 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

 Date

Tim Harris
 Printed Name of Property Owner or Authorized Agent

 Signature of Applicant

 Date

JAMIE GUSCIO
 Printed Name of Applicant