



TOWN OF BLUFFTON CERTIFICATE OF APPROPRIATENESS – HIGHWAY CORRIDOR APPLICATION CHECKLIST

In accordance with the Town of Bluffton Unified Development Ordinance (UDO), the following information shall be included as part of a Certificate of Appropriateness – Highway Corridor application submitted for review. This checklist is intended to assist in the provision of the minimum documentation necessary to demonstrate compliance with the UDO. Depending on the proposal, the amount and type of documentation will vary. Upon review of the submitted application by Town Staff, additional information may be required. The use of this checklist by Town Staff or the Applicant shall not constitute a waiver of any requirement contained in the UDO. Applicants are encouraged to work closely with Town Staff in preparing any application prior to submittal.

NOTE: Depending on the activities proposed, Certificate of Appropriateness documentation will vary. At minimum, each plan must contain the General Information and Site & Existing Conditions Documentation in addition to information required for the other specific activities listed below, as applicable. Please contact Town Staff for questions and additional information.

General Information.

1. Name and address of property owner.
2. If the applicant is not the property owner, a letter of agency from the property owner authorizing the applicant to act on behalf of the property owner.
3. Project name and/or name of development.
4. Date of original design and all dates of revisions.
5. Vicinity map.
6. North arrow, graphic scale, and legend identifying all symbology.
7. Name of county, municipality, project location, and parcel identification number(s).
8. Site data table to include; total acreage, pervious versus impervious cover, required and proposed open space calculations, number and area of proposed lots, residential density, number and area of each proposed structure, area of each use of the property and buildings, and required and proposed parking calculations.
9. Signature over seal of registered engineer or landscape architect licensed to practice in South Carolina.
10. The names and addresses of the owner(s) of record and the Applicant, if different from the owner.
11. A detailed narrative describing the existing site conditions and uses, proposed development, proposed uses and activities that will be conducted on the site, statement of conformance with the UDO, description of any energy conservation or green technologies proposed on the site, the maintenance responsibility of any common or public areas, and publically dedicated improvements to be completed.
12. Phasing plan if the development is proposed to be developed in phases.
13. A listing of any existing conditions placed on the development property by the Town of Bluffton through past approvals including a detailed description of how the condition will be met.

Site & Existing Conditions Documentation.

1. Names of the owners of contiguous parcels and an indication of adjacent existing and proposed (if known) land uses and zoning.
2. Legal description of the property and location of all property lines.
3. Boundary survey with bearings and distances of all property lines, tract/lot acreage, location of property markers, and seal of a Registered Land Surveyor.
4. Location of benchmarks/primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, block numbers, and similar data shall be referred.
5. Location of 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.
6. Location, dimensions, name, and descriptions of all existing or recorded roadways, alleys, reservations, railroads, easements, or other public rights-of-way on the development property.
7. Location, size, and type of all existing easements, rights-of-way, or utility infrastructure on the development property.
8. Existing deed covenants, conditions, and restrictions, including any design or architectural standards.



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9. Location, dimensions, area, descriptions, and flow line of 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 within a minimum of 200 feet of the development property.

10. Location of any existing buildings, structures, parking lots, impervious areas, public and private infrastructure, or other man made objects located on the development property.

Lot Pattern.

1. Identification of existing and proposed lot type (as defined in Article 5)

2. Location of front, side, and rear setbacks and/or build-to lines.

3. Schematic layout and design indicating: overall site configuration; lot type; setbacks; building location(s); building type(s)/use(s); building size(s); and building orientation(s); including detailed dimensions as are necessary and appropriate to demonstrate compliance with all applicable standards and requirements.

4. Location of proposed ingress/egress, circulation, loading, parking and pedestrian circulation elements, and ensuring design shows ADA accessibility compliance.

5. Location, layout, and number of vehicular and bicycle parking spaces bicycle parking, and ensuring design shows ADA accessibility compliance.

Architectural Standards.

1. Detailed elevations for any building or structure proposed. Such details shall include the following:

- a) Square footage;
- b) Building or structure height as it relates to adjacent grade level;
- c) Height of any appurtenance(s) as it relates to the adjacent grade level;
- d) Roof configuration and pitch;
- e) Configuration and spacing distance between columns and porch posts, as well as locations of piers in relationship to the columns and porch posts;
- f) Corner boards and water tables;
- g) Footprint and height of cupolas/small footprint towers;
- h) Gutter and downspout type and configuration;
- i) Finish materials and color for building walls, roofs, chimneys, columns, arches, lintels, sills, piers, railings, balusters, windows, doors, shutters, gutters, downspouts, skirting, underpinning, cornice, soffit, frieze and other architectural elements necessary to demonstrate compliance with the Architectural Standards; and
- j) Dimensions of all awnings/marquees, balconies, colonnades/arcades, stairs, porches, stoops, rails, balusters, dormers, chimneys, overhangs, cornices, soffits, friezes, and other architectural elements necessary to demonstrate compliance with the Architectural Standards.

Tree Conservation and Landscaping.

1. Location of existing tree canopy coverage including table summarizing canopy lot coverage area, lot area not covered by tree canopy, and tree canopy expressed as percentage of lot coverage.

2. Location and table summarizing trees listed on America's Historic Tree Register as maintained by American Forests.

3. Location of groups of trees that connect to other vegetated and/or treed areas on adjacent sites helping to create or extend a wildlife or natural corridor.

4. Location and table summarizing trees that have a significant characteristic such as, but not limited to, allees and hedgerow trees, trees of unique character such as those with unique or unusual growth habitat, endangered species, or species rarely found in the area.

5. Location and table summarizing trees designated as protected to be removed.

6. The location and description of existing and proposed landscaping, screening, buffering, and tree preservation areas, including setbacks from natural resource areas.

7. Replacement tree calculation for replacement of removed trees subject to mitigation.

8. Graphic illustration of the existing tree canopy and mature tree canopy of the proposed tree plantings including a table summarizing the mature canopy of each tree species planted, canopy lot coverage area, lot area not covered by tree canopy, and tree canopy expressed as percentage of lot coverage (all calculations are excluding



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rooftop area).

9. Detailed landscaping information containing the scientific and common names, quantity and size of each plant species to be planted, typical installation and maintenance drawings/notes, and location and description of irrigation systems.
10. Tree protection zones (TPZ) and tree protection fencing and signage locations and installation specifications.

Lighting.

1. Location, specifications, and details for existing and proposed exterior site and building light fixtures including the total lumen output, type of lamp, method of shielding, pole and mounting height, and verification that there are no conflicts between lighting and landscaping.
2. Photometric grid overlaid on the proposed site plan indicating the overall light intensity throughout the site (in footcandles) including existing and proposed lighting. Photometric calculations must consider all exterior lighting including building lighting.
3. Notes describing lighting limitations, prohibitions, and methods of enforcement.

SIGN AND RETURN THIS CHECKLIST WITH THE APPLICATION SUBMITTAL
ALL SUBMITTALS MUST BE COLLATED AND FOLDED TO 8-1/2" X 11"

By signature below I certify that I have reviewed and provided the minimum submittal requirements listed above, including any additional items requested by the Town of Bluffton Staff. Any items not provided have been listed in the project narrative with an explanation as to why the required submittal item has not been provided or is not applicable. 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

Printed Name