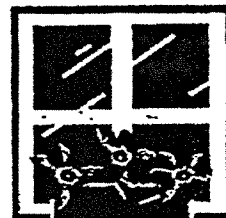
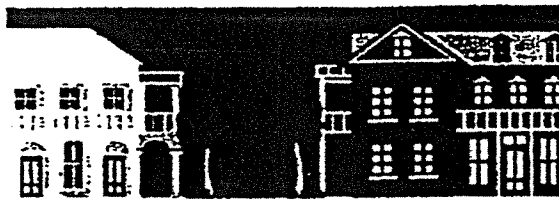


# ARCHITECTURAL DESIGN GUIDELINES



## BLUFFTON VILLAGE

shops ■ offices ■ medical  
townhomes ■ restaurants

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## PURPOSE:

The objective of these guidelines is to create an architectural and site planning guide to provide Bluffton Village with a comprehensive set of standards which will protect and promote the appearance, character, and economic value of the development. The intent of these regulations is not to stifle innovative or creative development, but to allow the patrons of Bluffton Village to understand how their participation may influence the course of the planned community. The guidelines establish criteria for creating a "sense of place" within Bluffton Village. They are not intended to dictate architectural design or style.

The concept of the plan is to enhance an already richly diverse community. The plan for Bluffton Village includes:

- ☐ A 18,650 square foot post office
- ☐ A 25,000 square foot library
- ☐ A child care facility
- ☐ A financial institution
- ☐ 38 Townhomes with garages and dependencies
- ☐ A significant number of plaza's, and green spaces
- ☐ Approximately 300,000 square feet of retail, office and residential spaces

The master plan of the Bluffton Village is shaped by the intersection of two tree-lined vistas that are anchored by a new post office and library facility. Bluffton Village is planned for Residential/Retail/Restaurant/Office and Civic space that will add to the economic vitality of the Bluffton community. Bluffton Village is planned to be the shopping, social and cultural supplement to the existing Bluffton downtown as it grows and develops over the years to come. A series of vistas, avenues, green spaces, parks and paths are planned to interconnect Bluffton Village with the surrounding area. The design concepts contained herein have been developed to respect the proposed urban fabric.

## ADMINISTRATION:

Interpretation of these guidelines will be the responsibility of the Bluffton Village Architecture Committee (BVAC). The BVAC will be composed of five voting members appointed by the Developer, that may include, but are not required to include consultants such as architects, land planners or professionals. These guidelines applied along with high standards of design review by BVAC will guide Bluffton Village's intent for land development in any given area. The BVAC will have approval authority for all aspects of site planning and exterior architecture, including aesthetic implications, traffic impacts, and any other site-specific matters not delineated herein. The BVAC will have authority to waive Architectural Guidelines in specific instances where compliance would create undue or unnecessary hardship. The BVAC may also grant specific exceptions to the standards provided herein, on the basis of architectural merit.

The BVAC is scheduled to meet on the third Thursday of each month. All submissions must be received at least two (2) weeks prior. Upon review, the BVAC will respond back to the applicant within two (2) weeks.

### Review Process:

#### Conceptual Review (2 copies + application)

A concept sketch of the site, plan and elevation must be submitted to the BVAC in order to determine suitability of a particular style or design for Bluffton Village. Photographs and other materials are also acceptable to help explain the concept. The BVAC will render an opinion as to whether or not it would be acceptable. The BVAC's opinion will be strictly non-binding and will be offered only in an effort to save an applicant's time and expense in pursuing a design that would ultimately be disapproved.

#### Preliminary Review (3 copies + application)

Preliminary plans must include, but are not limited to:

- ☐ Site plan indicating all trees, property lines, streets, sidewalks, surrounding structures and proposed building footprint and roofline.
- ☐ Floor plans @ a min. scale of 1/8" = 1'-0" showing room labels, overall dimensions and square footages.
- ☐ Elevations of all sides @ a min. scale of 1/8" = 1'-0", indicating proposed heights, floor elevations, and building materials.
- ☐ A review fee in the amount of \$2,500.

#### Final review (3 copies + application)

Final plans must include the following:

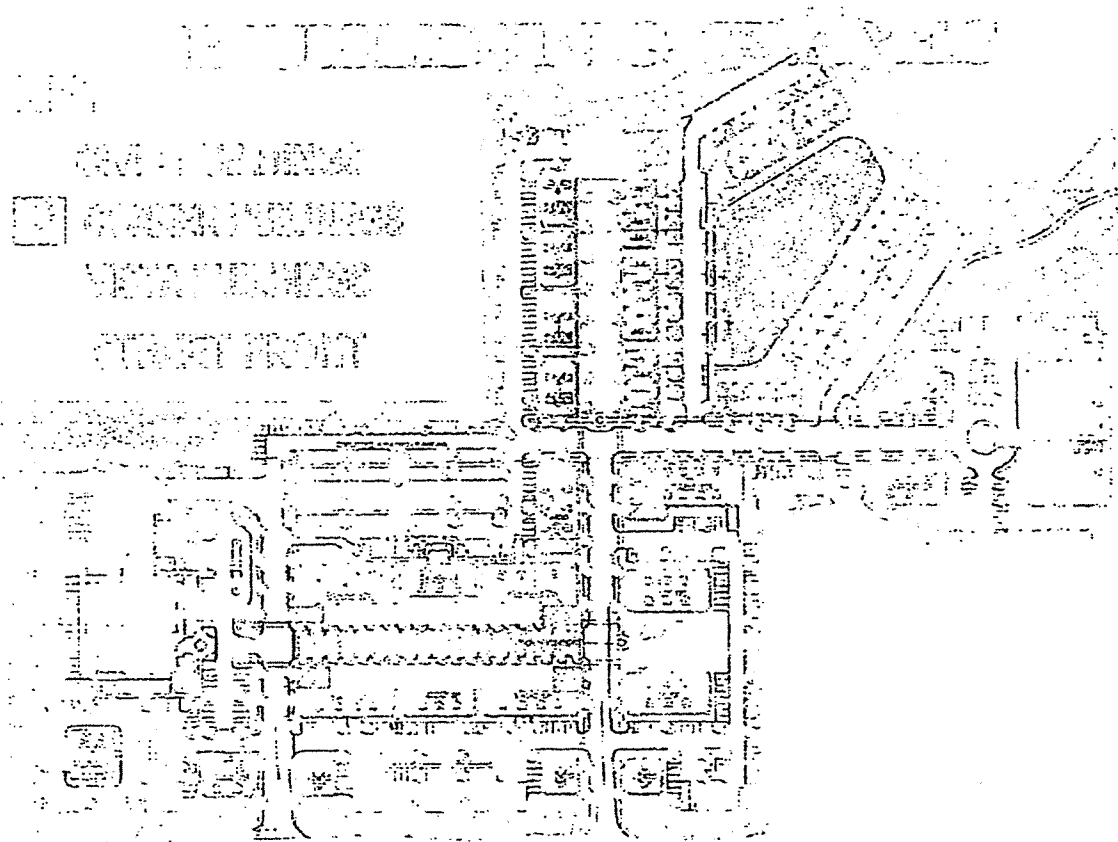
- ☐ Final site plan at appropriate scale showing the same as preliminary submittal plus water, electric service, septic location, limits of construction, and location of external equipment, dumpsters, etc.
  - ☐ Landscape plan, for the specific location, showing all hardscape, plant materials, plant beds, irrigation, drainage and lighting. All plants must be labeled by size and species.
  - ☐ Floor plans @ a min. scale of 1/8" = 1'-0" indicating all dimensions, labels, and square footages.
  - ☐ Elevations, sections and details indicating proposed materials, colors, heights, and floor elevations.
  - ☐ Roof plan
  - ☐ Foundation plan
  - ☐ Structural, Mechanical, Electrical and Plumbing plans
- All other drawings, details and specifications that are a part of the final construction documents.

# REGULATING MAP BLUFFTON VILLAGE



One Story Buildings





The dark SHADES areas on state St. are the designated building that need that special entrance

## BUILDING ELEMENTS/GUIDELINES

The following general provisions apply to all building types. Through these guidelines Bluffton Village will achieve an overall harmony of design and place. It is not to be inferred that buildings must look alike to achieve a harmony of style. Harmony of style can be created through proper considerations of scale, proportion, detail, materials, color, site planning and landscaping.

### Building orientation

- ☐ Structures shall be oriented so that to the extent feasible, loading areas are in no manner visible from residential districts or from the street.

### Building façade

- ☐ Long, unarticulated or blank façades, including but limited to those characterized by unrelieved repetition of shape or form, will not be permitted on any façade or portion of a façade visible or expected to be visible from a street or road.

### Elevations

- ☐ All elevations of structure shall be in harmony with one another in terms of scale, proportion, detail, material, color, and quality of design.

### Windows and Doors

- ☐ The patterns of placement, proportions, and materials of windows and doors shall be considered. The primary entrance to the building shall be located on the exterior wall facing the Frontage Street. Plastic glazing is not permitted. Use of highly reflective glass is prohibited. Rectangular windows facing the street shall have vertical orientation. Windows and doors may be wood, vinyl, or clad. Storefront windows may be aluminum. Grilles in all windows and doors will be true divided lights or true simulated divided lights. No snap in divides is permitted. Casement and single and double hung windows are encouraged. Fixed frame windows shall have a maximum surface of 36 feet.

### Porches/Colonnades/Arcades

- ☐ Minimum depth of porches, arcades and colonnades is 8 feet clear. Minimum height is 10 feet clear. Open multi-story verandas, awnings, balconies, and enclosed useable space shall be permitted above the colonnade. Colonnades may occur forward of the Build-to-line. (Screen porches are not permitted on the ground level.)

### Balconies

- ☐ Minimum depth of balconies is 3 feet. Minimum clear height above the ground is 10 feet. Balconies may differ in length and width. Balconies may occur forward of the Build-to-line.

### Colonnades/Arcades

- ☐ Minimum depth of arcades and colonnades is 8 feet clear. Minimum height is 10 feet clear. Open multi-story verandas, awnings, balconies, and enclosed useable space shall be permitted about the colonnade. Colonnades may occur forward of the Build-to-line.

### Awnings/Marquees

- ☐ Minimum depth of Marquees and Awnings is 5 feet. Minimum clear height is 10 feet. There is no min. depth of awnings above the first floor. Marquees and Awnings may occur forward of the Build-to-line. Awnings will be made of fabric. High gloss or plasticized fabrics are prohibited. Awnings will be required to be replaced if the BVAC determines them worn or faded.

## MATERIALS

Materials shall express their function clearly and shall not appear as materials foreign to the character of the building. Building materials not specified below will be permitted or rejected on a case-by-case basis if the application of such materials is incorporated in an architecturally sound design and otherwise meets the objectives of the section.

### Roofs

- ☐ Permitted roof materials include metal (raised seam, galvanized metal, corrugated metal, copper or terne), shingles (metal, slate or approved synthetic).

### Walls

- ☐ Permitted wall finish materials include wood siding, fiber-cement siding, both lapped, horizontal and vertical board and batten oriented selections, concrete masonry units with stucco, reinforced concrete with stucco, and brick. Stucco surfaces shall be a fine or medium sand float finish as defined by the Portland Cement Association. The configuration of materials shall conform to traditional or historic uses that these materials are meant to emulate.

### Columns, Arches, Piers & Porches

- ☐ Columns shall be brick, wood, cast iron, cast stone or stucco over concrete with smooth finish. Arches shall be brick, concrete masonry units with stucco, or reinforced concrete with stucco. Piers shall be brick, concrete masonry units with stucco or reinforced concrete with stucco. Porches (railings and balustrades) shall be wood or wrought iron. Columns and piers shall be spaced no farther apart than they are tall. Columns shall be a minimum nominal width of 6 inches on residential or 10 inches on commercial structures.



**Fences and Walls**

- ☐ Chain link or woven fences are not permitted, except where noted on the existing Master Plan. Permitted materials for walls are brick, concrete masonry units with stucco, and reinforced concrete with stucco or tabby. Permitted materials for fences are wood, wrought iron, brick or stucco. Fences, garden walls, or hedges are encouraged for screening and privacy. Locations of fences and screening should be carefully considered to ensure that Bluffton Village remains attractive to pedestrians.

**Roofs**

- ☐ Applied or incomplete mansard roofs are prohibited. Flat flush soffit returns (porkchops) are not permitted. Exposed rafter ends and nicely detained fascias are strongly recommended. Flat roofs and equipment shall not be visible from a street and must be screened with a parapet wall. Pitched roofs and roof overhangs are required. Long un-articulated roofs are not permitted.

**Shutters**

- ☐ Undersized shutters are prohibited; the shutter or shutters must be sized to equal the width that would be required to cover the window opening. Shutters must be operable with all hardware, and made of wood or approved substitute.

**Colors**

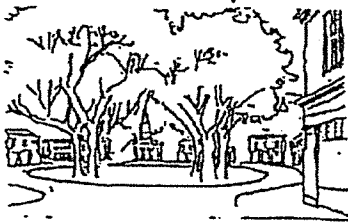
- ☐ Predominant color design shall be taken from approved Village palette and applied per the guidelines. Accent color design may be used on a limited basis as part of an architectural motif, at the discretion of the BVAC.

## BUILDING TYPES:



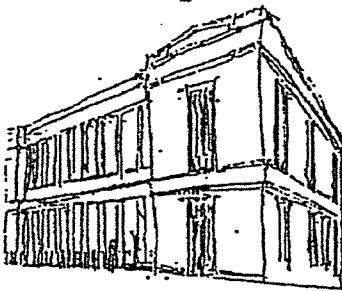
### Corner Buildings:

A corner building must address the street corner in some fashion. The building serves as an anchor to the corner, with pedestrian traffic wrapping around the corner.



### Vista Buildings:

A vista building is placed at the end of a line of sight. It terminates the view and usually the street itself. Sometimes the building, or view is framed by other buildings or a gateway.



### Civic Buildings:

Civic buildings are important buildings in the community. Post offices, schools, government buildings, are all necessary items. These buildings should have some significant feature to them, since they play an important role in the making of a true working community.



### Street Front Buildings:

Street front buildings address the street and give the street definition. They are by far, the key element in the shaping of "outdoor rooms" in the community. Street front buildings should incorporate some type of setback entrance and not all be built with walls to the street build-to-line.

## CORNER BUILDINGS

### General Requirements:

- Building design must address the importance of the corner. It is recommended that this is done by introducing a separate and distinct element that is independent of the surfaces it joins. The corner condition can be articulated in several ways. These options must be explored.
- The ground floor of the building must be roughly level with the sidewalk on the edge defining street front.
- The building must have a defined datum line occurring between 10' and 12' above the sidewalk.
- Façade at street front must have a substantial amount of transparent window and door openings with a minimum of one entrance fronting each street front unless an entry is provided at the corner.  
Minimum first floor opacity = 60%  
Minimum second floor opacity = 20%
- The building must express the three basic components of *Base*, *Body*, and *Capital*.

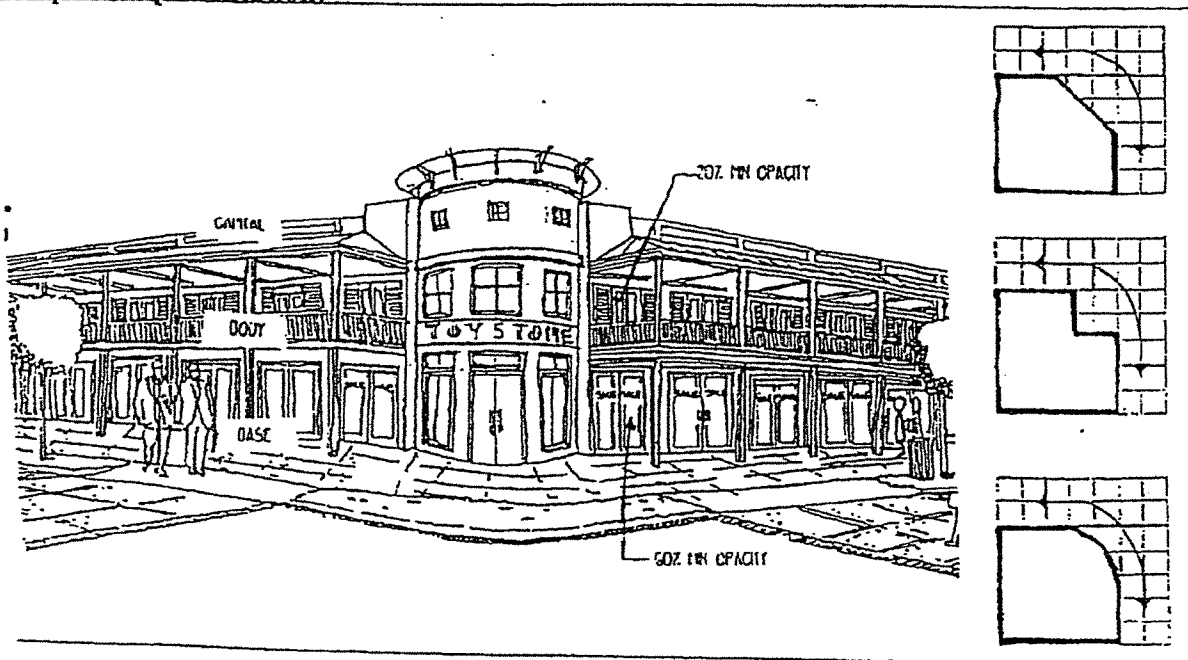
### Building Placement:

Build-to-line Locations: 0 ft. from street front property line  
 Side setbacks: none  
 Minimum building frontage: 75% of street frontage

### Height:

Maximum building height: 35 ft.  
 Minimum building height: 2 stories\*  
 \* Less otherwise noted on Regulating Map.

### Graphic Representation:



## VISTA BUILDINGS

### General Requirements:

- 1. The building design must address the termination of the Vista to both send and receive its visual interest. This termination can be achieved by any of the following:
  1. Point in space established by a vertical element or form.
  2. Vertical planes, such as a symmetrical building façade or front, preceded by a forecourt or other similar open space.
  3. Gateway that opens outward towards a view or vista beyond.
- 2. The ground floor of the building must be roughly level with the sidewalk on the edge defining street front.
- 3. The main entrance should be located on axis with the vista.
  - Minimum first floor opacity = 40%
  - Minimum second floor opacity = 20%
- 4. The building must express the three basic components of *Base, Body, and Capital*.

### Building Placement:

Build-to-line Locations:

Side setbacks:

Minimum building frontage:

negotiated

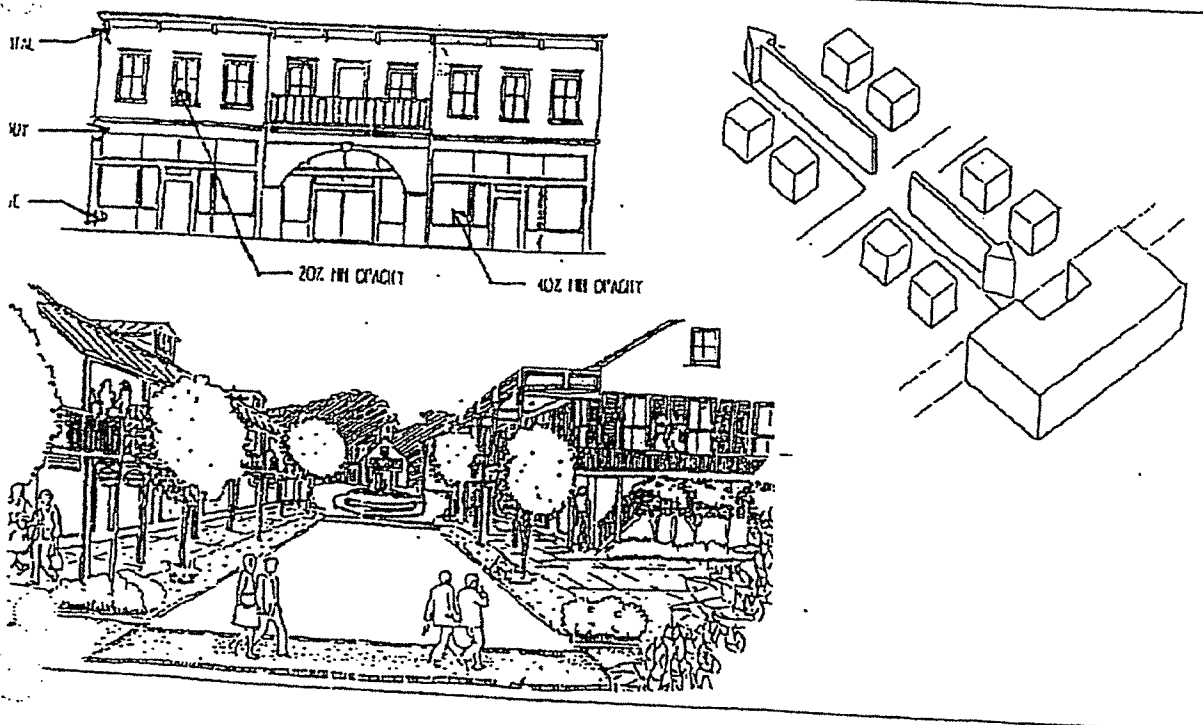
none

negotiated

### Height:

Maximum building height: 35 ft.

### Graphic Representation:



## CIVIC BUILDINGS

### General Requirements:

Civic buildings include but are not limited to municipal buildings, post offices, churches, libraries, schools, daycare centers, recreation facilities, and places of assembly. Civic buildings should be sited in locations of particular geometric importance, such as anchoring a major public space or terminating a street vista. Civic buildings terminating a vista, must do so with a pedestrian entry and focal point.

- 1 Minimum first floor opacity = 40%
- Minimum second floor opacity = 20%
- 1 The building must express the three basic components of *Base, Body, and Capital*.

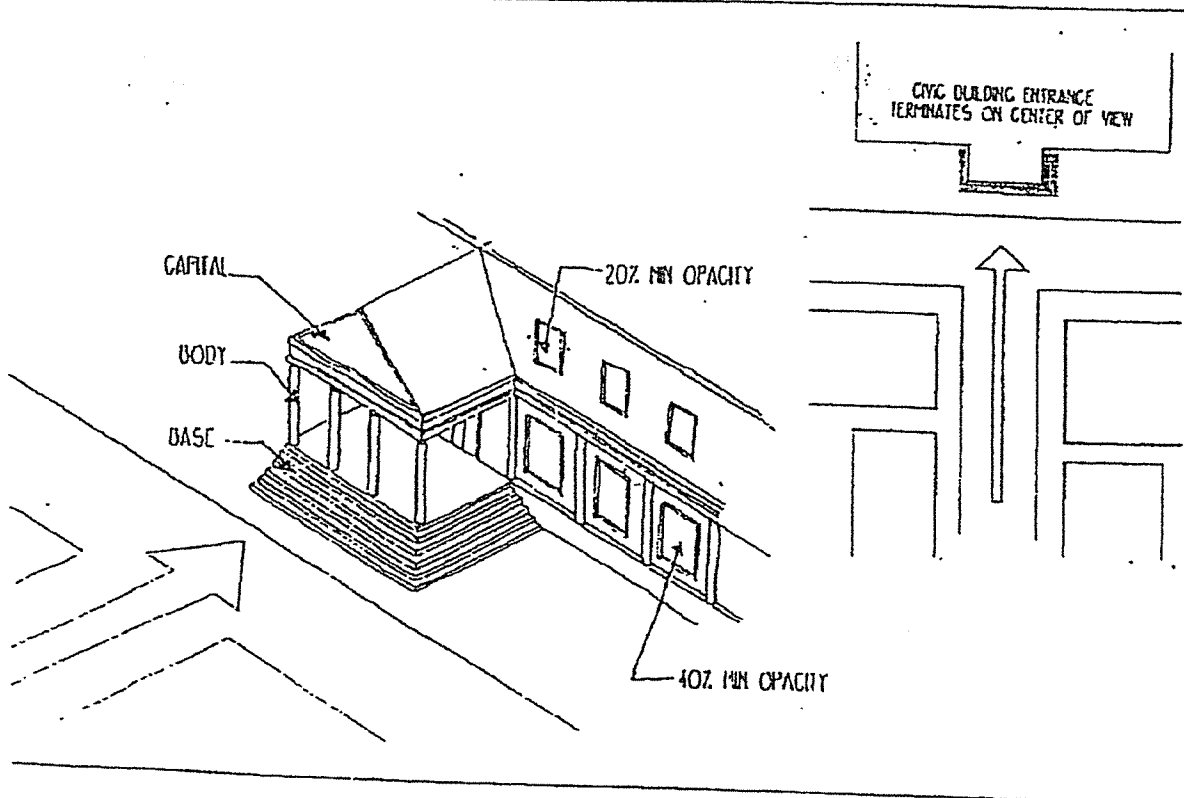
### Building Placement:

Build-to-line Locations:	negotiated
Side setbacks:	none
Minimum building frontage:	negotiated

### Height:

Maximum building height: 35 ft.

### Graphic Representation:



## STREET FRONT BUILDINGS

### General Requirements:

- The ground floor of the building must be roughly level with the sidewalk on the edge defining street front.
- The building must have a defined datum line occurring between 10' and 12' above the sidewalk.
- Façade at street front must have a substantial amount of transparent window and door openings with a minimum of two entrances from the street front façade.  
Minimum first floor opacity = 60%  
Minimum second floor opacity = 20%  
For one-story buildings, the minimum first floor opacity is increased to 70%.
- The building must express the three basic components of *Base, Body, and Capital*.

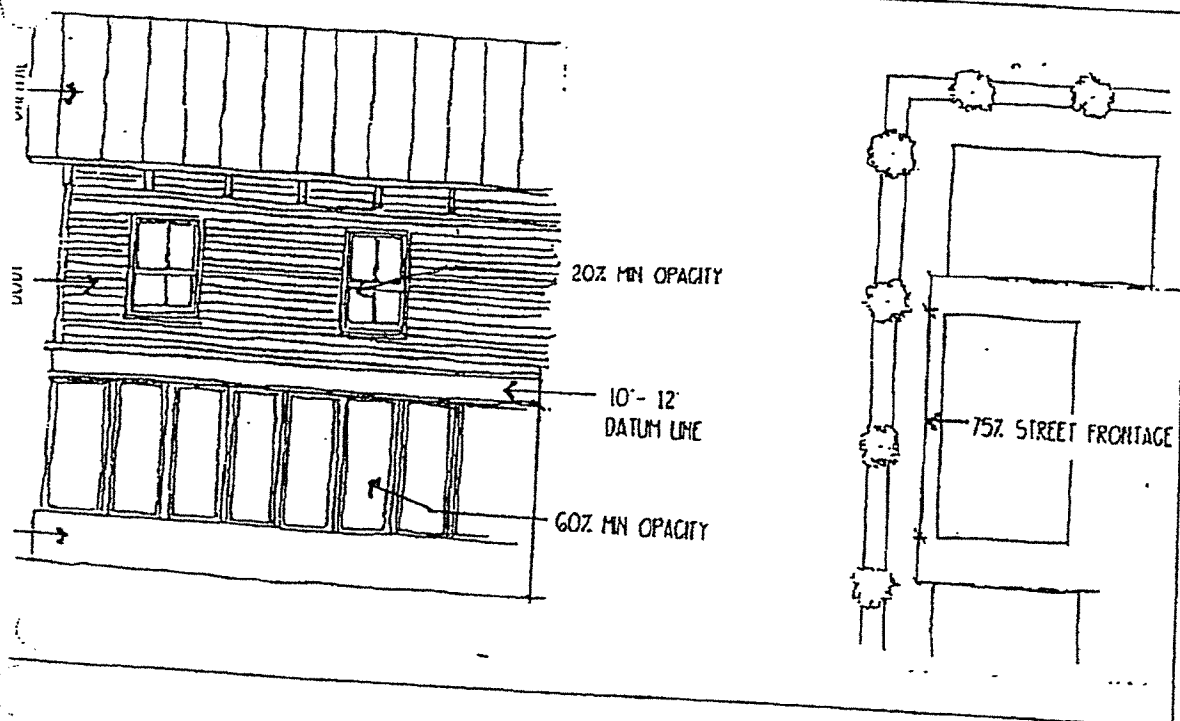
### Building Placement:

Build-to-line Locations:	0 ft. from street front property line
Side setbacks:	none
Minimum building frontage:	75% of street frontage

### Height:

- Maximum building height: 35 ft.
- Minimum building height: 2 stories\*  
unless otherwise noted on Regulating Map.

### Graphic Representation:



## SIGNAGE

Note: Signs are subject to all applicable restrictions by the Town of Bluffton

### Design Recommendations

- ☐ Style of sign will not be restricted as long as in conformance with guidelines with proper proportion to buildings' available working area maintained.
- ☐ Numbers of colors shall not be restricted; however, color selection should complement, but not necessarily match, the building in question as well as other buildings within the block.
- ☐ Lettering styles and combinations shall not be restricted.
- ☐ Illuminated signs will be allowed in Bluffton Village. Internally or backlit signs will not be allowed. Only shielded, incandescent external lights or concealed incandescent lighting will be allowed.

### Types of allowable signs

#### Wall Signs

- ☐ Any sign affixed in such a way that its exposed face and sign area is parallel to the plane of the building to which it is attached. Wall signs shall include signs painted on the building surface.

#### Window Signs

- ☐ Signs painted on or attached to, or suspended behind any window or door serves as an identification of a business.

#### Projecting Signs

- ☐ Any sign having more than two (2) faces and/or that projects more than twelve (12) inches from the face of the building. This includes signs mounted on marquees, awnings, canopies, and banners.

#### Awnings and Canopies

- ☐ Signs, which are painted or applied to awnings or canopies.

#### Neon Signs

- ☐ Neon will be allowed as interior signage only and must meet criteria for size.

#### Temporary Sign

- ☐ Any sign purchased to designate the opening of a new business. This type of sign may be used for no more than two (2) months (60 days).

#### Stationary Portable Sign

- ☐ Sandwich board signs, easel signs, or other stationary portable signs are provided for herein. All portable signs and structures on which they are attached or resting shall be securely positioned, weighted, or fastened.

**Portable Signs**

- ☐ Portable signs shall be displayed during business hours only. If there is not sufficient space on the property, sandwich boards (but not easel signs or other portable signs) may be placed in the sidewalk subject to the following requirements.
- ☐ Signs shall be placed on the property as far as possible to minimize encroachment.
- ☐ If placement of the sign on the sidewalk is necessary the sign shall not cover more than forty (40) percent of the width of the sidewalk. Placement of signs shall not impede normal traffic flow or passage of handicapped persons.
- ☐ Signs shall be situated on or immediately adjacent to the property unless approval is granted from the BVAC.

**Neon Signs**

- ☐ Neon signs displaying business name or logo only shall be allowed within the interior of the building and shall not be visible from street or road.
- ☐ A sign may also display the word "open" provided it does not exceed 1.5 square feet in size. Product advertising signs are discouraged but in any case when located on the interior of the structure shall not be visible from the street.

**Special Considerations**

- ☐ Suspended between the porch posts.
- ☐ Mounted on or within the fascia board.
- ☐ Freestanding in the front yard.
- ☐ Projecting from the porch post.
- ☐ Minimum eighteen (18) inches back from street right-of-way.



## PLACEMENT OF SIGNS

### General Guidelines

- ☐ Space of the building façade specifically designed to contain signage shall be the most appropriate location for signs.
- ☐ Signs should be placed so as to be sensitive to signage of adjacent businesses and the appearance of the building housing the business/institution placing the sign.

### Wall Signs

- ☐ A wall sign shall be confined to the flat, unadorned surfaces of the façade.
- ☐ Signs painted or applied directly to building surfaces shall be acceptable.
- ☐ Wall signs should be placed where they best complement the building. (For example, on blank expanses of wall or building areas clearly designed as potential sign locations, covered transoms, or broad plain fascias in the cornices.) Such areas vary depending on the building's architectural style.
- ☐ Wall signs mounted above or incorporated in the storefront cornice shall be acceptable.
- ☐ Wall signs may extend not more than six (6) inches from the building surfaces.

### Window Signs

- ☐ Window signs shall be located within eighteen (18) inches from the top or bottom frame of the display window.
- ☐ Another acceptable location shall be where the centerline of the sign is five (5) feet, six (6) inches above the sidewalk.

### Projecting Signs

- ☐ Projecting signs shall be located no closer than eighteen (18) inches to a vertical plane at the street curb line.
- ☐ Projecting signs may extend not more than four (4) feet from the surface of the building.
- ☐ Projecting signs shall maintain a minimum clearance of eight (8) feet from the pavement of the sidewalk to the lowest point on the bottom of the sign.
- ☐ For multistory commercial architecture, sign brackets shall be mounted no higher than the sill of the second floor window, and top of sign shall be no higher than same (including any light source) nor lower than the top of the storefront opening.
- ☐ For single-story buildings, signs shall be mounted so that the bottom of the sign is level with the top of the storefront opening.

### Freestanding Signs

- ☐ In Bluffton Village, freestanding signs shall be no higher than eight (8) feet and shall not exceed a maximum area of five (5) square feet per side.

### Awnings and Canopy Signs

- ☐ Awning and canopy signs shall be allowed on the valence area only.

## SIZE OF SIGNS

### General Guidelines

- ☐ The scale and proportions of the sign should take into account the scale and proportions of the building on which it is mounted.
- ☐ Size of individual signs must be limited to prevent them from obscuring or competing with other elements of the building.

### Wall Signs

- ☐ Area of wall signs per buildings shall not exceed fifty (50) percent of the linear frontage of the building.
- ☐ Wall signs shall not exceed eighty (80) square feet in area.
- ☐ Height of wall signs shall not exceed twenty-four (24) inches.
- ☐ Maximum lettering height shall be eighteen (18) inches.

### Window Signs

- ☐ The ratio of signs to glass shall not exceed twenty-five (25) percent of the total display window.
- ☐ Average lettering height shall not exceed six (6) inches.
- ☐ Temporary promotional window signs are acceptable within the interior. These signs will not require review by the BVAC, but total ratio of all window signs to glass shall not exceed twenty (20) percent of the display window.

### Projecting Signs

- ☐ The maximum area of projecting signs shall not exceed ten and one-half (10 1/2) square feet.
- ☐ Within a residential/commercial zone, the maximum area of projecting signs shall not exceed four (4) square feet.

### Awnings and Canopy Signs

- ☐ Lettering for awning and canopy signs shall not exceed nine (9) inches in height and shall allow one and one-half (1-1/2) inches minimum space between edge of letter and top and bottom of valance.

### Sandwich Boards

- ☐ Sandwich boards shall not exceed three (3) feet six (6) inches in height and shall not exceed eight (8) square feet in area per side.

### Easel Signs

- ☐ The sign or message board on an easel sign shall not exceed three and one-half (3-1/2) square feet) and the top of that sign or message board shall not be higher than five (5) feet above the ground. The easel sign structure itself shall not exceed six (6) feet in height. Alternatively, a second sign leaning against the base of the easel may be placed on the ground in addition to the sign placed on the easel provided that neither sign exceeds two and one-half (2-1/2) square feet. Easels must be constructed of heavy material either metal or wood to prevent blow over and message boards must be attached to it.

### Other Portable Signs

- ☐ Stationery portable signs other than sandwich board signs and easel signs shall not exceed three (3) square feet. The top of the sign shall be no higher than four (4) feet above the ground.

## SIGN MATERIALS

- ☐ Inappropriate materials and finishes generally include: interior-grade wood, unfaced plywood, plastic substances, and unfinished wood.
- ☐ Sign materials shall complement but not necessarily match the building's materials. (For example, hi-gloss plastic lettering would be acceptable for an enameled metal structure, but not appropriate for a clapboard frame structure.)
- ☐ Sign brackets shall be constructed of painted wood or prefinished prepainted metal. Signs requiring guywires are discouraged. Guywires, if needed, shall be as inconspicuous as possible.
- ☐ Signs shall be mounted in such a way so as to minimize damage to materials. On masonry buildings bolts should extend through mortar joints and not through masonry units. On frame buildings mounting brackets and bolts should be the minimal amount necessary to assure adherence to the surface and prevent excessive wood penetration.

### Number of Signs

- ☐ Each business shall be allowed one (1) fixed sign per street frontage. A second sign will be allowed if it is a window sign and in keeping with regulations.
- ☐ A building with more than one (1) storefront shall have similar sign and mounting treatments so as to provide balance and unity to the building.
- ☐ One (1) portable sign per establishment may be displayed at any one (1) time. No portable sign shall be used where an establishment has erected its own freestanding or ground sign except for temporary signs advertising special events, as permitted.

## CONSTRUCTION GUIDELINES

The following rules apply to all employees of Bluffton Village contractors and service personnel while on Village premises. Infractions of any of these rules may result in penalties of \$300.00 per infraction.

- ☐ All contractors must have a Town of Bluffton business license.
- ☐ All construction trucks shall use the designated construction entrances and roads. Failure to do so will result in a warning letter the first time and a \$500.00 fine each subsequent time.
- ☐ All contractors will be required to post a \$5,000 cash bond with the BVAC. This money will be used towards any infractions of these rules or damage to any infrastructure within Bluffton Village.
- ☐ The construction traffic will be allowed from 6:30 a.m. until 7:00 on weekdays, but not before 9:30 a.m. or after 5:00 p.m. on Saturdays. All heavy construction activities are prohibited on major holidays and Sundays.
- ☐ Contractors are required to keep their job sites as neat and clean as possible. Trash and discarded materials must be removed weekly. There will be no stockpiling or dumping on adjacent lots or on streets. Construction materials are to be neatly piled on site; debris and rubbish are to be contained and periodically removed; tall, unsightly weeds are to be routinely cut back. Streets adjoining a construction site are to be frequently swept clean of dirt and construction trash. Trash not removed will be removed by the BVAC and billed to the responsible contractor or deducted from applicable construction deposit.
- ☐ Where particularly offensive construction activities occur adjacent to a developed property or otherwise sensitive land use, the BVAC may require the builder to erect a proper fence to screen that activity. The design of that fence must be approved by the BVAC. Adjacent properties must also be protected from windborn dust and debris.
- ☐ Production builders may have a site construction trailer on site screened by BVAC approved fencing. The location of the trailer will be located after consultation with the BVAC. Additional builder sales offices will not be permitted.
- ☐ All vacant property shall be kept neat and cleared of debris, and shall be well and continuously maintained in its natural condition until construction commences on the property.
- ☐ Contractors will use only the utilities provided on the immediate site on which they are working.
- ☐ Any damage to streets and curbs, trees, drainage inlets, streetlights, street markers, mailboxes, walls, etc. will be repaired by the BVAC and such costs charged to the responsible builder/owner/buyer.
- ☐ The established speed limit within Bluffton Village is 25 miles per hour for construction vehicles, including light trucks and autos. This limit will be strictly enforced.
- ☐ There will be no washing of any truck on the streets. Any concrete delivery truck washed out must be on your construction site.
- ☐ Operators of vehicles are required to see that they do not spill any damaging materials while within Bluffton Village. If spillage occurs, operators are responsible for cleaning up. Cleanups done by the BVAC and personnel will be charged to the responsible party. Please report any spills as soon as possible.
- ☐ If any telephone, cable, TV, electrical, or water lines are cut, it is the builder's responsibility to report such an accident to the sales office and appropriate utility within thirty (30) minutes.
- ☐ Loud radios or noise will not be allowed within neighborhoods. This is distracting and discomforting to property owners. Normal radio levels are acceptable. Do not mount speakers on vehicles or outside of buildings under construction.
- ☐ No vehicles (trucks, vans, cars, etc.) may be left in the job area overnight. Construction equipment may be left on the site while needed, but must not be kept on the street. Parking should be off streets whenever possible.

**BLUFFTON VILLAGE  
BUYER PROFILE SHEET****BUYER** \_\_\_\_\_**ADDRESS**OFFICE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_HOME \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**PHONE**

WORK \_\_\_\_\_

CELL \_\_\_\_\_

HOME \_\_\_\_\_

FAX \_\_\_\_\_

**LOT** \_\_\_\_\_**PHASE** \_\_\_\_\_**DIMENSIONS** \_\_\_\_\_**SQUARE FOOTAGE**

FIRST FLOOR \_\_\_\_\_

SECOND FLOOR \_\_\_\_\_

THIRD FLOOR \_\_\_\_\_

TOTAL \_\_\_\_\_

**USAGE**

PLEASE EXPLAIN IF NECESSARY

FIRST FLOOR \_\_\_\_\_

SECOND FLOOR \_\_\_\_\_

THIRD FLOOR \_\_\_\_\_

**ATTORNEY/AGENT**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_

**RETURN VIA FAX TO:**  
ROWKIS DEVELOPMENT  
BLUFFTON VILLAGE  
4 JOHNSTON WAY  
843-757-1980  
843-757-1981 FAX

**TOWN OF BLUFFTON  
BUILDING PERMIT**

Date Accepted	Received By	Filing Fee	Drainage Impact	Receipt #	Zoning Overlay	District
Project Name				Project Type		
Applicant (Developer) Name, Address, Phone #				Property Owner, Name, Address, Phone #		
Project Location	PIN	Land Area(Acres)	Lots/Units	Density	Fire Districts	Bldg. Area
						Bldg. Height

**-PLAN INFORMATION REQUIRED-**

<input type="checkbox"/> Three copies of detailed site plans/housing plans. <input type="checkbox"/> Vicinity map showing project location, north arrow, graphic scale and date. <input type="checkbox"/> Development property boundary lines with bearing and distance (registered surveyor). <input type="checkbox"/> Existing and proposed roads, streets, highways on or adjacent to property and access to existing roads (Name, Number, Right of Way Width). <input type="checkbox"/> Existing drainage ditches, canals, water courses on or adjacent to property. <input type="checkbox"/> Existing building, structures and use blue facilities and adjacent to the development property. <input type="checkbox"/> Existing electric, telephone, gas, water, sewer, utility lines on or adjacent to the property. <input type="checkbox"/> Adjacent property existing land uses and property owners names. <input type="checkbox"/> Narrative describing nature & scope of project. <input type="checkbox"/> Zoning overlay district lines, if applicable. <input type="checkbox"/> Wetlands boundary determination & certification. <input type="checkbox"/> Tree survey & indication of requested tree removal (registered surveyor).	<input type="checkbox"/> Final lot layout and design, bearings & distances, square foot area of each lot. <input type="checkbox"/> Proposed open space areas, landscape areas, park and amenities. <input type="checkbox"/> Topographic survey, drainage plan, calculations and BMP analysis with written approval by Beaufort County Engineer. <input type="checkbox"/> Water supply & sewage disposal plans. <input type="checkbox"/> Letters of capability & commitment to serve water, sewer, underground electric & telephone from the affected agencies. <input type="checkbox"/> Final health department permits or approvals for water and sewer systems. <input type="checkbox"/> OCRM permits and approvals <input type="checkbox"/> SCDOT Encroachment permit(s). <input type="checkbox"/> Existing and proposed fire hydrant location. <input checked="" type="checkbox"/> <i>Clay Graves Approval</i>
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Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Review Date \_\_\_\_\_