



Town of Bar Harbor Design Review Board Application Certificate of Appropriateness

DRB Application Number:

Date:

Map & Lot:

GENERAL INFORMATION:

Project Location: _____
street address

APPLICANT INFORMATION

Name: _____ Address: _____
City: _____ State: _____
Email: _____
Phone: _____

PROPERTY OWNER INFORMATION

Name: _____ Address: _____
City: _____ State: _____
Email: _____
Phone: _____

ARCHITECT / ENGINEER / SIGN MAKER INFORMATION

Name: _____ Address: _____
City: _____ State: _____
Email: _____
Phone: _____

TYPE OF PROJECT

- | | | |
|--|---|--|
| <input type="checkbox"/> Demolition or Relocation of Historic Building | <input type="checkbox"/> Changes to Exterior Appearance of Nonhistoric Building | <input type="checkbox"/> Installation or Changes in Outdoor Storage/Display/Vending Machines |
| <input type="checkbox"/> Changes to Exterior of Appearance of Historic Building | <input type="checkbox"/> Installation or Changes in fences and freestanding walls | <input type="checkbox"/> Seasonal Closure |
| <input type="checkbox"/> Construction of New Building or Expansion of Nonhistoric Building | <input type="checkbox"/> Installation or Changes in Sign or Awning | |

- The purpose of design review is to provide for the regulation of building and site design within designated areas of the Town of Bar Harbor as proposed in the Town's adopted Comprehensive Plan.
- If the applicant for the project is not the building owner, the applicant must submit a Letter of Authorization from the property owner which states the applicant is approved to seek permits for the project.
- Applicant shall submit 10 copies of the application and \$26 for review fees.

PLEASE BE ADVISED: A building permit must be obtained prior to the installation of DRB or CEO approved signage. Contact the Code Enforcement Office with any questions regarding the building permit process at (207) 288-3329

Signature of Applicant

**Signage Review
Town of Bar Harbor
Design Review Board
Required Application Materials
Section 125-67(BB)**

Detailed Project Description:

A complete application to the Design Review Board shall contain the following information:

| Submittals Required | Provided |
|---|----------|
| Road Frontage Calculation – Length of Road in Front of Property in Linear feet. | |
| Signage Plan – Measurements of all existing signage and total square feet of signage | |
| A scaled drawing of each face of the sign showing the size, color, material, and design of the lettering. If the drawing is not in color, color samples for each principal color must be provided. | |
| A scaled drawing, photo, or photo simulation showing the location of signs on the building, or, if freestanding, the signs relationship to the building. | |
| Details of all sign and mounting materials, including type, color, and composition. If a colored rendition of a sign is not submitted, paint chips or product samples must be provided for each proposed sign. | |
| A scaled drawing, photo or photo simulation of the building and the neighboring buildings showing color, materials, and relative scale of buildings. | |
| Cut sheets with a photometric chart demonstrating any proposed lighting for signage will comply with Section 125-67(Z). | |
| Letter of Authorization if applicant is different than the building owner. | |
| Multitenant Signage Plan as required. Please refer to Planning Department for copy of a Multitenant Signage Plan if one is available. If not, please contact the property owner to provide one for you. | |
| <p>NOTE: Applications are due seven days in advance of the next regularly scheduled Design Review Board meeting. Applicants are strongly encouraged to hold a pre-application meeting with Planning or Code Enforcement staff.</p> | |