



# 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

**Seasonal Closure  
Town of Bar Harbor  
Design Review Board  
Required Application Materials  
Section 125-114**

**Detailed Project Description:**

---



---



---



---



---



---

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

<b>Submittals Required</b>	<b>Provided</b>
Color photographs or photo simulations of the existing building or site showing all façades to be altered and seen from a public street.	
Color photographs or photo simulations of the buildings adjacent to the subject property.	
Details of all exterior materials, including type, color, and composition. Paint chips or product samples shall be provided for each proposed use.	
A scaled drawing, photo, or photo simulation showing the appearance of all facades visible from a public street with the closure material in place.	
<b>NOTE:</b> <b>Applications are due seven days in advance of the next regularly scheduled Design Review Board meeting.</b> <b>Applicants are strongly encouraged to hold a pre-application meeting with Planning or Code Enforcement staff.</b>	