



**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 \$28.00 or 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

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Signature of Applicant

**Changes to the Exterior Appearance of Historic Building  
Town of Bar Harbor  
Design Review Board  
Required Application Materials  
Section 125-114**

**Detailed Project Description:**

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**CLOSURE: [ ] SEASONAL [ ] OPEN YEAR ROUND**

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

Submittals Required	Provided
Color photographs or photo simulations of the existing building or site showing all façades to be altered as seen from a public street.	
Color photographs or photo simulations of the buildings adjacent to the subject property.	
Detailed drawings, sketches, and/or photos or photo simulations of the existing historic building or structure focusing on the architectural details of any façades which are proposed to be altered.	
A site plan drawn to scale and meeting the requirements of Section 125-66 and showing the location of the building on the lot, all site improvements, and the relationship of the proposed building to adjacent buildings.	
Detailed building plans drawn to scale showing the exterior of any new building or addition including elevation drawings of all façades that can be seen from a public street together with plans for all portions of the exterior of any existing building seen from a public street that are proposed to be modified. The drawings shall provide information on the various building details covered in the standards, such as roofing materials, siding, windows, doorways, detailing and trim, etc.	
Details of all exterior materials, including type, color, and composition. Paint chips or product samples shall be provided for each proposed use.	
Details on the design, color, and location of lighting fixtures together with information on proposed lighting levels shall be provided for new exterior lighting or changes in exterior lighting seen from a public street.	
A pictorial exhibit showing the neighboring buildings within the block face identifying the existing patterns and relationships, including setbacks from the street, building heights, building scales, front façade proportions, window proportions, building spacing, and materials.	
<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>	