



**Town of Bar Harbor
Design Review Board Application —
Certificate of Appropriateness**

DRB Application Number:

Date:

Map & Lot

Project Address: _____

Applicant Name:

Address: _____

City: _____

State: _____

Email: _____

Phone: _____

Property Owner Name:

Address: _____

City: _____

State: _____

Email: _____

Phone: _____

Architect/Designer Name:

Address: _____

City: _____

State: _____

Email: _____

Phone: _____

NOTE: 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.

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 | |

FEE

- \$ 31.00 for Residential and Commercial projects less than 1 million.
- \$ 66.00 Commercial projects more than 1 million

Applicant shall submit 5 copies of the application

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

Signature of Applicant

**Demolition or Relocation of Historic Building
Town of Bar Harbor
Design Review Board
Required Application Materials
Section 125-114**

Additional Project Description:

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.	[]
If the immediate demolition or the relocation of a historic building or structure is proposed, a written statement from a registered engineer or architect outlining the structural condition of the building, the condition of the building systems, and issues with the renovation or use of the building that affect the feasibility of renovating or relocating the building.	[]
Written evidence indicating that the Maine State Historic Preservation Office and local historical organizations have been notified of the application for a certificate of appropriateness to demolish the building and copies of any correspondence with or from those groups.	[]
If partial demolition of a historic building or structure is proposed, building plans showing the appearance of the structure after demolition. These plans shall show any proposed improvements to the remaining portion of the building and shall show the detail outlined under the submission requirements for changes in the exterior appearance of a historic building. Building elevation drawings and/or photo simulations shall be provided for all façades visible from a public street.	[]
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.	[]
<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>	