



**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

**Construction of New Building or Expansion of Nonhistoric Building
Town of Bar Harbor
Design Review Board
Required Application Materials
Section 125-114**

Detailed 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 facades to be altered as seen from a public street.	
Color photographs or photo simulations of the buildings adjacent to the subject property.	
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 facades 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 facade proportions, window proportions, building spacing, and materials.	
<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>	