



**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: _____

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"/> Changes to Exterior of Appearance of Historic Building | <input type="checkbox"/> Installation or Changes in Outdoor Storage/Display/Vending Machines |
| <input type="checkbox"/> Construction of New Building or Expansion of Nonhistoric Building | <input type="checkbox"/> Installation or Changes in fences and freestanding walls |
| <input type="checkbox"/> Installation or Changes in an internally illuminated sign or awning | |

FEE

Project Cost: \$ _____

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

\$ 66.00 Commercial projects more than 1 million

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

NOTE: Applications are due 14 days in advance of the next regularly scheduled Design Review Board meeting.

Signature of Applicant

Signature of Owner (if different from Applicant)

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

Brief Project Description:

Please provide a brief description of the project.

Road Frontage: _____ Open Seasonally Open Year Round

ALL Applications must include:

Please provide materials in the order listed below and check the "provided?" column.

Requirement	Provided?		Reserved for Planning Staff Review
	Y	N	
1 NARRATIVE —Description of the building’s use, location, setbacks, adjacent structures, dimensions, materials, colors, etc.			
2 PHOTOS OF EXISTING BUILDING —color photographs or simulations of the existing building, structure, or site showing all facades that can be seen from the public street.			
3 PHOTOS OF ADJACENT PROPERTIES —color photographs or simulations of the adjacent buildings to the subject property, including those across the street and next door. These photos should depict setbacks from the street, building heights, front façade proportions, building scaping and materials, and existing patterns and relationships.			
4 DETAILED PLANS —Drawings, photos, or simulations of proposed changes that are planned for the property. This should depict all sides of the new structure that will be visible from the road.			
5 SCALED SITE PLAN —Scaled drawing, photo, or simulation of the site showing all proposed and existing structures , including fences, buildings, storage areas, etc. This site plan should take required property setbacks into account.			
6 MATERIALS —Details of all external materials, including type, color and composition. Paint chips or product samples shall be provided for each addition.			
7 LIGHTING —Details of any new or proposed changes to lighting and lighting levels.			

If NO was selected in the above table for any of the requirements, please describe why it was not included.

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Are you Demolishing or relocating a historic building?

No

Yes

If no, you have completed the application.

If yes, please provide the documents requested in the table below.

Required Submittals for Demolition or Relocation of a Historic Building ONLY:

In addition to the table on page 2, please provide materials in the order listed below and check the "provided?" column

Requirement		Provided?		Reserved for Planning Staff Review
		Y	N	
1	STATEMENT FROM DESIGN PROFESSIONAL —Please provide a statement from an 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 renovation or relocating the building.			
2	MSHP NOTIFICATION —Please provide written evidence 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 these groups.			

If NO was selected in the provided section for any of the requirements above, please describe why it was not included.
