



**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.

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

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.

**Town of Bar Harbor
Design Review Board
Findings for Deliberations Checklist**

Section 125-114 – Design Review Standards:

In reviewing an application for a certificate of appropriateness, the DRB shall approve the issuance of a certificate if it finds the application and proposed activities are consistent with the following standards, or that they will be consistent as a result of conditions of approval imposed on the application.

In reviewing applications the Board shall consider the appropriate sections of each of the following categories and shall find the project in conformance with all relevant provisions before approving the issuance of a certificate of appropriateness.

The Board finds that the proposal meets:	Yes	No	N/A
a. Standards relating to visual compatibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Standards for materials and design details for structural projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Standards for materials and design details for accessory projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Standards for signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Standards for historic buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Standards of Visual Compatibility:

The proposal must meet each of the following requirements, as applicable, in order to meet the Visual Compatibility standards of Section 125-114(B):

	Yes	No	N/A
1. The height of a new building, addition, or a modification to an existing building would be visually compatible with adjacent buildings as seen from public streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Where there is an established pattern of building height, the height, or apparent height, of a new, expanded, or modified building as seen from the public street would maintain a complementary pattern.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The size and mass of a building in relationship to the site and surrounding features would visually complement the buildings, squares, and places to which it is visually related.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Where there is an established pattern of building size or scale as viewed from a public street, the addition of a new building, or modification to an existing building, would be designed to maintain the existing pattern.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The design of the building would visually complement the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. The façade facing the street would incorporate pedestrian-scale design features such as doors and windows to create a character that complements the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Windows, or architectural treatments designed to simulate Windows, would comprise no less than 20% of the exterior wall surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The façade would avoid large areas of blank wall space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. A ground floor façade facing a public street would incorporate arcades, display windows, awnings, or other features that add visual interest to the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. A building used for retail or other public uses would be designed to have clearly defined entrances that are visually compatible with the visual character of the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The roof would be designed to complement the overall visual character of the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. If there is an established pattern of rooflines, a new buildings roofline would be similar to adjacent buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- b. If there is not an established roofline pattern, the new building would have a pitched or gabled roof, or false front, or other design element which would create the appearance of a pitched roof.
 - c. Accessory buildings, canopies, and other structures would have a visually compatible roofline with the principal building.
- 9. Treatment to the accessory building and structures would be compatible with the principal building and would use similar materials, details, and level trim.
- 10. A new building with more than 5,000 square feet of area on the first floor would be designed so that the scale is visually compatible with the character of the district.
 - a. The overall mass of the building would be visually broken into smaller elements through the physical layout of the building and/or design of the façade.
- 11. The ratio and width of the front or street façade to the building height would complement the visual character of the district.
- 12. If an established pattern of façade proportions exists, a new or modified building would maintain the established pattern.
- 13. The ratio of the width of windows to the height of the windows would complement the visual character of the district.
- 14. A modification to an existing building would maintain the existing proportionality.
- 15. A modification to an existing façade which would change or eliminate windows would be done in a manner that maintains the established relationship of windows to wall.
- 16. A new or modified building would maintain an established pattern of window proportions among a group of buildings
- 17. If an established pattern exists with respect to the placement of buildings on the lot vis-à-vis the side lot lines, a new or modified building would reflect the established pattern to the extent allowed by the setback provisions of the district in which they are located.
- 18. A new or modified building or structure would visually complement

neighboring buildings, the overall character of the district, and any other buildings to which it is visually related to the extent permitted by the setback requirements of the district in which it is located.

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 19. If there is an established front setback pattern, a new building would be located to maintain the established pattern. If no there is no pattern, a new building would be located in a manner that is compatible with the overall character of the district. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. A new building would be located on a lot so that the setback from the street is no more than the average of the setbacks for buildings in similar locations in the district. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. If located on a corner lot, the setback relationship on both streets would be maintained. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. If a sidewalk exists in front of the parcel, the site would be designed to provide for pedestrian access to the front entrance of the building without the need to cross parking areas or access drives. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. The walkway to the front entrance of the building would be constructed with materials that would contrast with the paving of areas intended for vehicular travel. The walkway would also provide safe and inviting access to the building that is visually compatible with other pedestrian facilities in the neighborhood. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. If a sidewalk along the street is interrupted or crossed by a proposed driveway, access road, or other vehicular facility, the sidewalk material would be maintained across the driveway, or another visually compatible method used to clearly delineate the sidewalk from the drive. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. The location and design of facilities for motor vehicles, including parking lots, driveways, access road, drive-through facilities, and service/fueling areas would visually complement the overall character of the district. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. The vehicular facility would not be located between the front of the building and the street. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The access drive, driveway, entrance/exit to drive-through services would not pass between the building and the sidewalk where a sidewalk exists. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- c. A parking lot would be located to the side or rear of a building.

- d. Overhead doors and service areas would be located on the side or rear of the building and would be screened from view from a public street

- e. Drive-through services would be designed to keep vehicular activity to the side and/or rear of the building and would prevent the queuing of vehicles between the front of the building and the street or in other areas where it is visually incompatible.

Standards for Materials and Design Details for Structural Projects:

The proposal must meet each of the following requirements, as applicable, in order to meet the Standards for Materials and Design Details for Structural Projects in Section 125-114(C):

	Yes	No	N/A
1. Siding materials that enhance the visual and architectural quality of the structure would be applied. The selected siding would also be visually compatible with other exterior finishes on the building and with those buildings to which it is visually related.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The siding would be of a material that is commonly used in the overlay district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The color of the exterior finish would complement the architectural style of the structure as well as the period it was built. The colors would also reflect hue and shades which were available in the era and style depicted, and the colors would blend with the immediately adjacent structures in the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The style and size of the windows would be proportional and visually compatible to the buildings in the overlay district and would maintain the architectural continuity of the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The window would be constructed of wood, vinyl or lead, or would be of synthetic material that simulates such traditional materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The door would be visually compatible with the structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The primary entry door to a store would be recessed from the property line so as that it does not interfere with pedestrian traffic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. If consistent with the established pattern of other entrance doors, the door would have a transom above the full height of the store windows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If visible from the public street, the roof would be visually compatible with the style of the building and the other exterior finishes and colors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. If visible from the street, the roof would not be brightly colored metal, plastic, or fiberglass.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The trim would be visually compatible with the style of the building and other exterior finishes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The trim would be made from materials such as wood, stone, brick, vinyl, and metal, or other synthetic materials that appear as such and are compatible with the overall building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 13. The entrance to the building would be visually compatible with the overall building treatment and would be the focal point of the façade.
- 14. An awning or canopy would be attached to the structure and would function as an extension of the building and shall be compatible with the visual character of the district.
- 15. The entrance materials would be made of wood, vinyl, tile, stucco, stone, brick, concrete, canvas, fiberglass, and metal (or other materials that are visually compatible with the overall building).

Standards for Seasonal Closures:

- 1. Measures for seasonal closure would be compatible with the building and architecturally similar to the building materials, design, and color.
- 2. The measures would also fit appropriately in the space being enclosed and would be safely attached and secured.
- 3. The measures for seasonal closure would be neat and clean in appearance.
- 4. The closure provisions would not include materials such as bed sheet, paper, tarps, cardboard, bubble wrap, or painted glass.
- 5. Signs left in place would not be covered.

Standards for Materials and Design Details for Accessory Projects:

The proposal must meet each of the following requirements, as applicable, in order to meet the Standards for Materials and Design Details for Accessory Projects in Section 125-114(D):

	Yes	No	N/A
Awnings, Sunscreens, and Canopies			
1. The awning, sunscreen, or canopy would be visually compatible with the building and its surrounding area with respect to topography.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The awning, sunscreen, or canopy would be necessary given the unique circumstances of the property, and would be compatible with similar elements of adjacent properties and is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The awning, sunscreen or canopy would be designed so that it will not cover unique or architecturally significant building features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Letter or graphics on the awning or canopy would be placed on a valance of no more than 12 inches attached to the awning bar.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The graphics on an awning or canopy or valance would comply with signage requirements of Section 125-66(BB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The awning would extend the full width of the existing window and door frames on the first floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Awnings proposed on the upper-floor would be installed over individual windows and would complement the window design, building architecture, and color.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Canopies or awnings would be attached to the building and would not Extend more than 12 feet from the wall to which they are attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. A street level awning would be at least 18 inches behind the curb.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The color of an awning would be compatible with the overall design of the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping			
1. Landscaping materials and vegetation would be visually compatible with the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Landscaping would not block unique architectural features of the building or appear disproportional to the lot and building size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Standards for Historic Buildings:

The proposal must meet each of the following requirements, as applicable, in order to meet the Standards for Historic Buildings in Section 125-114(E):

	Yes	No	N/A
1. If a building or structure classified as historic would be moved, reconstructed, or altered it would be maintained in a manner which would preserve the architectural character of the building, structure or appurtenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demolition would be necessary as the owner has produced evidence that the preservation of the building is not consistent with the purposes of Section 125-114(E), or that the building cannot be preserved because of the structural condition of the building, or the cost of renovations would make its retention infeasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The structure would be relocated to another site if the existing site is not consistent with the purposes of Section 125-114(E), and the building cannot be preserved because of the structural condition of the building or the cost of renovations would make retention of the building infeasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Any modification to a historic building would retain all of its original features to the maximum extent feasible. Any modifications would also maintain the architectural style and treatment of the original building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. When renovating or expanding a historic building the materials would match the original materials in texture, dimension, color, location and design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Existing features such as porches, steps, handrails, balusters, cornices, columns, lintels, windows, fixtures, hardware, doors, and roofs would be retained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The design or any modification or addition to the existing building would maintain the architectural style of the existing building and would conform to the existing treatment with respect to trim and exterior finishes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Handicapped access would be located and constructed so as not to obscure the character defining features of the entranceway or porch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Porches or steps would not be enclosed in a manner that destroys their intended purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The selected paint colors would be consistent with Subsection C(1)(b).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>