

TOWN OF OLD ORCHARD BEACH

Current Planning Services

ADMINISTRATIVE DESIGN REVIEW CERTIFICATE

Division 5 - Sec. 78-427

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Fee is \$70 - (Replacement & Repair)

Fee is \$150 + Peer Rvw Costs (New & Expansion)

Date Received:

Application Fee PAID: \$

Application and Submittal Requirements

This application and all accompanying submissions shall conform to the applicable provisions of the Old Orchard Beach Zoning Ordinance.

Parcel No.

M:

B:

L:

Zoning Dist.:

Project Name:

Project Address
or Location:

Record Owner:

E-mail:

Mailing Address:

Phone:

Fax:

*Applicant/Agent:

E-mail:

Mailing Address:

Phone:

Fax:

*If Applicant IS NOT the record owner, attach evidence of the applicant's interest in the property.

Existing Use of Property:

*If approved, this approval expires twelve (12) months from date of approval.
Building permits must be issued within six (6) months of approval.*

No application shall be accepted by OOB Town Staff without all information in the above section and without all items marked in the following pages.

OOB Planning Department

One Portland Avenue, Old Orchard Beach, ME. 04064 Phone: 207 934 5714 Fax: 207 934 5911

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Application and Submittal Requirements

- 1. Attach copy of the deed of property.
- 2. Size of property: _____ SF or _____ acres
- 3. Identify any and all easements on property.
Attach copies of easement deeds.

4. Proposed Site Plan Improvements:

- New Structures
- Addition/Expansion of Existing Structure
- Demolition
- Change of Use
- Expansion of Parking Area
- Exterior Site Improvements
- New Signage
- Signage Change
- New Sidewalks
- Street Trees
- Materials for Curb Cuts
- Other. Explain: _____

If you checked any items in Part 4. (above) thoroughly describe proposed improvements:

Attach additional sheets for narrative if necessary.

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Application and Submittal Requirements

5. BUILDING:

Height: existing _____ft proposed _____ft

Number of Stories: existing _____ proposed _____

Coverage: existing _____% proposed _____%

Building Coverage is the total SF of all buildings and structures (including swimming pools), porches, decks, sheds, roof overhangs, etc. divided by the total of the gross property area.

6. BUILDING COVERAGE (Floor Area):

Existing structure(s): _____SF

Proposed structure(s) _____ SF or addition: _____SF

7. LOT COVERAGE:

Existing : _____SF _____%

Proposed: _____SF _____%

Lot coverage is the total of building coverage plus all other impervious surfaces including, but not limited to, walkways, sidewalks, parking lots, driveways, etc. divided by the gross lot area.

8. PROPOSED UTILITIES:

Sewer: Public Sewer Estimated _____ gal/day

Existing Septic System

New Septic System (Attach copy of site/soils evaluation.)

Water: Private On-site Well

Public (Name of Provider): _____

Electrical/Telephone/Public Cable:

Underground

Overhead: Phase ___ 1; ___ 2; ___ 3

Other Utilities:

Natural Gas

Propane

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Application and Submittal Requirements

Trash Pick-up:

- | | | |
|----------------------------------|---------------------|-------|
| <input type="checkbox"/> Private | How often per week? | _____ |
| <input type="checkbox"/> Public | How often per week? | _____ |
| <input type="checkbox"/> Other | How often per week? | _____ |

9. SIGNAGE:

Existing signage: Total SF of all signs _____ SF; Number of signs _____

- | | |
|---|---|
| <input type="checkbox"/> sidewalk level | <input type="checkbox"/> sandwich board signs |
| <input type="checkbox"/> second story | <input type="checkbox"/> free-standing signs |
| <input type="checkbox"/> any other story above the second floor | |

Is there any Bonus Sign Area being proposed? Yes _____ no _____

ATTACH SCHEMATIC DRAWING(S) FOR ALL PROPOSED SIGNAGE INCLUDING THE FOLLOWING INFORMATION:

Proposed signage: Total SF of all signs _____ SF; Number of signs _____

Materials: _____

Lighting: _____

Colors: _____

10. IS ANY PART OF THE PROPERTY WITHIN A FLOOD HAZARD AREA OR SUBJECT TO PERIODIC FLOODING?

If Yes _____ (Delineate on Plan) No _____

11. IS ANY PART OF THE PROPERTY WITHIN THE SHORELAND ZONE?

If Yes _____ (Delineate on Plan) No _____

12. IS PROPERTY AN HISTORIC OR IMPORTANT NATURAL SITE, OR ADJACENT TO SUCH A SITE?

Yes _____ No _____

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12. WILL THE PROPOSED NEW USE OR THE EXPANDED USE GENERATE:

Odors _____, Noise _____, Glare _____, Pollutants _____ ?

Explain:

(Attach a separate sheet if necessary.)

13. OPERATION:

Days of Operation: _____

Hours of Operation: _____

14. LIST ANY LOCAL, STATE OR FEDERAL APPROVALS REQUIRED:

ZBA (variance) EXPLAIN: _____

DEP:

Sand Dune Permit

NRPA Permit

Coastal Wetlands

Site Location of Development

Other _____

Army Corp of Engineers

State, Local or Federal Licenses: _____

Design Review

Historic District Review

15. TRIP GENERATION:

a. Estimated number of vehicle trips entering and leaving the site on a daily basis.

b. Estimated number of vehicles entering and leaving the site during the busiest
A.M. hours: _____ (Busiest A.M. hours fall between _____ P.M. and _____ A.M.)

c. Estimated number of vehicles entering and leaving the site during the busiest
P.M. hours: _____ (Busiest P.M. hours fall between _____ P.M. and _____ P.M.)

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16. PROVIDE PARKING DATA AS FOLLOWS:

- a. Total number of parking spaces required per OOB Ordinance: _____ .
- b. Total number of existing parking spaces: _____ .
- c. Existing impervious paved area: _____ SF.
- d. Proposed impervious paved area: _____ SF.
- e. Number of proposed parking spaces: _____ .
- f. Size of parking spaces: _____ft X _____ft .
- g. Width of travel lanes: _____ feet.
- h. Width of entry/exits: _____ feet
- i. Type of impervious surface: _____.

Attach construction details for parking area or additional construction notes to plan.
Include existing and proposed final grades and drainage plan.

17. JUSTIFY EACH WAIVER REQUESTED: _____

18. ATTACH A SCHEMATIC DRAWING FOR ANY STRUCTURAL MODIFICATIONS, ADDITIONS, DEMOLITION OF ALL OR ANY EXTERIOR PART OF:

- Existing non-residential, mixed use, or multi-family residential structures
- Construction of new principal or accessory non-residential structures
- Mixed-use, or multi-family residential building(s)

19. INDICATE THE LOCATION OF:

- Additions
- Demolitions
- Replacement, repair or alteration of new or existing decks, porches, stairs, patios, fences, walls, and any other structure within view of a public street.

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20. SCHEDULE OF IMPROVEMENTS:

Estimated Costs \$ _____

Estimated Start Date _____

Estimated Completion Date _____

(If improvements are to be phased, attach Proposed Construction Schedule.)

Submit 4 copies of Applications, Checklists, Plans, etc. to OOB Planning Department.

21. ALL MODIFICATIONS SHALL CONFORM TO THE CRITERIA OUTLINED IN THE GUIDELINES FOR DOWNTOWN DISTRICT.
22. PRIOR TO THE ISSUANCE OF BUILDING PERMITS, CERTIFICATES OF OCCUPANCY OR COMMENCEMENT OF THE APPROVED ACTIVITY, THE APPLICANT SHALL SUBMIT FULLY-EXECUTED PERFORMANCE ASSURANCES, PURSUANT TO OOB ZONING ORDINANCE ARTICLE IV, SECTION 78-211, TO THE OOB PLANNING DEPARTMENT.
23. ATTACH A CHECK PAYABLE TO THE TOWN OF OLD ORCHARD BEACH FOR APPLICATION FEES.

The Undersigned hereby makes application to the Town of Old Orchard Beach for approval of the attached plans and declares the foregoing document to be true and accurate to the best of his/her knowledge.

Owner, Applicant, or Agent

Date

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**CURRENT PLANNING SERVICES:
GUIDELINE FOR
DEVELOPMENT IN THE
DOWNTOWN DISTRICTS**

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Subdivision II - Sec. 78-686

ALL MODIFICATIONS SHALL CONFORM TO THE CRITERIA OUTLINED AS FOLLOWS:

MASS AND SCALE: of all proposed buildings shall be compatible with the surrounding structures, or with the local building fabric. Proposed structures should neither be of overpowering mass or scale so as to visually dominate the streetscape to the visual exclusion of other structures, nor should proposed buildings be of such a diminutive size to create visual holes in the street fabric. Structures exposing a broad mass to the street should be visually broken into smaller components compatible with the bulk of surrounding structures through projecting and retreating building lines, vestibules, gable dormers, and varying roof elevations.

BUILDING HEIGHT: In order to maintain the street enclosure of the Downtown districts, foster vertical stratification of land uses, and increase the critical mass of the Downtown commercial center, all buildings should be a minimum of at least two (2) stories, with 3-4 stories preferable. If market conditions cannot justify multiple stories, the owner is encouraged to either:

- 1). Construct but not finish off the second floor, or;
- 2). Construct with adequate load-bearing walls and truss roof construction to enable addition of additional floors when market conditions can justify multiple floors.

ROOF LINES: Roofs play a critical role in defining the mass and character of a building. Historically, buildings in the Downtown area have been constructed with flat roofs or roof pitches in which the façade of the structure is visually dominate and the roofline is subordinate or concealed. Recent rehabilitation has emphasized broad pitching gable-ended and one-story structures that leave voids in the upper story building fabric of the street, and make the building line appear choppy. Roofs should be pitched at a ratio of between 12"/8" to 12"/12". Pitches of less than 12"/8" are encouraged only in *Hip Roof* and *Jerkin Head* construction. True *Mansard Roofs* incorporating the top floor of a structure are encouraged, however *False Mansard Roofs* employed as a roof or storefront cornice are to be avoided. Flat roofs are desirable as long as a parapet or a distinctive roof cornice projects above the roof elevation from the pedestrian viewpoint. Proposed structures with gable ends facing the public street or sidewalk shall not be of greater lateral dimension than the width of adjacent structures.

FENESTRATION: (Window and Door Arrangement): The relationship of voids (windows and doors) to the building façade plays a crucial role in the architectural and visual quality of the structure. The following principals shall govern all reviews of proposed fenestration for building rehabilitation and new construction:

- (1) Window and door area should be not less than 24%, nor more than 66% of the façade area facing the public sidewalk.

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- (2) The arrangement of the windows and doors should provide a visual rhythm in the facade without appearing monotonous.
- (3) Window dimensions and construction should be complimentary to the architectural character and where appropriate, the historical period, of the structure.
- (4) Windows of differing dimensions are encouraged as long as they occupy a logical locations of the structure, such as a half-round window at a gable peak, and compliment the fenestration pattern.
- (5) Ribbon windows and curtain glass walls are specifically discouraged.
- (6) Conservatories and Sunrooms, are a positive addition to a structure providing that they are harmoniously integrated into the façade of the building.

FAÇADE MATERIALS: The preferred façade materials are either wood clapboards or cedar shingles. Wood provides the airy atmosphere connotative of traditional New England coastal communities and provides the flexibility to accept changing paint schemes and to integrate architectural treatments and decoration consistent with the Downtown's historic features.

- (1) Red Brick: is a heavy material more suitable for institutional structures and downtown Portland than for a seaside resort. Red Brick may be used as a façade material provided that the entire façade is faced with red brick and visual breaks between floors is created via reveals, protruding cornices, or other architectural treatments. Yellow-chroma bricks are inappropriate materials in the Downtown Business Districts.
- (2) Stucco: is an acceptable façade treatment in the Downtown Business Districts provided that corbels or cornerboards are constructed at the building corners and architectural details outlined in Section 7.3 are included to diminish the mass of the façade.
- (3) Concrete and textured Concrete Masonry Units (CMUs): are visually-cold and monolithic façade material normally unsuitable for the seaside resort atmosphere and character. Unless integral color, architectural details, and mass-reducing treatments are incorporated into the building design, Concrete and textured CMUs are strongly discouraged as façade material.
- (4) Vinyl or aluminum siding, T-111:, and similar synthetic materials are specifically discouraged on the sidewalk façade of any structure in the Downtown Business Districts.
- (5) Glass: Glass curtain wall construction is inappropriate for the Downtown Business Districts. However, Sunrooms, conservatories and other distinctive glass elements are encouraged, providing that the glass structures are well integrated into the form and mass of the building and conform to the fenestration requirements of Section 7.3.1.2.
- (6) Metal: Metal as a façade material is acceptable for architectural details such as Storefront Bulkhead panels. However metal skin structures, particularly prefabricated metal structures should be avoided.
- (7) Combination of Materials: Facades should be of a single building material with architectural details such as storefront bulkheads, cornices, pilasters, and columns of different materials.

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ARCHITECTURAL DETAILS: Much of the character of any building stock and hence the public's perception of that district as a unique area is partially determined by the presence of architectural detailing and pedestrian-scale structure.

Architectural detailing can be effectively employed as a mitigation measure, reducing building mass or creating visual character on an otherwise mundane structure. Architectural details that are appropriate to the Downtown Business Districts include carved roof brackets, Bargeboards, cornices with reveals and moldings, storefront bulkheads with recessed or raised panels, cornerboard corbelling. Pilasters and columns are appropriate for adding some architectural flavor to a bland building façade. Spindles, brackets, finials, and balustrades for porches, railings and roof overhangs are classic details reminiscent of seaside cottages.

FENCES, RAILINGS, & STEPS:

- (1) Fences, steps, and porches should reflect the architectural character, materials, and historic period of the principal structure. Finials, reveals, balustrades, spindles and other decorative elements should be incorporated into the design wherever possible and appropriate.
- (2) Free-standing fences visible from the sidewalk or street should be constructed of a durable wood, such as cedar, redwood, or pressure treated pine or of metal or combination thereof and in a manner consistent with prototypical designs illustrated in the Town Design standards.
- (3) All fences and railings should be either painted or stained in white or neutral colors, or where appropriate, in the color of the principal structure.

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**ASSESSOR'S
CERTIFICATION for
MAP BLOCK and LOT**

The following certification of the correct Map Block and Lot Number(s) of the subject property must be obtained from the Assessing Office and must accompany all applications submitted to the Planning and Code Enforcement Departments.

NO APPLICATION will be deemed complete without this certification.

PROJECT NAME: _____

PROJECT APPLICANT: _____

Application Type (Check appropriate boxes)

- | | | |
|--|---|---|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Design Review | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Miscellaneous Appeal | <input type="checkbox"/> Amend to Subdivision |
| <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Street Opening | <input type="checkbox"/> Sewer Connection |
| <input type="checkbox"/> Dumpster Permit | <input type="checkbox"/> Building Permit | <input type="checkbox"/> Other |

Property owned by _____ and located at _____
owner's name
_____ is identified on the
Street Address

Old Orchard Beach Assessor's Maps and within the Town Assessing Records as having the following Map, Block and Lot number:

MAP _____ BLOCK _____ LOT _____

Date

Assessing Official

OOB Planning Department