

## Town of Old Orchard Beach Planning Department Application Design Review Certificate - Committee Review

Ch. 78, Article 5 + Ch. 78, Article VI, Division 7

<b>Planning Department</b> <b>One Portland Avenue</b> <b>Old Orchard Beach, ME 04064</b>  <b>Phone: 207-934-5714 x 245</b> <b>Fax: 207-934-5911</b>	<b>Application Fee is \$300.00</b> <b>+ Plus Peer Review Costs</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Date Received:</b></td> <td style="width: 50%;"></td> </tr> <tr> <td><b>Application Fee:</b></td> <td><b>\$</b></td> </tr> <tr> <td><b>Date Fee Paid:</b></td> <td></td> </tr> </table>	<b>Date Received:</b>		<b>Application Fee:</b>	<b>\$</b>	<b>Date Fee Paid:</b>	
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<b>Parcel MBL:</b>		<b>Zoning District:</b>	
<b>Project Address:</b>			
<b>Applicant Name:</b>		<b>E-mail:</b>	
<b>Mailing Address:</b>		<b>Phone:</b>	
		<b>Fax:</b>	
<b>Owner Name:</b>		<b>E-mail:</b>	
<b>Mailing Address:</b>		<b>Phone:</b>	
		<b>Fax:</b>	

<b>√ please check project type (Sec. 78-426):</b>	
	Any structural modification, addition, demolition of all or any exterior part of existing nonresidential, mixed use, or multifamily residential structure.
	Construction of a new principal or accessory nonresidential, mixed use, or multifamily residential building.
	Construction or alteration of new or existing decks, porches, stairs, patios, fences, walls, and any other structure within view of a public street or sidewalk.
	Installation, addition, or modification of signage.

<b>√ please check application classification (Sec. 78-427):</b>	
	Any new construction, expansion, or alteration to a building where the newly constructed, expanded or altered portion exceeds 500 square feet in area.
	Demolition of any existing building or part of a building where the portion to be demolished exceeds 500 square feet in area.
	Expansion or addition of decks, porches, stairs, installation of awnings, or construction of exterior fences and walls visible from a public street or sidewalk within the DD-1 and DD-2 districts requiring site plan and/or conditional use permit from the planning board.
	All permanent signage requiring a site plan or conditional use permit from the planning board.

☐ Attach copy of the deed of property.

☐ Identify any and all easements on property.

**Describe property, existing conditions, existing use:**

**Describe/list proposed improvements:**

**Size of property:** \_\_\_\_\_ square feet or \_\_\_\_\_ acres

**Building Height:** Existing ft: \_\_\_\_\_ Proposed ft : \_\_\_\_\_ N/A \_\_\_\_\_

**Building Size:** Existing sf: \_\_\_\_\_ Proposed sf: \_\_\_\_\_ N/A \_\_\_\_\_

**Lot Coverage:** Existing %: \_\_\_\_\_ Proposed %: \_\_\_\_\_ N/A \_\_\_\_\_

**Is any part of the property within a flood hazard area or subject to periodic flooding?**

Yes \_\_\_\_\_ (Delineate on Plan)      No \_\_\_\_\_

**Is any part of the property within the shoreland zone?**

If Yes \_\_\_\_\_ (Delineate on Plan)      No \_\_\_\_\_

**Is the property in an historic or important natural site, or adjacent to such site?**

If Yes \_\_\_\_\_ (Delineate on Plan)      No \_\_\_\_\_

**List any other local, State or Federal Approvals Required:****DEP Permit:**

- ☐ Sand Dune Permit
- ☐ NRPA Permit
- ☐ Coastal Wetlands
- ☐ Site Location of Development
- ☐ MCGP - Maine Construction General Permit

☐ **Army Corp of Engineers**☐ **Other State, Local or Federal Permits:** \_\_\_\_\_☐ **Historic District Review**☐ **ZBA (explain):** \_\_\_\_\_**Estimated Cost of Improvements: \$** \_\_\_\_\_

**PLEASE NOTE: Sec. 78-430. Performance assurances.** To ensure that the terms and conditions accompanying any issuance of an administrative or design review certificate are met pursuant to this article, the applicant shall submit a fully executed performance assurance to the planning department in a form and amount specified by the planning board under section 78-217 and prior to the issuance of a building permit, a certificate of occupancy, or the commencement of the approved activity.

**SUBMISSION PROCESS (see planning staff):**

1. \_\_\_\_\_ copies of all submission documents are required.
2. Submit application by \_\_\_\_\_ for the \_\_\_\_\_ meeting.
3. Applications deemed incomplete by Planning Staff will not be sent to the Design Review Committee for review.

## Please Submit:

### 1) Completed application form + required application fee

### 2) Photos of current building or space

- Photos from all visible angles
- Photos showing the streetscape and surrounding properties

### 3) Site plan

- Site plan of the proposed building modification or addition drawn at a scale one inch equals 40 feet, showing the location of all existing and proposed site features, buildings, driveways and sidewalks, utility lines and lighting, signs, property lines and any other site improvement required by the planning department.

### 4) Building elevations (all visible elevations)

### 5) Rendered drawings or models

- Show in relation to human scale and in relation to existing streetscape

### 6) Include cut-sheets and material examples for the following items:

- Façade materials
- Roofing materials
- Façade colors
- Lighting types
- Door types
- Window Types
- Awnings (size, material, color)
- Architectural details (roof brackets, moldings, cornices, railings, etc.)
- Any exterior accessories (plantings, street furniture, ATMs, etc.)

### 7) Any additional material requested by the Design Review Committee.

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## REQUIRED SIGNATURES:

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.

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Owner, Applicant, Agent

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Date