

TOWN OF OLD ORCHARD BEACH

**Current Planning Services:
CERTIFICATE OF
APPROPRIATENESS**

Subdivision II. Certificate of Appropriateness
HISTORIC DISTRICT

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Application Fee is \$250.00 plus
Peer Review Costs

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.:	
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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. BUILDING DATA: (New Construction, Additions, Renovations)

- New Structures, Additions, Decks, etc.
- Demolition
- Alteration of Existing Rooflines, Decks, Stairs, Porches, etc.
- Removal/Alteration of existing architectural features
- Installation of Siding New: _____ Replacement: _____ Material: _____
- Window Replacement
- Installation or Alteration Signage

2. DESCRIBE THE PROPOSED PROJECT:

3. Age of Existing Structure(s) _____ 4. Architectural Style _____

5. Building Height: 6. Number of Stories:

Existing _____ Ft Existing _____

Proposed _____ Ft Proposed _____

7. Building Square Footage 8. Building Setback from Property Line:

Existing _____ SF Front Yard _____ Ft

Proposed _____ SF Side Yard _____ Ft

Rear Yard _____ Ft

9. Roof Pitch:

Existing ____:____

Proposed ____:____

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11. Façade Materials/Siding:

Existing:

Proposed:

15. Percent of Voids to Solids

(Calculate by dividing the total square foot area of windows & doors by the total square foot area of façade)

Existing Structure:

Proposed Structure:

12. Existing Architectural Detailing:

16. Proposed Architectural Detailing:

13. Existing Façade Color Scheme:

17. Proposed Color Scheme:

14. SITE DATA (Site Improvements, Fences, Walls, Landscaping):

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10. 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: _____ X _____ .
- 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.

15. SIGNAGE:

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

- sidewalk level sandwich board signs
- second story free-standing signs third story (plus)

ATTACH SCHEMATIC DRAWING(S) FOR ALL PROPOSED SIGNAGE SHOWING DIMENSIONS AND DETAILS ON HOW THE SIGN(S) WILL BE INSTALLED.

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

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

- sidewalk level sandwich board signs
- second story free-standing signs third story (plus)

16. Materials:

17. Lighting:

18. Colors:

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**ATTACH SIX (6) COPIES OF THE FOLLOWING SUBMISSION ITEMS:
(Please check off items supplied with your application.)**

- 1. A fully executed and signed Certificate of Appropriateness application.
- 2. Copy of property deed, option to purchase, or other documentation to demonstrate the applicant's right, title or interest in the property.
- 3. If building alterations or additions are proposed, submit Building front & side elevations to be drawn at a scale not less than 1/4" = 1'-0".
- 4. If new Proposed Site Plan, drawn at a scale not to exceed twenty feet to the inch (1" = 20') or at a scale otherwise required by the Planning Director and containing the following information:
 - a. Information Block containing location, address, Map-Block-Lot number(s) of the subject property, as recorded in the town Assessor's Office, name and address of the applicant(s), and owner(s) if different.
 - b. Approval Block containing space for the signatures of the Planning Director and the Code Enforcement Officer;
 - c. The existing zone in which the property is located. In the event the property is divided by a zone line, the line shall be delineated and labeled on the Site Plan
 - d. Map scale, north arrow (True North), and date Site Plan was prepared including the date of any subsequent revisions made to the plan.
 - e. Identification and location of all abutters to the applicant's property (available at the Town Assessor's Office).
 - f. The dimensions and layout of the property line and building setback lines.
 - g. Delineation of all existing and proposed public and private easements on or directly adjacent to the property.
 - h. Location, dimensions, and layout of all existing and proposed built elements, including buildings and structures, telephone poles, driveways, roads, sidewalks, fences, walls, steps, piers and docks, patios, swimming pools, and signage.

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- i. Location of existing site features located on the property, including but not limited to existing streams, wetlands, drainage swales, tree lines, identification and location of specimen trees greater than eight inches (8") caliper, and location of existing
- j. Specification, layout, and quantity of proposed landscaping plant materials.
- k. Location, specification, height, and photometric data of existing and proposed exterior lighting.
- 6. Cost estimates for all proposed site improvements.
- 7. Schematic elevation of proposed signs, drawn to a scale of not less than 3/4 inches to 1 foot, and illustrating sign layout, lettering, graphics and logos, materials, color, and proposed lighting.
- 8. Property Boundary survey may be required at the discretion of the Design Review Committee warranted by constrained lot dimensions or property line disputes.
- 9. Any other information requested by the Design Review Committee necessary to make reasonable and informed ruling on the proposed project.
- 10. **COMPLIANCE NARRATIVE: Please provide six (6) copies of a typewritten narrative answering the following questions derived from the Performance Standards outlined in Section 13.4.2 of the Zoning Ordinance. Those questions that are not relevant to your proposed project, please answer "not applicable":**
 - A. **Scale & Form** (New Construction and Building Rehabilitation):
 - 1. **Proportion of Height & Width:** How will either the absolute or the proportional relationship of the proposed building's height and width be visually compatible with the prevailing building character in the Historic District?
 - 2. **Roof Shape:** Please describe the roof shape, pitch, and orientation and how your proposed design is visually compatible with other buildings in the Historic District.
 - 3. **Scale:** Please describe how the scale and mass of the building is visually compatible with the prevailing scale of other structures in the District.

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4. **Distinguishing Architectural Elements:** Do you propose removing or covering over any existing architectural details on the existing structure, or does your proposal include any design features that will visually subordinate such existing features, If so, please explain.

B. FAÇADE TREATMENT (New Construction & Building Rehabilitation)

1. **Fenestration:** Please describe how the rhythm and proportion of "voids" (windows and doors) to "solids" (façade) is compatible with the predominant fenestration of the District.
2. **Entrance and Projection Treatment:** If you are proposing to construct any new entrances, porches, dormers, or other architectural projections, please describe how your proposal will be visually compatible with the rhythm and proportion of similar structures within the District.
3. **Façade Materials:** What kind of siding or façade materials are you proposing to use, and how are these materials of similar composition, texture, and color to the predominant building materials in the District?

C. Site Layout & Relationship to the Street (All proposals)

1. **Building Lines:** Describe how your proposal will be sited to maintain the prevailing building lines and vertical planes of enclosure along public streets and sidewalks in the District.
2. **Rhythm of Structures:** Describe how your proposal will maintain the prevailing side yard setbacks between structures within the Districts.
3. **Directional Expression:** How will your proposal reflect the predominate horizontal, vertical, or non-directional expression of existing structures, objects, or open spaces within the District?
4. **Signage:** How will your proposed signage be compatible and visually linked to the scale, size, materials, and exterior lighting of your principal building and of the surrounding structures in the District?

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

Signature: Owner/Applicant or Agent

Date

Print: Owner/Applicant or Agent

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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

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PLANNING AND CODE ENFORCEMENT COST ESTIMATES for Improvements to be Covered by PERFORMANCE AGREEMENT

DATE:

To be included with Subdivision and Site Plan Applications

Parcel No.

M:			B:		L:	
----	--	--	----	--	----	--

Project Name:

--	--

Project Address

--	--

or Location:

--	--

	Unit Measure	# Units	ON-SITE Unit Cost	Subtotal	Unit Measure	# Units	OFF-SITE Unit Cost	Subtotal
1. STREET/SIDEWALK								
Roads				0				0
Paving								
Granite Curbing				0				0
Sidewalks				0				0
Esplanades				0				0
Monuments				0				0
Street Lighting				0				0
Street Opening Repairs				0				0
Other:				0				0
2. EARTH WORK				0				0
Cut				0				0
Fill				0				0
3. SANITARY SEWER				0				0

	Unit Measure	# Units	ON-SITE Unit Cost	Subtotal	Unit Measure	# Units	OFF-SITE Unit Cost	Subtotal
	Manholes			0				0
	Piping			0				0
	Connections			0				0
	Maine Line Piping			0				0
	House Service Piping			0				0
	Pump Stations			0				0
	Other:			0				0
4.	WATER MAINS			0				0
5.	SITE LIGHTING			0				0
6.	STORM DRAINAGE			0				0
	Manholes			0				0
	Catchbasins			0				0
	Piping			0				0
	Detention Basin			0				0
	Other*:			0				0
7.	EROSION CONTROL			0				0
	Silt Fence			0				0
	Check Dams			0				0
	Pipe Inlet/Outlet Protection			0				0
	Level Lip Spreader			0				0
	Soil Stabilization			0				0
	Geotextile			0				0
	Hay Bale Barriers			0				0
	Catch Basin Inlet Protection			0				0
	Other*:			0				0
8.	RECREATION & OPEN SPACE AMENITIES			0				0
9.	LANDSCAPING			0				0

Unit Measure		# Units	ON-SITE Unit Cost	Subtotal	Unit Measure	# Units	OFF-SITE Unit Cost	Subtotal
(Attach detail for landscaping; inc. units & cost)								
10.	Miscellaneous			0				0
		TOTALS		-				
		GRAND TOTALS:		\$ -				
		15% Contingency		-				
Total Required for LOC:				\$ -	Issued by Bank; Lending Institution			
INSPECTION FEES = 2% OF GRAND TOTALS:				\$ -	Payable to the Town of OOB; Check, Cash, MO			
<p>*other</p> <p>Item 5. Includes connections to the existing system.</p> <p>Item 7. Includes dust control, tree protection, and cleaning of storm drains/structures upon project completion.</p>								

PREPARED BY: _____

PRIOR TO THE SIGNING OF FINAL PLANS BY THE PLANNING BOARD, THE APPLICANT SHALL MEET ALL CONDITIONS OF APPROVAL, SECURE PERFORMANCE ASSURANCES AND ESCROW AGREEMENTS (PURSUANT TO ARTICLE III), AND PAY ALL OUTSTANDING PEER REVIEW FEES. ALL CONDITIONS OF APPROVAL SHALL BE INCLUDED WITHIN AN APPROVAL BLOCK ON THE RECORD REPRODUCIBLE PLAN.