



**BAR HARBOR PUBLIC WORKS DEPARTMENT
CURB CUT APPLICATION**

As outlined in the latest Curb Cut Policy adopted by the Town Council

APPLICATION DATE: _____

ADDRESS SEEKING CURB CUT: _____

MAP: _____ **LOT:** _____ **USE:** _____

INSTRUCTIONS:

The application must be filled out completely and returned to the Public Works Director at least 30 days before a scheduled Town Council meeting. In addition, the applicant, or applicant's representative, must be present at the Town Council meeting for the item to be discussed. Fees shall be paid in advance of being considered and a receipt for fees paid shall accompany the application. Refer to the "Standards for Construction" section of the Curb Cut Policy for construction requirements. If you have any questions, please feel free to contact the Public Works Director at 288-1026. If application is approved by Town Council, applicant is reminded to apply for a Road Opening Permit from the Public Works Department.

APPLICANT:

Name _____

Address _____

Telephone _____ Email _____

OWNER:

Name _____

Address _____

Telephone _____ Email _____

PROJECT REPRESENTATIVE:

Name _____

Address _____

Telephone _____ Email _____



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CURB CUT STANDARDS FOR APPROVAL PER CURB CUT POLICY:

- A. There shall be no more loss of existing parking spaces than absolutely necessary.
- B. The net effect of the curb cut must be to create more spaces off street than are lost on street.
- C. Curb cut shall not facilitate parking in the front setback.

DESCRIPTION OF CURB CUT REQUEST:

PROVIDE SKETCH OF PROPOSED CURB CUT AND DRIVEWAY OR ATTACH A SITE PLAN OR DRAWING. Include the following information: property location, driveway and proposed curb cut location, location of on street parking spaces, location of off-street parking spaces, and identify the on-street parking spaces that are impacted by this request. Also show the front setback requirements on the sketch.



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CERTIFICATION:

This application and all information submitted are true and correct to the best of our knowledge.

Applicant

Date

Owner

Date

FEES:

Fees are paid in advance of the Town considering this application. Fees are made payable to the Town Of Bar Harbor and accepted by the Finance Department.

Nonrefundable Fee Paid \$_____ (Refer to Curb Cut Policy for current fee amount)

Escrow Paid \$_____ (Refer to Curb Cut Policy for current fee amount)

(Escrow will be refunded to the applicant if the work is properly completed, or will be used by the Town to finance the necessary repairs if the work is not completed properly within thirty days of being notified of the deficiencies by the Public Works Department. Refer to the "Standards for Construction" section of the Curb Cut Policy for construction requirements and any special conditions noted on the approval page of this application.)

FEE RECEIPT:

The above noted fees were received by the Town of Bar Harbor, Finance Department.

Finance Department

Date

APPLICATION ACCEPTED BY PUBLIC WORKS DEPARTMENT: _____ (Date)

PUBLIC WORKS DEPARTMENT NOTIFICATION TO ABUTTERS: _____ (Date)



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FOR OFFICE USE ONLY:

Did the applicant provide a fee receipt from Finance? _____

How many OFF-STREET PARKING SPACES are created as a result of this request? _____

How many ON STREET PARKING SPACES are lost as a result of this request? _____

What is the NET NUMBER OF PARKING SPACES created by this request? _____

Does the requested curb cut facilitate parking in the front set-back? _____

Based on the above information, does the requested curb cut meet the most recent Curb Cut Policy adopted by Town Council? _____

Comments or special considerations for approval?

PUBLIC WORKS DIRECTOR APPROVAL DATE

POLICE CHIEF APPROVAL DATE

FIRE CHIEF APPROVAL DATE

CODE ENFORCEMENT APPROVAL DATE

TOWN COUNCIL MEETING DATE APPROVED OR DENIED