APPLICATION FOR SIGN PERMIT
(Public Art)

Permit # __________________
Location of proposed public art: ____________________________________________

Two sketches showing the type, size, shape and wording of each proposed sign (public art) and the location of the building, and building dimensions, shall be submitted with this application.

<table>
<thead>
<tr>
<th>Type of proposed public art:</th>
<th>Size of proposed sign:</th>
<th>Art #1</th>
<th>Art #2</th>
<th>Art #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Mural Art</td>
<td>Height</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Free Standing Art</td>
<td>Width</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Sidewalk Art</td>
<td>Square footage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>Projection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>Sidewalk distance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bottom / Top</th>
<th>Bottom / Top</th>
<th>Bottom / Top</th>
</tr>
</thead>
</table>

Materials ____________________________________________________________

PA One Call I.D. Number ___________________________ Date ______________

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Owner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor</td>
<td></td>
<td></td>
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<tr>
<td>Email:</td>
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</tbody>
</table>

*We hereby agree that all proposed work will conform to the applicable ordinances and regulations and the Code of the Borough of Kutztown and the regulations of the Commonwealth of Pennsylvania.

Applicant ___________________________ Print Name ___________________________ Signature* ___________________________ Date ______________

Owner ___________________________ Print Name ___________________________ Signature* ___________________________ Date ______________

INCOMPLETE APPLICATION SHALL BE RETURNED.
ANY WORK THAT CREATES A NUISANCE IS PROHIBITED AT NIGHT AND ON SUNDAYS AND/OR HOLIDAYS, EXCEPT UPON WRITTEN AUTHORIZATION ISSUED BY THE BOROUGH COMMUNITY DEVELOPMENT OFFICE.

NIGHT IS ½ HOUR BEFORE SUNSET AND ½ HOUR AFTER SUNRISE.
Application for Sign (Public Art) Permit - For Office Use Only

Permitted Work ____________________________________________

Location ____________________________________________ PIN ____________________
Use Group ____________________________________________ Type of Construction ____________________

Comments:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Reviewed by:

Community Development Office of Kutztown Borough

☐ Approved ☐ Approved as noted ☐ Not Approved;
Appeal Notice Issued ☐ Yes ☐ No
By _____________________________ Date __________

Kutztown Borough Community Development Committee

☐ Approved ☐ Approved as noted ☐ Not Approved;
Appeal Notice Issued ☐ Yes ☐ No
By _____________________________ Date __________

Kutztown Borough Council

☐ Approved ☐ Approved as noted ☐ Not Approved;
Appeal Notice Issued ☐ Yes ☐ No
By _____________________________ Date __________

☐ THE UNDERSIGNED HEREBY ACKNOWLEDGES AND ACCEPTS THE CONDITIONS OF
APPROVAL AS NOTED ABOVE AND ON THE PLAN(S) MARKED “APPROVED AS NOTED.”

_________________________________________ ______________
Signature       Date

Fees: See § A231-1.20.A(1)(d) of the Kutztown Code.

<table>
<thead>
<tr>
<th>Public Art:</th>
<th>Square footage</th>
<th>x</th>
<th>S.F. Costs</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

☐ Credit Card
☐ Cash
☐ Check # _______________ Paid _______________ By __________________

Permit Number ____________________________ Date _______________ Received _______________ By __________________

Rev. 3/21
Application for Sign (Public Art) Permit - For Office Use Only

Community Development Office of Kutztown Borough
Approved as noted below:

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Kutztown Borough Community Development Committee
Approved as noted below:

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Kutztown Borough Council
Approved as noted below:

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
Public Art Submission Materials

All proposals must include a cover letter, photographs, renderings, supporting materials and responsibilities. Other information may be requested.

Cover letter
Your cover letter should describe:
- The artwork.
- The art selection process.
- The construction project.
- The site where the art will be installed.

This letter should also identify the people involved. That includes the name and contact information for:
- The artwork’s donor.
- Any parties who are responsible for maintaining the artwork. If there is a maintenance agreement in place, describe it.

Photographs
You must include:
- Photographs of the art, if it’s an existing work.
- Current photographs of the proposed site. Only use older photographs to show former conditions. Do not use online street views.

Renderings
You must include:
- Architectural or site drawings that show the art as it will appear on site.
- Drawings or photographs of models that show the art in its proposed location.
- Drawings that show the art’s materials and colors.
- Drawings that show how the art will be installed, including engineering documents if needed.

Supporting materials
If you plan to place art work on Borough property, you must show proof of approval from the department that controls the site.

Responsibilities
All art work placed on privately owned buildings must have the owner of the building sign this document understanding that the upkeep of the artwork will fall under the International Property Maintenance Code the Borough has adopted.

Signed: _________________________________ (Owner)  Date: _________________________________

Signed: _________________________________ (Applicant)  Date: _________________________________