



BOROUGH OF KUTZTOWN
COMMUNITY DEVELOPMENT OFFICE
324 WEST MAIN STREET **PHONE: 610-683-3290**
KUTZTOWN, PA 19530-1606 **FAX: 610-683-3537**

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.

Type of proposed public art:	Size of proposed sign:	<u>Art #1</u>	<u>Art #2</u>	<u>Art #3</u>
<input type="checkbox"/> Mural Art	Height	_____	_____	_____
<input type="checkbox"/> Free Standing Art	Width	_____	_____	_____
<input type="checkbox"/> Sidewalk Art	Square footage	_____	_____	_____
<input type="checkbox"/>	Projection	_____	_____	_____
	Sidewalk distance	_____	_____	_____
		Bottom / Top	Bottom / Top	Bottom / Top

Materials _____

PA One Call I.D. Number _____ Date _____

	<i>Name</i>	<i>Address</i>	<i>Phone</i>
Property Owner	_____	_____	_____
	_____	_____	
Applicant	_____	_____	_____
	_____	_____	
Contractor	_____	_____	_____
	_____	_____	
	Email: _____		

*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.

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.	Public Art:	Square footage	x \$ S.F. Costs	\$
			Permit Fee	\$

Permit Number _____

☐ Credit Card ☐ Cash Date _____ Received _____
☐ Check # _____ Paid _____ By _____

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:



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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:** _____