



MURAL / MURAL SIGN APPLICATION PROCEDURES

Sandpoint City Code 8-5-15(H) requires all requests for murals are to be approved by the Sandpoint Arts Commission and the Planning Administrator, with their recommendation forwarded to city council for approval on consent calendar. Incomplete applications will not be accepted.

Before a mural application is considered, an applicant should:

- Obtain the approval of the property owner.
- Obtain and complete a mural application form.
- For Mural signs, a separate sign permit must be obtained through the planning department for that area of the mural that will be counted as signage.
- Read the Mural Policy and Guidelines.

In addition to the completed application the applicant shall submit the following:

1. A scaled digital rendering of proposed design.
2. Digital photos of proposed site.
3. Digital photos of any existing signs or murals at proposed location.
4. A narrative addressing the following topic areas:
 - a. Describe the mural subject matter and content.
 - b. Describe how the mural subject matter and content enhance the architecture and surrounding neighborhood.
 - c. A brief history of the mural site should be provided so its historical integrity can be considered.
 - d. Describe how the mural will be maintained and submit a maintenance schedule.
 - e. Describe any signs, sign copy, “ghost” signs, or “ghost murals on the same building, wall, fence or hoarding elevation as the proposed mural?



File #: _____

**CITY OF SANDPOINT
PLANNING DEPARTMENT
MURAL APPLICATION**

Name of Applicant _____

Name of Business _____

Business Address _____

Business license Number _____

Telephone Number _____ **E-mail** _____

Applicant's Mailing Address _____

Applicant's Telephone Number _____ **E-mail** _____

Building Owner _____

Mural Artist _____

Address _____

Telephone Number _____ **E-mail** _____

Business license: _____

All information must be complete for this application to be processed.



Provide the following information:

Dimensions: Length _____ Width _____ Square Footage _____

Proposed Colors: _____

Proposed Materials: _____

Proposed method of application: _____

How will the surface be prepared? _____

If removable, how will the mural be attached? _____

Will the mural be illuminated? If so, how? _____

How will the mural be maintained? _____

Approximate Distance to nearest existing mural: _____

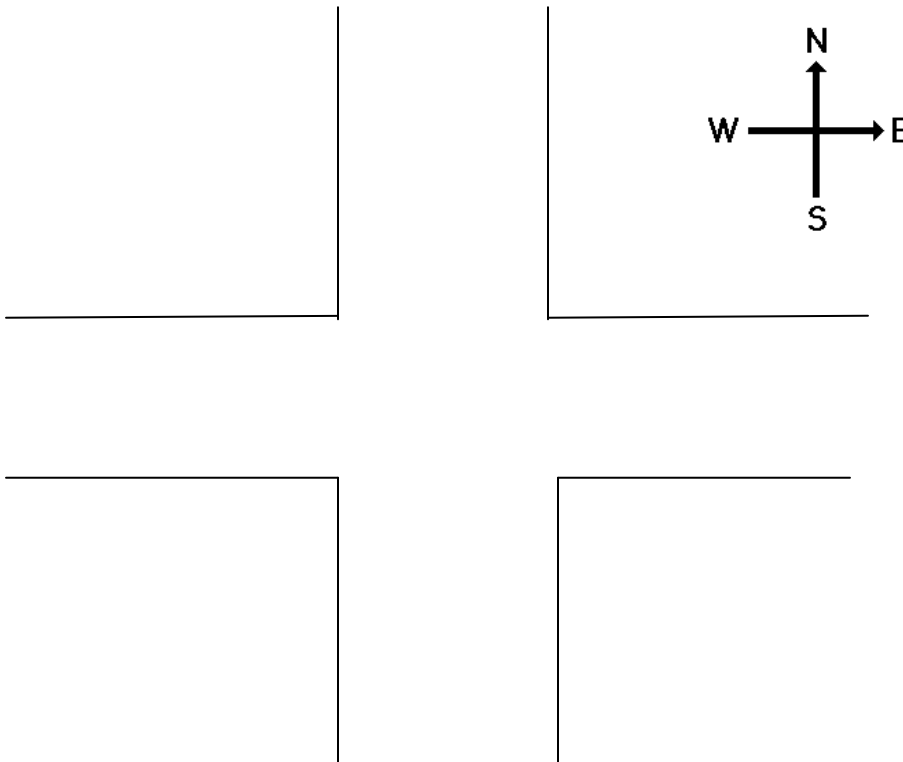
Does the proposed mural extend beyond one side of the building, wall, fence or hoarding?

Yes No

Which direction(s) will the mural face N S E W



Using the map below, label the streets and mural location.



I hereby acknowledge that, as building owner or applicant I have read and examined this application and know the same to be true and correct. I will comply with all provisions of applicable laws and ordinances. I understand that the granting of a permit does not give authority to violate provisions of any state or local laws regulating construction or the performance of construction.

Signature of Building Owner/Applicant

Date