



MURAL / MURAL SIGN APPLICATION PROCEDURES

According to *Sandpoint City Code 8-5-15(H)*, 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. For the purpose of these guidelines, a mural or mural sign is defined as follows:

MURAL: A pictorial display without advertising copy on the exterior wall of a building.

MURAL SIGN: A wall painting or design that may include graphics, illustrations or symbols that represent the on site business use or name but shall be limited in its allowed sign area to only such numbers, letters, logos or trademarks that represent or identify the business or use occupying the building on which the mural sign appears.

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.
- Schedule a preliminary meeting with the Planning Administrator to review the mural plans.

The Planning Director reserves the right to not officially accept a mural application until all required information (i.e., completed application form, mural design, maintenance provisions, etc.) is submitted. The date of the Sandpoint Arts Commission review will be established by the Planning and Zoning Department upon the acceptance of a complete application. The applicant will be notified of the date the Commission will review the mural application, and will be encouraged to attend the meeting.

All complete applications for murals or mural signs are to be referred by the Planning Director to the Sandpoint Planning Commission or other relevant advisory group for consideration with a request for recommendation before a decision is made. Independent consideration of each mural application will be given. Review of the application will be based on each of the criteria below:

- (1) The location, scale and content of a mural should be in keeping with and enhance the building, wall, fence or hoarding* on which it is located, as well as the historical integrity of the local environment; it should enhance community identity; and it should contribute to the visual delight of passers-by and the visual quality of the city.
- (2) A mural should not be permitted where any adjacent sign or development may detract from the appearance or effectiveness of the mural.
- (3) No two murals should be located closer than 300 feet of one another when facing the same traffic direction unless their themes are complementary, or as otherwise approved by the Sandpoint Arts Commission.
- (4) The owner and/or occupant of the structure to which a mural is applied shall use best construction practices, materials, and be responsible for its proper maintenance, cleaning, repair, and/or removal.



- (5) The age and a brief history of the mural site should be provided so the historical integrity of the site can be addressed.

The Planning Director will consult with any applicant prior to denial of a permit for a mural in order to offer the applicant an opportunity to redesign the mural and resubmit if appropriate.

***Hoarding** – a temporary board fence put about a building being erected or repaired*



**CITY OF SANDPOINT
PLANNING DEPARTMENT
MURAL APPLICATION**

File #: _____

Name of Applicant _____

Name of Business _____

Business Address _____

Telephone Number _____ **E-mail** _____

Applicant's Mailing Address _____

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

Building Owner _____

Mural Artist _____

Address _____

Telephone Number _____ **E-mail** _____

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



Please describe the proposed mural:

Dimensions: Length _____ Width _____ Square Footage _____

Theme/Title: _____

Colors/Materials: _____

How will the surface be prepared? _____

If the surface is a building, what year was it built? _____

How will the mural be attached? _____

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

How will the mural be maintained? _____

Distance to nearest existing mural: _____

Theme of nearest existing mural: _____

Nearest adjacent street(s) _____

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



Please draw the building in below, indicate the intersection's street names, and label the mural location.

Are there any signs, sign copy, “ghost” signs, or “ghost murals on the same building, wall, fence or hoarding elevation as the proposed mural? If so, how many? _____
(Please describe below):

Existing Sign Type(s): canopy freestanding roof projecting wall

Existing Sign Dimensions:

Length _____ Width _____ Square Footage _____ Height (if freestanding) _____ Age _____

Length _____ Width _____ Square Footage _____ Height (if freestanding) _____ Age _____

Length _____ Width _____ Square Footage _____ Height (if freestanding) _____ Age _____

Length _____ Width _____ Square Footage _____ Height (if freestanding) _____ Age _____



Please attach a photo or scale drawing of the proposed design. Include existing signage if located on same elevation.

I hereby acknowledge that, as building owner or occupant, it is my responsibility to maintain this mural in good repair.

Signature of Building Owner/Occupant

Date

I hereby certify that 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 Applicant

Date