

Mural Permit Application

Submittal Requirements:

1. All applications shall be accompanied by written approval of the property owner or landlord (see page 3 of this application).
2. Site plan showing the lot and building dimensions and indicating the proposed location of the mural.
3. Pictures of the building elevations.
4. A scale drawing and color photo of the building elevation showing the proposed size and placement of the mural.
5. A colored drawing of the proposed mural.
6. A description of the proposed maintenance schedule that includes the time frame for the life of the mural and method for removal, if applicable.
7. Written confirmation by the mural provider/installer that no damage or negative impact will occur to the wall surface that the mural is to be applied or affixed to.
8. An acknowledgement that the mural must be removed or covered if so ordered by the Director for failure to maintain or for reaching a state of dilapidation
9. All information submitted shall be to scale and include dimensions and area of mural.

The review process

Application – An application shall be submitted along with the submittal requirements as outlined above for review and analysis.

Additional submittals – An applicant shall also submit further support documentation if requested by staff, it shall be the applicant's responsibility to provide such additional documentation.

Administrative review – The Director or his or her representative shall review the application and support documentation for conformance to the regulations. Additionally, applications for a mural permit in the downtown area shall be distributed to Downtown Main Street for comment. The Director's determination shall be final, except that the Director's decision may be appealed to the Governing Body as further described below.

Appeal to Governing Body

Appeals from the Director's decision shall be made in writing to the City Clerk and shall be forwarded to the Governing Body at an upcoming City Council meeting. The appeal shall include sufficient documentation to explain the reasons as to why the appeal is being taken and why the Director's decision should be overturned.

Refer to Chapter 21, Article 5 of the Lee's Summit Code of Ordinances at:

https://library.municode.com/mo/lee's_summit/codes/code_of_ordinances?nodeId=COOR_CH21PLDE_ARTVMU

Contact the Development Services Department with questions at 816-969-1200.

Mural Permit Application

PROJECT NAME / INTENT: _____

1. PROPERTY ADDRESS: _____

2. ZONING OF PROPERTY: _____

3. LEGAL DESCRIPTION (plat name and lot number): _____

5. APPLICANT _____ PHONE _____

CONTACT PERSON _____ FAX _____

ADDRESS _____ CITY/STATE/ZIP _____

E-MAIL _____

6. PROPERTY OWNER _____ PHONE _____

CONTACT PERSON _____ FAX _____

ADDRESS _____ CITY/STATE/ZIP _____

E-MAIL _____

7. CONTRACTOR/OTHER _____ PHONE _____

CONTACT PERSON _____ FAX _____

ADDRESS _____ CITY/STATE/ZIP _____

E-MAIL _____

All applications require the signature of the owner and the applicant, if the applicant is different. Applications without the proper signatures will be deemed incomplete and will not be processed.

PROPERTY OWNER

APPLICANT

Print name: _____

Date Filed: _____ Processed by: _____ Application # _____ - _____

Mural Permit Application

Comes now _____, who being
(landlord or property owner)

duly sworn upon his/her oath, does state that he/she is the landlord or property owner that has given permission to the applicant to place a mural at: _____

(location address)

Dated this _____ day of _____, 20_____

Signature of Landlord or Property Owner

Printed Name

Mural Permit Application

Comes now _____, who being
(Mural Permit Applicant)

duly sworn upon his/her oath, does acknowledgement the following requirements;

1. Any mural that is not maintained according to the maintenance schedule incorporated into the mural permit or that falls into a state of disrepair may be ordered removed or covered with opaque paint, similar to the primary building materials/colors or other appropriate material by the Director, or his/her designee.
2. Murals subject to removal shall be provided a time limit of thirty (30) days from the date of the written notice for such removal or covering. Additional time may be authorized by the Director for good cause.
3. The proposed mural, by its design, construction, and location, will cause no damage or negative impact to the wall surface that the mural is to be applied or affixed to.

Dated this _____ day of _____, 20_____

Signature of Applicant

Printed Name

Mural Permit Application

Description of Project: _____

Description of Neighboring Properties: _____

Additional Information: _____

APPROVAL of Mural Permit # _____ - _____

by _____ Date _____

Subject to the following conditions: _____

DENIAL of Mural Permit # _____ - _____

by _____ Date _____

Reasoning: _____

