



2001 City Hall
65 Niagara Square
Buffalo, New York 14201
716.851.5027
ebarr@city-Buffalo.com

Date Received By Commission:

Application for the Acceptance of Public Signage and/or Banners

1. Must be fully completed prior to presentation at a Buffalo Arts Commission meeting
2. The Buffalo Arts Commission requires a 60 day period to act on an item
3. No banners/signs may be installed until the written street light inspection report is issued designating what light poles the banners/signs can be affixed to.
4. No official contract with a vendor should be done prior to approval
5. Installations must be approved by the Department of Public Works.
6. Incomplete applications will not be reviewed.

Date _____

Contact Information

Group or Organization _____

Address _____

City _____ State _____ Zip code _____

Telephone number _____

Email address _____

Contact Name _____

Title or role in project _____

Contact phone number(s) _____

Nature of Request

Addition of a banner to an existing streetlight pole

Installation of freestanding signage

Block Club Signage

Relocation of signage

Other

Details of the Project

Feel free to attach additional sheets as necessary

For the application to be considered you must present accurate technical drawings of the proposed signage or banner, including:

1. measurements
2. materials and type of paint to be utilized
3. multiple views of the artwork as well as
4. a digital photographic representation of how the signage or banner would appear in the proposed location.

Name of **Fabricator** _____

Address _____

City _____ State _____ Zip Code _____

Website Address _____

Will the fabricator do the installation? Yes No

If no, please name the **person doing the installation**

Name _____

Telephone _____ Email _____

Name of Artist Designing the Signage or Banner _____

Telephone _____ Email _____

Location

Where is the specific location of the proposed signage or banners?

Please include:

1. a photograph and description of the proposed location
2. if attached to light poles, please include the pole numbers
3. as well as a map of the area (a printed map, such as one obtained from the internet, is preferable).

If there is more than one potential choice, please include all locations that are under consideration.

Who is the owner of the site?

City of Buffalo
Buffalo Urban Renewal Agency
Other _____

Is the site in a designated preservation district? Yes No

If yes, please contact the City of Buffalo Preservation Board at (716) 851-4064.

Will the project require lighting, water service or other utility connections? Yes No

If yes, please contact the City of Buffalo Traffic Engineering at (716) 851-5366.

Is the site in a public street, sidewalk or right of way? Yes No

If yes, please contact the City of Buffalo Traffic Engineering at (716) 851-5366.

Is the site in the City of Buffalo parks system? Yes No

If yes, please contact the City of Buffalo Division of Parks at (716) 851-5553.

Is the site in a City of Buffalo building or structure? Yes No

If yes, please contact the City of Buffalo Division of Buildings (716) 851-5850.

All specifications for signage and banner installations are subject to the approval of the applicable City of Buffalo departments, boards and agencies.

If from the Preservation Board, please provide the meeting date of approval. Also, Preservation Board approval may be acquired after the Arts Commission has approved the design.

If approval has been given from the Department of Public Works, Parks and Streets please include signature. Also, DPW approval may be acquired after the Arts Commission has approved the design.

Signature

Title

Telephone

Timetable

1. Timetable for the execution of the project
 - Design finalization _____
 - Execution of the design _____
 - Installation _____
 - Dedication _____
2. An estimate of complete costs associated with the work , be sure to include monies for the ongoing maintenance of the proposed donation (10%) _____
3. Source of funding _____
4. How are the funds being raised ? (grant, donations) _____
5. Is there a deadline for the expenditure of funding? _____ If yes, by when? _____

Banners and Liability Insurance

Liability insurance, in the amount of one million dollars, to hold the City harmless must be filed with the Law Department before a banner can be hung from a City street light standard. The City of Buffalo must be named “additional insured” on the policy.

Memorial Signage

The City of Buffalo Charter empowers the Buffalo Arts Commission to regulate the process of the installation of commemorative objects on City of Buffalo property.

The Buffalo Arts Commission supports the strategic installation of memorial signage to commemorate people, places and events significant to Buffalo’s history and unique identity.

Unless they are of exceptional importance to the City of Buffalo as a whole, the Buffalo Arts Commission will not approve memorial signage for people, places and events before 30 years after.

Along with your application for memorial signage please include:

1. A written statement on the significance of the person, group, organization, place or event to the City of Buffalo.
2. Provide historical evidence of significance to the City of Buffalo via a bibliography citing sources such as books, newspapers articles, medals and citations.

Buffalo Arts Commission Application Checklist

2001 City Hall

Buffalo, New York 14202

716.851.5027

ebarr@city-buffalo.com

The Buffalo Arts Commission has provided this checklist of the following items to ensure that your application will be complete and eligible for review by the Commission. **If there are questions, please contact Emerson Barr at 716.851.5027 or ebarr@city-buffalo.com.**

- Completed all components of the application
- Provided measurements and technical drawings
- Provided a digital photographic representation of the signage at the location
- Contacted all applicable City departments
- Informed the Commission of the time and place of the dedication ceremony