

COMMUNITY INSTALLATION APPLICATION INSTRUCTIONS

Completed Application must be submitted to:
Malvern Borough Administration
1 East First Avenue, Suite 3, Malvern, PA 19355
(Mon-Fri; 9:00AM – 12:00PM, 1:00PM – 5:00PM)

I. POLICY

Malvern Borough Council recognizes the benefit of providing taxpayers and community groups/organizations the use of Borough property to create a shared space that supports municipal purposes of the Borough. Use of borough property for community installations shall require approval by the Borough Council.

Requests for use of Borough property shall be in writing and be submitted to the Borough Administration office. Such use of Borough property shall not interfere with other Borough activities or operations and shall, at all times, be subject to the conveniences, requirements, and activities of the Borough. Borough Council reserves the right to reject any application for any reason. The Borough is not permitted, under the United States and Pennsylvania Constitutions, to allow installations that may promote, endorse or be implied as establishing any religious ideology. This policy does not create any property interest or right to create community installations on Borough property, but provides guidelines for the orderly consideration of projects of community interest.

II. REQUIREMENTS

Purpose: Support community involvement/support in and on Borough premises.

Eligible Applicants: Applications must be made or endorsed by a Borough taxpayer, including residents and/or business owners.

Samples of Eligible Activities: Murals, park improvements, and sculptures. Installations are intended to be permanent.

Funding: The applicant may fund the project on their own or seek funding from the Borough. Regardless, the Borough will retain all ownership and maintenance responsibilities.

Planning Prerequisite: To be eligible for approval and/or funding, the proposed installation must be reasonably related to a purpose or objective identified in the Malvern Borough Comprehensive Plan. Installations must be ADA accessible where applicable. The Borough will require a review in order to ensure compliance with the Accessibility Code where applicable.

Proof of Notification: Applicants are expected to notify surrounding property owners of the proposed activity. Applicants are encouraged to seek input from neighboring property owners

and those constituents that might benefit from or be negatively impacted by the proposed activity. In some cases, the Public Works Committee may require written notice to neighbors or others when reviewing the application.

III. EVALUATION CRITERIA

Applications will be evaluated according to the following factors:

- 1) Degree to which the project relates to the goals and objectives outlined in “Chapter 2 – Planning Policies and Actions” of Malvern Borough’s 2012 Comprehensive Plan.
- 2) Degree to which the project addresses identified community needs.
- 3) Degree to which the project includes coordination and collaboration with the neighborhood and other community development projects in the same neighborhood and is linked to other projects or community efforts outside of the immediate vicinity.
- 4) Extent to which benefits exceed project costs.
- 5) Applicant's capacity and experience in administering a community project in an efficient and timely manner.
- 6) Financial feasibility of the proposed project in terms of effectively estimating activity costs and identifying all cost elements.
- 7) Degree to which the project is in a state of readiness, including historical concerns, site control, zoning, project schedule, etc.
- 8) Inclusion of detailed cost estimates, site plans, property owner notifications, and drawings etc.
- 9) The proposed project does not pose a public safety risk or hazard.

IV. REVIEW PROCESS

1. After an application is deemed by the Borough Manager to be complete, the application will be forwarded to the Public Works Committee of Borough Council, to be taken up in the due course of their Business.
2. The Public Works Committee shall consider input from surrounding property owners and other constituents where appropriate. The Public Works Committee may designate other boards, committees, and/or commissions of the borough to perform preliminary reviews, prior to the application being considered by Borough Council as a whole.
3. Any review by the Public Works Committee or any other designated board, committee, or commission shall conclude with a recommendation of the reviewing body to approve or reject the application as submitted, along with a written rationale for such decision based on the factors described in Section III. Such recommendations and rationales will be sent to Borough Council and the applicant.

4. Once all preliminary reviews by boards, committees, and/or commissions have been completed, Borough Council may take up the application in their ordinary course of business. The applicant will be notified of the meeting date when Borough Council will discuss the application and may render a decision. Borough Council may approve, or table any application as submitted. For any approved application, Borough Council may impose reasonable conditions related to the foregoing factors.
5. The Borough of Malvern shall retain ownership of all completed community installations and will be responsible for all maintenance. Any community installation may be removed at the Borough's discretion.
6. Any and all fees associated with the application will be passed on to the applicant. This may include, but not be limited to, costs for advertising, public notification, and/or professional expenses incurred by the Borough.



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I. APPLICANT INFORMATION

Applicant Name: _____
First Last

Organization Name (if applicable): _____

Contact Information: _____
Business Phone Home or Mobile (Circle)

Email

Mailing Address: _____
Street

City Zip Code

II. PROJECT DETAILS

Estimated Total Project Cost: _____

Requested Borough Funding (if \$0, please specify): _____

Anticipated Start Date: _____ **Estimated Completion Date:** _____

Enter a Brief Title for the Project: _____

Briefly Describe the Proposed Project:

Applicant Initials: _____



Location: (Describe the location of the project area. Include the proposed site address, or the intersection or street names where the installation will reside.)

Proposal Ranking: (If submitting more than one proposal, please complete the following field to rank this proposal compared to the other(s) you are submitting.

Ranks ____ out of ____.

III. STATEMENT OF IMPROVEMENT

Describe the scope of the installation and how it will improve the space used on Borough property.

Describe how the proposed installation relates to the goals and actions outlined in "Chapter 2 – Planning Policies and Actions" of Malvern Borough's 2012 Comprehensive Plan.



IV. TARGET AUDIENCE & NEIGHBORHOOD SERVED

Describe the neighborhood where the proposed installation will occur and identify the neighborhood's need and/or issues for the project.

V. PERSONAL / ORGANIZATIONAL CAPACITY

Describe your personal and/or organization's experience of completing a similar project and what was accomplished.

Describe financial oversight and what fiscal controls will be implemented.

Describe any active/ongoing projects occurring in other municipalities.

VI. SUPPLEMENTARY MATERIALS

Did you remember to include a detailed cost estimate, timeline, site plan(s), certified mail receipts, and drawing(s) etc.?

VII. APPLICANT AGREEMENT

I have received and understand the Borough of Malvern Community Installation Application Policy as it pertains to the process for requesting approval and/or funds and accept responsibility for meeting the requirements stated herein. I acknowledge that Borough Council reserves the right to refuse my application for cause. I further understand that the Borough of Malvern will retain ownership and maintenance responsibilities for any and all community installations.

Applicant Signature: _____

Date: _____