



TYPE 10 PERMITS
MURAL PERMIT APPLICATION CHECKLIST
 (ART IN PUBLIC PLACES)

The materials specified below shall accompany every permit application to install a mural. Failure to provide any item and/or four (4) copies of each item, except as otherwise specified below, may result in refusal to accept an application and/or delay the processing of the permit application. Please DO NOT STAPLE OR BIND any materials. In addition, a CD or Thumb-drive containing each item in PDF, TIF or JPEG format shall be provided upon filing the permit application. The applicant shall be prepared to present all materials to the Public Art Committee.

- ___ Design drawings on 11" x 17" paper
 - a. Color renderings of proposed mural.
 - b. Elevations with representation of the mural in relation to the building or structure's mass.
 - c. Site Plan depicting which elevation(s) of a building or structure will act as the mural surface(s). Such Plan shall not be required to conform to the Technical Requirements Manual but shall accurately identify: perimeter lot boundaries; proposed mural location; existing site improvements (buildings, structures, parking, etc.); adjacent lots and their existing use(s); and any other detail deemed relevant by the applicant.

- ___ Letter of Intent (not to exceed one page) expressing artist and applicant's interest in the mural project with an explanation of how the artist's past work and qualifications demonstrate an ability to successfully implement the mural. Additionally, address how the proposed mural design will positively contribute to community appearance, advance streetscape aesthetics, enhance the architectural features or character of the building/structure, promote local history or culture, and/or enhance the unique identity and/or the sense of place of the proposed mural location.

- ___ Photographs (indicating direction of view)
 - a. Existing building/structure on which the proposed mural would be located or proposed mural location in the case of no existing building/structure.
 - b. Properties surrounding the site of the proposed mural.
 - c. Aerial view of mural site with site address, proposed mural location, adjacent properties and nearest crossroads.

- ___ List of proposed mural materials.

- ___ Detailed description of the method which will be used to securely affix the mural to the mural surface, including any drawings or specifications deemed necessary by the Building Official, or designee.

- ___ Proposed mural maintenance requirements and schedule.

- ___ Proposed timeline for installation and completion of the mural, not to exceed six months from the date of mural approval.

- ___ Artist resume, not to exceed two pages.

- ___ Images of artist's past artwork (on required CD only)
 - a. Images of past work with at least two (2) different completed murals or public art projects. Only submit images of projects that have been realized. At least one project must feature images that demonstrate the artist's ability to create artistic murals in durable materials. Images of proposals, models or computer generated images will not be reviewed.
 - b. Annotated image list including the following information for each image: image number, artist name(s), title of work/project, location of project, materials used, dimensions, and name of commissioning agency or business.

- ___ A notarized letter from the property owner: (Original and 1 copy only)
 - a. authorizing the placement of the mural on the building or structure; and,
 - b. stating that the owner of the property will maintain, repair or remove the mural if deemed necessary, in the event the artist fails to complete the installation of the mural, or due to deterioration or damage to the mural.

- ___ Payment, payable to Palm Beach County Board of County Commissioners

By signing below, I hereby certify that all property owners have full knowledge the property they own is the subject of this application. I hereby certify that all owners and petitioners have been provided a complete copy of all material, attachments and documents submitted to Palm Beach County relating to this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related application material and all attachments become official records of Palm Beach County, Florida, and will not be returned. I understand that any knowingly false, inaccurate or incomplete information provided by me will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I further acknowledge that additional information may be required by Palm Beach County to process this application. I further consent to Palm Beach County to publish, copy or reproduce any copyrighted documents submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

Check one: I am the [] property owner [] petitioner [] agent.

 (Name - type, stamp or print clearly)

 (Signature)

 (Name of Firm, if agent)

 (Address, City, State, Zip)