



CITY OF SAN LUIS
 Department of Planning and Zoning
 P.O. Box 1170 - 1090 E. Union Street
 San Luis, AZ 85349
 (928) 341-8563

For Office Use Only	
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MURAL APPLICATION FORM

Mural painted on exterior building or wall Mural consisting of other materials affixed to exterior building or wall

CASE NO.: _____ **PZ COMMISSION DATE:** _____ **CITY COUNCIL DATE:** _____

APPLICANT INFORMATION	
Name of Applicant or Sponsoring Organization:	Name of Contact Person:
Website:	Email:
Applicant's Mailing Address:	City/State/Zip:

PROPERTY INFORMATION	
Proposed Mural Location (Building or business name):	Property Owner's Name:
Street Address/Intersection:	Property Owner's E-mail
Property Owner's Phone:	Business Owner's Name:
Date to be Installed:	Overall mural height above grade:

ARTIST INFORMATION	
Lead Artist's Name:	Website:
Artist's Mailing Address:	City/State Zip:
Phone:	Email:
Mural dimensions: Height: Width: Total Sq. Ft.:	Names of other participating artists:
Project Start Date:	Proposed Completion Date:

MURAL PERMIT RESPONSIBILITY STATEMENT

Applicant, Artist and Property Owner must agree to comply with the following:

1. Mural completed by an artist with prior experience. Murals should be signed and dated. Painting of the mural shall be supervised by the artist. Community projects must be undertaken under the direction of an experienced artist.
2. Review of mural design and location by the Director of Planning and Zoning.
3. Prior recommendation of mural design, size and location by the Parks and Recreation Department, the Planning and Zoning Commission and approval by the City Council, before work commences.
4. Consultation and approval with local business association, neighbors and neighboring businesses. Planning and Zoning Commission can make recommendations regarding this requirement. Adjacent property owners and neighbors' letters of support must be submitted.
5. Color: consistent with the surrounding area.
6. Size: The Planning and Zoning Commission may recommend restricting the size of the mural to ensure that it blends in with the surrounding area.
7. Materials: durable, graffiti resistant and weather resistant materials.
8. Workmanship: any support/attachments must be approved by the Building Safety Division; work on site must be supervised and approved by artist.
9. Themes: consistent with surrounding area. Consideration will be given to themes that are of artistic expression. Themes such as nature, landscapes, or agriculture are encouraged.
10. Murals shall not serve as an advertisement sign in violation of City Code.
11. Mural permit or approval does not warrant or guarantee that, after installation, the mural will be preserved or remain intact for the expected life span of the mural. If parties want to preserve the mural, it is their responsibility to reach an agreement regarding maintenance, and preservation with the property/building owner. Approval by the San Luis City Council does not constitute an indication or promise of any conservation or restoration funds from the City of San Luis.
12. It is the responsibility of the artist to create and maintain the mural. The City assumes that the mural will be kept in good repair with periodic maintenance to be performed by the owner/artist as needed. By submitting the application both the mural owner and property owner agree that should the mural be defaced and not maintained in good repair, the City has the authority to paint over the mural.
13. If vandalism to the mural occurs, it is the responsibility of the mural owner/artist to remove graffiti within 48 hours (consistent with City-wide ordinances regarding graffiti removal). If the graffiti is not removed and repaired by the owner/artist, the City of San Luis can remove the graffiti vandalism using their standard removal techniques/materials.

CERTIFICATIONS/SIGNATURES

Applicant's or Sponsor's Certification. I certify that the information contained in this application is complete and accurately represents the proposed mural. I have read the responsibility statement and agree to abide by any requirements relating to murals.

Applicants Signature: _____ **Date:** _____

Artist's Certification. I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge and accurately represents the proposed mural. I have read the responsibility statement and agree to abide by any requirements relating to murals.

Artist's Signature: _____ **Date:** _____

Property Owner's Certification. I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge and accurately represents the proposed mural. I consent to inspections, photographing and placement of signs on the subject property by City Staff for purposes of consideration of this application and/or presentation to the approving body. Further, I understand that this application, including all attachments become part of the Official Records of the City of San Luis, Arizona, and are not returnable.

Property Owner's Signature: _____ **Date:** _____

MURAL PERMIT SUBMITTAL CHECKLIST

The following list includes all of the items you must submit for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please ask the Planning and Zoning Staff. A copy of this list will be used to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you with additional requirements noted.

- Completed application form;
- Copies of a color sketch to include full and accurate summary of the dimensions, weight or other physical characteristics of the proposed mural drawn to scale in 8 ½" x 11" format;
- Copies of the elevation of the building noting the location and dimension of the mural in 8 ½" x 11" format. Information as to existing texture and material of the building may also be required;
- A written description of the proposed mural, the artistic purpose of the mural, including subject matter; type of paint and sealer to be used; and expected life span for the mural;
- A written plan for routine maintenance prepared in coordination with the building owner for proper long-term care of the artwork. The plan must address graffiti removal, maintenance of peeling/flaking paint, fading, etc.;
- A description of costs associated with recurring maintenance costs;
- A description of the process to be used to create the mural. For example, will children be involved in the design process working with a professional artist?;
- Photographs of the building on which the mural is proposed;
- Artist's credentials, including photos of previous works, and references;
- Other information the Planning and Zoning Director may reasonably require to secure compliance with applicable regulations and design guidelines.

Staff will review the application to verify that all required information has been submitted. Staff will contact the applicant with a list of any deficiencies which must be corrected prior to consideration by the decision-making body.

FOR OFFICE USE ONLY

DATE SUBMITTED:

CHECKED BY AND DATE: