



## City of Jackson Mural Application Process

Thank you for your interest in creating a mural within the City of Jackson city limits. There are six steps to the application process.

**Step 1:** Define your mural project is it Public or Private

Public Mural is a mural created on City Property.

Private Mural is a mural created on private property such as a business or corporation privately owned property.

After you've defined your mural project:

**Step 2:** Fill out both the Jackson Planning Commission Signage Application (attached) and Jackson Public Arts Commission's Mural Application (Page 3-4 of this document) and submit both to:

Adam East  
Planner – Zoning Enforcement Officer  
Department of Neighborhood & Economic Operations  
161 W. Michigan Ave, Jackson, MI 49201  
or email: aeast@cityofjackson.org

Once received a project mural file will be created.

❖ Please note that if your mural contains words or advertising of any kind within it's design it will be considered "signage" not a "mural"

**Step 3:** Your Jackson Public Arts Commission Mural Application will be forward within 2-3 days of receipt to the JPAC Chair Stacy Harrison and Co-Chair Kim Curtis for placement on JPAC's next schedule meeting for recommendation.

Applications must be received 7 -10 business days prior to meeting date to be placed on the JPAC's agenda.

JPAC meets the 3<sup>rd</sup> Tuesday of each month at 5:30 p.m. on the 10<sup>th</sup> Floor of City Hall, 161 W. Michigan Ave. You are required to attend the meeting with the artist.

JPAC may recommend or request more information regarding the mural project.

## City of Jackson Mural Application

Prior to the JPAC meeting a commissioner may be in contact regarding any questions they may have after review of your application.

**Step 4:** JPAC will forward their recommendation to the Jackson Planning Commission.

**Step 5:** The Planning Commission will review both the JPAC recommendation and the City of Jackson Signage Application. The Planning Commission may approve, not approve or request more information.

The Planning Commission meets the 1st Wednesday of every month at 6:00 p.m. on the 2<sup>nd</sup> Floor of City Hall, 161 W. Michigan Ave. Applications submitted for review must be submitted 7-10 days prior to the Planning Commission meeting.

- If your application is for a Private Mural and is approved by the Planning Commission, you will be notified via letter. Congratulations! You're done with the application process. \*

The Planning Commission will notify JPAC of your approval.

- If your application is for a Public Mural and is approved by the Planning Commission, your approved application packet will be forward to the Jackson Public Arts Commission. JPAC will forward the application packet to the City Manager for placement on the next City Council Meeting.

**Step 6:** Public Mural Application – City Council Approval

JPAC will submit your approved application packet to the City Council for placement on their next City Council meeting Agenda Consent Calendar.

Jackson City Council meets every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 6:30 p.m. on the 2<sup>nd</sup> Floor of City Hall, 161 W. Michigan Ave. in Council Chambers. You are encouraged to attend.

Once approved by City Council – Congratulations you're done!\*

If your mural project requires oversight by the Jackson Public Arts Commission a assigned project JPAC commissioner will be in touch to schedule a follow up meeting with you.

***\*Jackson Public Arts Commission and Planning Commission Approvals have a 1 year permit to complete project.***

Ownership and maintenance:

All art acquired pursuant to this chapter shall be the sole property of the City of Jackson unless an alternative arrangement is recommended by the Jackson Public Arts Commission and approved by City Council. Maintenance and insurance costs shall be the responsibility of those persons who have created the art or offered it for display, and all necessary permits or licensing shall be secured before installation.



## Jackson Public Arts Commission Mural Application

Please print or type. Fill out completely.

### APPLICANT INFORMATION

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ - \_\_\_\_\_

Tax ID Number(if applicable): \_\_\_\_\_

### MURAL INFORMATION

Proposed Location of Mural: (Circle one)      Public      Private      Lease

Proposed Dates of Installation: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address of Proposed Location: \_\_\_\_\_

Building Owner: \_\_\_\_\_

Is the building located in a historic district?      Yes      No

Does the building have any historic significance?      Yes      No

What year was the building built? \_\_\_\_\_

Where will the mural be placed on the building?  
\_\_\_\_\_

Size of Mural:    Width: \_\_\_\_\_      Length: \_\_\_\_\_

What types of medium/materials/paint will be used:  
\_\_\_\_\_

Will the mural be? (Circle one)

Painted directly on the building

Mural canvas attached to building

City of Jackson Mural Application

If a mural canvas will be attached to building, please describe in detail how the mural canvas will be attached.

Will the mural canvas be? (Circle one) vinyl cloth other

If directly painted directly on building, what type of surface is the building?

\_\_\_\_\_

What type of maintenance will the mural require? (Please provide brief description)

\_\_\_\_\_

Would the mural require maintenance in:

3-5 years

5-10 years

15+ years

**ARTIST INFORMATION**

Title of Work: \_\_\_\_\_

Artist Name: \_\_\_\_\_

Artist Website: \_\_\_\_\_

Is the mural?

Pre-Designed

Free Form

Pre-designed required attachments:

\_\_\_\_\_ Illustrative and/or construction drawings or proposed mural include dimensions on drawing.

\_\_\_\_\_ Artist resume including images of other works and their locations

Free Form required attachments:

\_\_\_\_\_ 3-4 Images of previous work that is representative of what the proposed mural may look like.

\_\_\_\_\_ Artist resume including images of other works and their locations

**FUNDING OF MURAL APPLICATION**

Mural Project Projected Cost: \_\_\_\_\_

Is the proposed mural? (Circle one)

Completely Self-Funded

Partially Funded

Needs Funding

If completely funded, who is the funding source(s)? \_\_\_\_\_

If partially funded, who are the funders so far? \_\_\_\_\_

How do you plan on obtaining the remaining funds need? \_\_\_\_\_

\_\_\_\_\_

City of Jackson Mural Application

If funds are needed, how to you plan on obtaining funds? \_\_\_\_\_  
\_\_\_\_\_

Submitted by:

\_\_\_\_\_ Title: \_\_\_\_\_

Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

**Criteria of Recommendation**

Applications for the installation of public art will be evaluated based on the seven criteria listed below. It is understood that some criteria will have more relevance than others depending on the proposed art work. This will be taken into account and the criteria weighted accordingly. Incomplete applications will not be considered.

- Artistic merit and quality: as substantiated by an artist’s past history of exhibitions or sales, awards or other recognition, or an outstanding first work, as well as the inherent quality in terms of timelessness of vision, design, aesthetics and excellence;
- Intent of the artist: concerning the meaning and proposed or desired effect of the work as Public Art upon the viewing public, as rationalized and elaborated upon in the project description;
- Significance: creating a sense of excitement in public spaces and presenting fresh ways of seeing the community and city reflected;
- Representation of styles and tastes within the public art collection: acknowledging existing works in the public art collection and striving for diversity of style, scale and media;
- Safety and durability: including the ability of the artwork to withstand weather conditions, as well as structural and surface integrity;
- Unrestricted public viewing: primarily the opportunity for public access, but also suitability for public participation, social and political attitudes, and functional considerations; and
- Installation and maintenance of the work: from practicality of fabrication and transport, to installation

Please submit the JPAC application along with the City Signage Application to:

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Planner – Zoning Enforcement Officer  
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