



## City of Jackson Art Installation 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 art installation project is it Public or Private

Public Art is a piece created for installation on City Property.

Private Art is a piece created on private property such as a business or corporation privately owned property.

After you've defined your art project:

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

Chris Atkin  
Planner – Zoning Enforcement Officer  
Department of Neighborhood & Economic Operations  
161 W. Michigan Ave, Jackson, MI 49201  
or email: [Catkin@CityofJackson.org](mailto:Catkin@CityofJackson.org)

Once received a project art installation file will be created and application will be sent to Jackson Public Arts Commission and other appropriate commissions for approval and or recommendation.

- ❖ Please note that if your art piece contains words or advertising of any kind within its design it will be considered "signage."
- ❖ Please note that your art installation project may need the approval of the City of Jackson's Engineering Department before the application can be approved and or recommended.
- ❖ Please note the City of Jackson Parks and Recreation Board/Commission will need to approve and or recommend any art installation proposed for a City Park or the Martin Luther King Center before this application can be approved. Meeting held quarterly the third Wednesday of February, May, August and November.

**Step 3:** Your Jackson Public Arts Commission Art Installation Application will be forward within 2-3 days of receipt to the JPAC Chair and City Liaison, Kelli Hoover, for placement on JPAC's next schedule meeting for recommendation.

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

JPAC meets quarterly the third Tuesday of May, August, October and January at 5:30 p.m. on the 10<sup>th</sup> Floor of City Hall, 161 W. Michigan Ave. You are encouraged to attend the meeting.

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JPAC may recommend or request more information regarding the art installation project.

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 Art Installation Application as well as any other approval, recommendations or reports. 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 Art Installation and is approved by the Planning Commission, you will be notified via email. Congratulations! You're done with the application process.

The Planning Commission will notify JPAC of your approval.

- If your application is for a Public Art Installation and is approved by the Planning Commission, your approved application packet will be forward to the Jackson Public Arts Commission (via Kelli Hoover, City of Jackson Liaison) for placement on the next City Council Meeting.

**Step 6:** Public Art Installation 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 art installation 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.*

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, unless otherwise agreed upon.



## Jackson Public Arts Commission Art Installation Application

Please print or type. Fill out completely.

### APPLICANT INFORMATION

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

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

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

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

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

### ART INSTALLATION INFORMATION

Proposed Location of the Art Installation: (Circle one)                      Public                      Private

Medium of Art Installation:      Mural                      Sculpture                      Other (please describe): \_\_\_\_\_

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

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

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

#### Mural Project Please Fill Out:

If a public, is the building designated as an historical site?                      Yes                      No                      Unknown

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

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

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

City of Jackson Art Installation Application

Will the mural be? (Circle one)

Painted directly on the building

Mural canvas attached to building

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

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

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**For Sculpture Please Fill Out:**

If a public, is the property and or building designated as an historical site?    Yes    No    Unknown

Where will the sculpture be placed on the property?

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Specifications of the Sculpture: Width: \_\_\_\_\_ Length: \_\_\_\_\_

Depth: \_\_\_\_\_ Estimated weight: \_\_\_\_\_

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

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Will the sculpture be? (Circle one)

Attached directly on the building                      Anchored to a base

How will the sculpture be attached to the building or anchored to a base?

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Will the sculpture required lighting?                      Yes                      No

Will the sculpture require water?                      Yes                      No

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

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

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**For Other Please Fill Out:**

If a public, is the property and or building designated as an historical site?    Yes    No    Unknown

Where will your art installation be placed on the property?

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What are the specifications of our art installation? \_\_\_\_\_

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

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Will the art installation be? (Circle one)

Attached directly on the building      Anchored to a base      Free Standing

How will the art installation be attached to the building or anchored to a base?

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Will the art installation required lighting?                      Yes                      No

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

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

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**Please share any additional information about either Mural, Sculpture or Other here (or attach)**

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City of Jackson Art Installation Application

**ARTIST INFORMATION**

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

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

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

Is your art installation:                      Pre-Designed    Free Form

Pre-designed required attachments:

\_\_\_\_\_ Illustrative and/or construction drawings of proposed art installation 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 art installation may look like.

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

**FUNDING OF ART INSTALLATION APPLICATION**

Mural/Sculpture/Other Project Projected Cost: \_\_\_\_\_

Is the proposed art installation project? (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? \_\_\_\_\_

\_\_\_\_\_

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

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

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

## City of Jackson Art Installation Application

### 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 (Mural: Along with the City Signage Application) to:

Chris Atkin  
Planner – Zoning Enforcement Officer  
Department of Neighborhood & Economic Operations  
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or email: [Catkin@CityofJackson.org](mailto:Catkin@CityofJackson.org)