



CITY OF MELBOURNE
MURAL APPLICATION FOR ARCHITECTURAL REVIEW

The Community Development Department will accept this MURAL application when it is submitted along with all required documents and is determined to be legible and complete. The application will be reviewed by staff and placed on the next available Historic and Architectural Review Board (HARB) agenda for a determination. See the 2018 schedule to the below.

Issuance of a Certificate of Architectural Appropriateness (CoAA) indicates approval of the requested mural design ONLY. It is the responsibility of the applicant to ensure that the proper sign permits are obtained prior to commencement of the mural on the subject property. The finished mural must match the rendering attached to the CoAA or the permit may be denied, requiring re-consideration and possible denial by the HARB.

One mural per building is permitted citywide in non-residential zoning districts only. Single-family and two-family structures are not permitted a mural. Text, lettering or logo on a mural shall not exceed ten percent of the mural, or 200 square feet, whichever is less. Murals shall not exceed 100 percent of the size of one wall.

Submittal Requirements:

- Completed Application
- Ten (10) color copies of all attachments to be distributed to the HARB and City staff. The final package should provide a clear understanding of the present conditions and proposed mural.
 - Photograph of the present conditions of the wall where mural is proposed to be located.
 - Accurate rendering of the proposed mural, as exact as possible. Superimposing the rendering on a photograph of the wall is encouraged. Some artistic latitude will be allowed to accommodate existing site conditions. The rendering shall be in the same aspect ratio as the wall on which the mural is proposed.
 - Examples of the artist's past work, especially other murals. Either submit paper copies of the work or a link to a website where his or her work can be viewed.

HARB Meetings	Mural Application Deadline	Meeting Date
Regularly scheduled meetings are held on the third Wednesday of each month at 6:00 pm in the Council Chamber, located on the 1 st floor of City Hall. Dates are subject to rescheduling due to special circumstances. Submit applications by 5:00 pm on the application deadline to ensure the item makes the agenda package.	JANUARY 2, 2018	JANUARY 17, 2018
	FEBRUARY 5, 2018	FEBRUARY 21, 2018
	MARCH 5, 2018	MARCH 21, 2018
	APRIL 2, 2018	APRIL 18, 2018
	April 30, 2018	MAY 16, 2018
	JUNE 4, 2018	JUNE 20, 2018
	JULY 2, 2018	JULY 18, 2018
	JULY 30, 2018	AUGUST 15, 2018
	SEPTEMBER 3, 2018	SEPTEMBER 19, 2018
	OCTOBER 1, 2018	OCTOBER 17, 2018
	NOVEMBER 5, 2018	NOVEMBER 21, 2018
	DECEMBER 3, 2018	DECEMBER 19, 2018

HARB's Mural Guidelines:

- The proposed mural shall be an original work of art.
- The materials used may be, but are not limited to, paint and other artistic mediums such as tile or mosaic, and low-relief sculpture.
- The mural shall be appropriate visual imagery for all audiences.
- The mural shall be designed and constructed under the supervision of a qualified artist/muralist or other qualified professional who has sufficient knowledge and experience in the design and execution of such projects, as evidenced by examples of previous art projects.
- The mural must exhibit exceptional design, content, material, and application standards, while incorporating high-quality materials that will enhance the overall development and appearance of the site.
- The mural shall be an appropriate design for the view and vantage points of the mural's intended audience.
- All materials must be appropriate for its outdoor location and climate, with special considerations for longevity and if possible, graffiti-resistant.
- Murals shall not be applied to a surface such as a vinyl or other non-permanent material.

Submit completed applications to the Community Development Department, located on the 3rd floor of City Hall, 900 E. Strawbridge Avenue. Contact Sandy Ramseth, AICP, Planner, with questions at (321) 608-7500 or via email at community.development@mlbfl.org.



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FOR OFFICE USE ONLY:		A-2018-
Mural Project: _____	Date Received: _____	

1. **This Historic and Architectural Review Board request is for MURALS ONLY.**

Briefly describe the proposed mural: _____

Identify the mural artist and describe his or her background and experience (attach additional sheets if necessary):

2. Subject Property Information

Business or Building Name: _____

Site Address: _____

3. Applicant or Representative Contact Information

The applicant or representative must be present at the Historic and Architectural Review Board meeting and have the authority to present changes or accept alternative designs. The Certificate of Architectural Appropriateness will be mailed to this person.

Name: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

4. Property Owner Contact Information

Owner Name: _____

Contact Person (if owned by corporation): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

5. Applicant Signature (initial each line and sign the bottom)

_____ I verify that I have permission from the property owner and/or business owner to create a MURAL on one wall of the subject building.

_____ I understand that a Certificate of Architectural Appropriateness indicates approval of the EXACT mural design of the above request. I understand that mural permits will not be issued until a Certificate of Architectural Appropriateness is obtained.

_____ **I understand it is my responsibility to ensure that sign permits are obtained prior to commencing the mural on the subject property.**

_____ **I understand that the finished mural must match the rendering attached to the CoAA or the permit may be denied, requiring re-consideration and possible denial by the HARB.**

_____ I have read and agree to the City of Melbourne mural guidelines.

_____ I have read this application and understand the process and my responsibilities.

Applicant Signature

Date