

Mural Design Guidelines

Thank you for your interest in wanting to create a mural for the City of San José. In order to effectively implement a successful mural program, which will ensure consistency and aesthetic value in the community, it is important that applicants adhere to the following guidelines, which will ensure the best possible results. The application process and guidelines that follow are intended to provide mural applicants with a reasonable process that will safeguard the interests of the community. The following information is to assist you in your preparations.

To make an appointment for mural review or for further information, please contact the City of San José Public Art Program at (408) 793-4344.

Murals intended to go on City property are under Public Art Committee jurisdiction. The City of San José Public Art Committee must review and approve all:

- Murals to be placed upon city owned property, which includes utility boxes, parks, community centers, etc.

If you are unsure if the location is City-owned, please contact us.

Mural Design Approval Process

If your mural is to be placed on city owned property, you must obtain approval from the appropriate city department to proceed with the project prior to submitting a proposal to the Public Art Committee. The Public Art Committee will not review a proposal without the appropriate written approvals from the impacted city department.

Mural proposals are initially reviewed by appointment with a Public Art Program staff member. The lead artist and the project coordinator must attend this meeting. The Public Art Program staff member will present the proposed mural design to the Public Art Committee. The Public Art Committee convenes bi-monthly on the 2nd Tuesday of the specific month in City Hall Wing Room 119.

Requirements for staff recommendation for approval are listed below. Mural applicants are welcome to attend the Public Art Committee meetings, however, attendance is not required.

Mural Definition: Any large-scale two dimensional or bas-relief artwork, painting or mosaic, applied directly to an exterior or interior wall or ceiling.

Content

It is recommended that mural proposals not include designs that would be considered inappropriate and/or indecent by community standards or contain political, religious, gang or advertising messages.

Appeals

In the event that the applicant fails to receive Public Art Committee approval for submitted mural design, he or she may appeal this decision to the City's Public Art Program.

Timeframe

In determining the timeframe for the approval process, artists should allow sufficient time for the mural proposal to be reviewed a second time by the staff in the event a recommendation is made for a design revision. Therefore, requests for approval must be received no later than 90 days prior to actual implementation of design. Please note that approval of mural design does not constitute acceptance into the Public Art Collection, unless specifically commissioned by or acquired by the City of San José. The City of San José Public Art Committee does not take responsibility for maintenance and/or preservation of designs.

Requirements for Mural Design Approval

Public Art Program staff will review mural proposals to ensure design integrity, and to determine that the Lead Artist has organized and synthesized images into a coherent, professional statement appropriate to the setting and architecture. Approval is contingent upon fulfillment of the following criteria:

- Completed [Mural Design Information Form](#) including written description of proposed design, site, wall preparation, materials, and processes to be used (including anti-graffiti treatment), individual/groups involved in the mural design, and/or preparation, and parties responsible for subsequent maintenance and a separate maintenance plan.
- Lead artist's qualifications and examples of previous work.
- Funding source identified for the project.
- Evidence of community support for the project, e.g. letters of support from neighborhood associations, neighborhood petitions, etc.
- Written permission to proceed with the project, including any additional requirements, from the city department with authority over the proposed site.
- For all murals to be placed on city owned property, a Right of Entry agreement will need to be signed by the Lead Artist with the city. The Right of Entry agreement requires the Lead Artist to carry General Liability Insurance while onsite performing the work. It also requires the Lead Artist waive any rights pertaining to the California Art Preservation Act ("CAPA") and Visual Artists Rights Act ("VARA") which deals with preservation and removal of artworks.
- Color scale rendering (no larger than 8-1/2" x 14") of proposed design, including any text.
- Photographs of the proposed site and physical surroundings.
- Timeline for completing the project.
- Documentation of finished work. Photographic documentation of completed projects is required for our records.

PLEASE NOTE: Once the Public Art Committee has approved the proposed mural design, the artist may not make additional changes to the design without returning to Public Art Committee for approval of the changes prior to implementation of the mural.

Mural Design Information Form

LEAD ARTIST

ADDRESS

CITY

STATE ZIP CODE

EMAIL/ PHONE

PROJECT
COORDINATOR

ADDRESS

CITY

STATE ZIP CODE

EMAIL/ PHONE

SPONSORING
ORGANIZATION

ADDRESS

CITY

STATE ZIP CODE

EMAIL /PHONE

FUNDING SOURCES

PROPOSED SITE

(address, cross
street)

MURAL TITLE

DIMENSIONS

ESTIMATED

SCHEDULE (start and
completion dates)

1. Proposal (describe
proposed design,
site
and theme. Attach a
separate document
if
needed).

2. Materials and
processes to be
used for wall
preparation,
mural creation and
anti-graffiti
treatment.

3. List individuals and groups involved in the mural design, preparation and implementation.



Attach the following documents to this form:

1. Lead artist's resume/qualifications and examples of previous work
2. Three (3) letters of community support
3. Letter or resolution approving proposal from city department or;
4. Signed Right of Entry Agreement;
5. Maintenance Plan (including parties responsible for maintenance)
6. Color image of design
7. One image of the proposed site and indicate mural dimensions