

City of Ventura

Public Art Mural - Application Packet



Thank you for your interest in creating a public art mural in the City of Ventura. The mural design guidelines and approval process were established in accordance with the City's municipal code and policies. If you have any questions after reviewing this resource, please contact the Community Partnerships Division at 805-658-4720.

Murals that Require City Approval before being Installed:

- Murals to be placed on privately-owned property (buildings & structures) if visible via the public right-of-way such as from a sidewalk, footpath, or street.
 - Murals placed inside privately-owned property do not require City approval.
- Murals to be placed on or inside City-owned property (buildings & structures).
- Murals to be placed in Historic Districts or on Historic Landmarks.
- Murals containing signage elements.

For more information about the City's sign requirements, historic districts, and historic landmarks, contact the Planning Division in the Community Development Department at 805-654-7725.

Mural Application, Review, and Approval Process:

1. Complete your public art mural application packet then hand-deliver or email it to the Parks & Recreation Department at City Hall.
 - a. Once received, staff will contact you within 5 business days to schedule an application review meeting.
2. Attend your scheduled application review meeting.
 - a. Staff will meet with you about your application. If it meets eligibility requirements, it will move to the Arts & Culture Commission mural design rendering review.
3. Attend the Arts & Culture Commission meeting where your mural design rendering will be reviewed.
 - a. Be prepared to share a few words and answer Commissioner questions.
 - b. The Commission will review your design rendering to verify design integrity and that the lead artist has organized and synthesized all images into a coherent, professional statement appropriate to the setting. The Commission will either deny the design rendering or recommend it "as is" or "with conditions".
4. If the design rendering is recommended by the Commission, staff will forward your application to the Community Development Director, or designee, to issue a Director's Permit. Once issued, you will be notified that your mural application has been approved.
5. If your design rendering is not recommended by the Commission, you may submit an appeal to the Community Development Director, or designee. Please note: the appeal process is separate from the public art mural application and involves a separate application fee.
6. Once your mural is completed, email a photo of your mural (jpg 300-600 dpi) for documentation and inclusion in the City's mural program guide.

Submit Completed Application Packet by Email or In-Person to:

Kathryn Dippong Lawson, Recreation Supervisor
501 Poli Street, Room 226
Ventura, CA 93001
kdippong@cityofventura.ca.gov

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Mural Design Standards

The following is a list of mural design standards contained in the City’s municipal code:

1. Murals must adhere to all City of Ventura requirements, laws, and ordinances.
2. Mural designs should preserve and enhance the unique character and visual appearance of the city.
3. Murals shall only be located on unfenestrated wall areas.
4. Materials used in murals should be durable such as wood, ceramic, metal, or paint.
5. Murals must be coated with a graffiti-resistant coating.
6. Murals should be illuminated by external illumination only.
7. Murals shall not consist of, or contain, electrical or mechanical components or changing images.
8. Murals shall project no more than one foot from the façade of the building.

Public Art Mural - Application Packet Check List (required)

The following materials must be submitted for your mural application to be considered complete:

- _____ Public Art Mural Application (General Information Form)
- _____ Planning Application (Community Development Form)
- _____ Timeline for completing the mural project
- _____ Anti-graffiti brand and product name that will be used to protect the mural
- _____ \$25 non-refundable application fee (make payable to "City of Ventura")
- _____ Digital color rendering of proposed mural design (jpg 300-600 dpi)
- _____ Photographs of proposed mural site & physical surroundings (jpg 300-600 dpi)
- _____ Lead Artist’s qualifications and examples of previous work; CV preferred
- _____ Evidence of community support (template provided)
- _____ Written permission from property owner to precede with mural project and acknowledgement of the California Art Preservation Act (CAPA) & Visual Artists Rights Act (VARA) relating to the preservation and removal of artworks (certification form provided)
- _____ Parties responsible for mural maintenance & repair (certification form provided)
- _____ Completed application packet check list

Important: Incomplete application packets or poor-quality graphics will not be eligible for review and approval.

Applicant Name (print): _____ Applicant Signature: _____ Date: _____

Staff Use Only

Date Application Received:	Received By:	REVIEWED By:	ACC Review Date:	Submitted to CDD for Review:	Final Application Status:

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Public Art Mural Application – General Information Form (required)

Please complete the following information.

Applicant Name: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip Code: _____

Proposed Mural Location - Address: _____

Cross Street: _____

Mural Dimensions (height & width): _____

Lead Artist's Name: _____ Artist's Phone: _____

Property Owner's Name: _____ Property Owner's Phone: _____

You may attach a separate document, if needed, to answer the following questions:

1. Describe the proposed mural design.

2. Share the proposed materials and process that will be used to create the mural.

3. Share the names of other individuals or organizations involved in the preparation, design, and/or implementation of the proposed mural.

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Waiver & Certification Form (required)

Waiver & Release of Liability:

By signing this application, I agree to release the City of San Buenaventura, its officials, its employees, and volunteers ("City") from and against any claim arising from my participation in the City's Public Art mural program. I agree to indemnify and hold the City harmless from and against any claims in law or equity, from any loss or damage to property or bodily injury to person as a result of my participation and/or display of artwork, whether caused by passive negligence or otherwise. I will pay all costs incidental to any claim, including, without limitation, attorneys' fees. I grant permission for the City of Ventura to use an image of me or my artwork, filmed, videotaped, or reproduced to promote its services and programs. I agree that the information in this application is correct. I further agree that this agreement is intended to be as broad and inclusive as is permitted by the law of the State of California.

Applicant Name (print): _____ Signature: _____ Date: _____

Artist Name (print): _____ Signature: _____ Date: _____

Property Owner Name (print): _____ Signature: _____ Date: _____

Applicant Certification:

I, as the Public Art Mural Applicant, certify that the information and materials provided for the Public Art mural application are correct and true to the best of my knowledge, and I have read, understand, and will abide by the Public Art mural standards and all requirements, laws, or ordinances of the City of San Buenaventura.

Please specify relationship to project (artist, property owner, funder): _____

Applicant Name (print): _____ Signature: _____ Date: _____

Property Owner Certification:

I certify that I am the owner of the project property. I further certify that I have read, understand, and will abide by the Public Art mural standards and all requirements, laws, or ordinances of the City of San Buenaventura; that I have read, understand, and will abide by the California Art Preservation Act (CAPA) and Visual Artists Rights Act (VARA) relating to the preservation and removal of artworks; and I give permission for the placement of the mural as presented in the Public Art mural application.

Property Owner Name (print): _____ Signature: _____ Date: _____

Confirmation of Maintenance Responsibility:

I agree to maintain and repair the mural presented in this Public Art mural application to ensure it maintains its integrity. I further certify that I understand that I am required to place anti-graffiti coating on the completed mural as a cost-effective way to abate graffiti and vandalism.

Please specify relationship to project (artist, property owner, funder): _____

Name (print): _____ Signature: _____ Date: _____

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Community Notification & Support Form (required)

Proposed Mural Location: _____

I certify that I have been notified of the proposed mural, shown an image of the mural design, and given the opportunity to provide input and share any concerns. I also certify that I live, own property, or operate a business in the neighborhood where this mural is being proposed.

Name (please print)	Signature	Home, Business, or Property-Ownership Address	I SUPPORT this mural	I DO NOT SUPPORT this mural