

Application to Planning Commission

City of Thief River Falls
Public Works Department
405 3rd Street East – P.O. Box 528
Thief River Falls, MN 56701
218-681-8506

Artist-Initiated Public Art in the City of Thief River Falls

MURAL PROPOSAL APPLICATION

Murals help make communities more dynamic and creative, engage people, and stimulate dialogue and exchange of ideas. They improve the visual quality, design, and experience of spaces, and foster connection between artists and communities. To ensure artistic merit and quality, and to determine that a mural is appropriate to its site, architecture, and social context, the City of Thief River Falls requires that any artwork, including murals, proposed for property owned by the City, under the jurisdiction of the City, or both, be approved by the Thief River Falls Planning Commission and City Council.

ARTIST DATA

Date Submitted: _____
Title of Project: _____
Applicant Name: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
Phone (day): _____
Phone (evening): _____
Email Address: _____

MURAL LOCATION DATA

Proposed Site Address or Location: _____
Building or Site Name: _____
Property Owner Contact Information: _____
Permission of Owner: _____

MURAL PROPOSAL AND MATERIALS

1. Describe the concept, composition, and purpose of the proposed mural: _____

2. Describe mural's relevance to its location and the community that will be impacted by it: _____

3. From what intersections/viewpoints can pedestrians and vehicles see the mural? _____

4. What is the composition and condition of the wall the mural is to be placed on and how will you prepare the wall appropriately? _____

5. What are the mural's dimensions? _____
6. List the product names of the paint and other materials you plan to use. _____

7. How will you plan for mitigating the possibility of graffiti/vandalism? (Design, UV/graffiti coat etc.) _____

8. Project timeline: _____

(If you need more space, additional pages may be added.)

MURAL FEASIBILITY

1. Describe the artist's experience creating murals: _____

2. Describe your funding strategy for the mural project: _____

COMMUNITY SUPPORT

1. Describe the public outreach that has been done to date (meetings with the neighborhood association, business community, surrounding neighbors etc.) _____

2. Is there a sponsoring organization for this mural project? If so, please provide their contact info: _____

3. Attach Letters of support from sponsoring organizations and/or neighbors.

EXPENSES	
Artist Fees	\$
Assistant Fees	\$
Supplies/Materials	\$
Insurance	\$
Wall Preparation	\$
Scaffolding/Ladders/Lifts	\$
Publicity/Promotion	\$
Fundraising Expenses	\$
Other Expenses	\$
TOTAL EXPENSES	\$

INCOME (Funds raised or donated by sponsors)	
Foundation	\$
Business	\$
Individual	\$

Fundraisers	\$
Other	\$
TOTAL INCOME	\$

IN-KIND INCOME (volunteer time/donation of materials)	
Artist Fees	\$
Assistant Fees	\$
Supplies/Materials	\$
Wall Preparation	\$
Publicity/Promotion	\$
Fundraising Expenses	\$
Other In-Kind	\$
TOTAL IN-KIND	\$

PROJECT BUDGET

Total Project Expenses: \$ _____

Total Project Income: \$ _____

Total Project In-Kind: \$ _____

Total Project Budget: \$ _____

ATTACHMENTS

1. Images of the mural design
2. Resumes of participating artists
3. Letter of support from neighborhood
4. Images of past art
5. Photos of proposed mural location

GUIDELINES

1. Complete the Application Form and return to City Hall
2. Meet with the Thief River Falls Planning Commission to informally discuss your project
3. Provide all required supplementary materials
4. Review by Northwest Minnesota Arts Council
5. Review by Planning Commission. (approve, approve with conditions, or deny)
recommendation will be forwarded to City Council for final decision

REVIEW CRITERIA

1. **Scale and Design:** Appropriateness of scale and design to the wall and surrounding area
2. **Context:** Relevance to the site and community
3. **Community Support:** General support/users, surrounding neighborhood
4. **Feasibility:** Ability to complete the mural on time and within budget
5. **Media:** Appropriate media to ensure the mural's longevity and durability
6. **Permission:** Signed Permission from building owner
7. **Public Accessibility, safety, and lighting:** Plan to comply with City codes for safety, accessibility, and lighting
8. **Advertising:** Any advertising will require a sign permit and an additional application
9. **Professional Review:** Comments by Northwest Minnesota Arts Council

Review *(For office use only)*

Date of Publication	Date on Planning Commission Agenda
---------------------	------------------------------------

Action Taken by Commission:

Action Taken by City Council:

City Council Resolution / Ordinance Number

Fee Paid