

Public Art

Instructions and Guidelines



For reasonable accommodations or alternative formats please contact Talia Moorman (info on the next page). People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. Para ayuda, llame al 311. Rau kev pab, hu 311. Hadii aad caawimaad u baahantahay, wac 311.

Public art approval process

This document shares the steps for getting permission to put public art on city property. Please read these instructions in full before applying. This document and more tools are also on the city's website.

We are here to help!

Contact: Talia Moorman

Department of Arts & Cultural Affairs

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612-673-2147

Cover page artists:

Top Mural: Melodee Strong

Bottom Mural: Natalie Shuglio

Special thanks to these organizations for their vision and images of past projects:

Articulture

Arts on Chicago

Clean Energy Partnership

Corcoran Neighborhood Organization

City of Minneapolis

Downtown Minneapolis Neighborhood Association

Juxtaposition Arts

Holland Neighborhood Improvement Association

Little Earth of United Tribes

Longfellow Community Council

Lyndale Neighborhood Association

Midtown Greenway Coalition

Midtown Phillips Neighborhood Association

Minneapolis College of Art and Design

Native American Community Development Institute

Powderhorn Park Neighborhood Association

NE Sculpture

Seward Neighborhood Group

Southeast Como Improvement Association

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About

Purpose

Art can make public spaces beautiful and more welcoming. Public art projects help connect local artists, neighbors, and community groups together. The City has an approval process for putting art on city property. This process provides groups with a way to place temporary art in their communities.

Objectives

- Support projects to improve public spaces.
- Encourage community-led projects that have strong neighborhood support.
- Help groups learn how to plan and manage public art projects.
- Involve, support, respect, and encourage artists.
- Make sure projects are realistic and safe, and follow city and state rules.

Definition of public art

Public art is publicly accessible original art that enriches the city and evokes meaning. It may include permanent visual art, performances, installations, events and other temporary works. Public art should consider the site, its context and audience. Public art may possess functional as well as aesthetic qualities; it may be integrated into the site or be a discrete work. (Section 1.1, Adopted City of Minneapolis Public Art Policies.)



Artist: Forrest Wozniak

About

City of Minneapolis public art goals

Stimulate excellence in urban design and public arts

- Enhance the aesthetic environment of public places through engaging, unique and high quality public artworks.
- Engage qualified and experienced artists.

Enhance community identity and place

- Build awareness of community history, identity, cultures and geography.
- Develop artworks that are integrated into City building projects and are compatible with their settings.

Contribute to community vitality

- Promote Minneapolis as a nationally and internationally recognized arts city and tourist destination.
- Build the capacity of and cooperation between the private and public sectors, artists, arts and community members.
- Encourage civic dialogue about important City issues.
- Develop and maintain safe artworks.

Involve a broad range of people and communities

- Enhance opportunities for all citizens, neighborhoods and organizations to participate in the planning and creation of artworks.
- Celebrate the City's cultural communities.
- Provide opportunities for the community to come together.

Value artists and artistic processes

- Provide a range of creative opportunities for artists with a range of levels of experience.
- Ensure the ongoing integrity of artworks and respect the creative rights of artists.
- Always involve artists directly in the concept, design and creation of artworks.
- Ensure budgets adequately support artists and the creative process.

Use resources wisely

- Develop and sustain projects in a cost-effective manner.
- Use City funds to leverage private investment in public art and use public art to leverage private investments in other city ventures.

Eligibility

Types of projects allowed

- Projects proposed within the City's review process and timeline.
- Projects that comply with all City and State codes.

Who can apply

Anyone can apply with an eligible permit holder. This includes:

- Individual artist(s)
- Community members
- Business owners

All parties must be compliant with any of their existing permits for art. This includes having submitted photos of finished projects. As well as evidence of ongoing maintenance.

Eligible permit holders

The official permit holder must be one of the following:

- City-recognized neighborhood association, special service district, or business association.
- A 501(c)(3) nonprofit organization.
- Government organization.
- Organizations with similar legal status as those above, that have general liability insurance, and can maintain the artwork long-term.

Types of designs that are allowed

- Designs developed by **artists** who are **paid** a fair stipend for the project. Selecting an artist through an open call process is encouraged.
- Designs that comply with all City codes and ordinances.
- Pavement designs with unpainted blank areas. This is to prevent a slippery surface.

Not allowed

- Designs with ads, signage, logos, and branding.
- Designs with images that look like traffic control devices or street signs.
- Religious or faith-based content or imagery.
- Political content or imagery.

Eligibility

Utility boxes eligible for art

- City-owned utility boxes. Most of these boxes are on street corners with traffic lights.
- Utility boxes not scheduled for replacement or relocation.
- Utility boxes with no current permits.

Not allowed

- Boxes owned by Century Link, Xfinity, and Xcel. Contact these companies directly for permission. Xcel has not allow artistic utility boxes.

Painted box



Artist: Sree Nair

Vinyl wrapped box



Artists: Sarah Linnes-Robinson
and Stephanie Torbert

Sites and locations eligible for art

- Sites or locations that have been reviewed and approved by the City.
- Sites that can support 3-d artworks. This includes bike racks, benches, and sculptures. (Contact Metro Transit for bus benches and shelters.)
- Two-dimensional surfaces on City properties.
- Banner locations on eligible City-owned light posts in the Right of Way.
- Adopted City-owned concrete waste-containers.
- Frontage or boulevard zones are allowed in some cases.
- Paint the pavement projects are limited to two years. They must be fully removed in the fall before street sweeps.

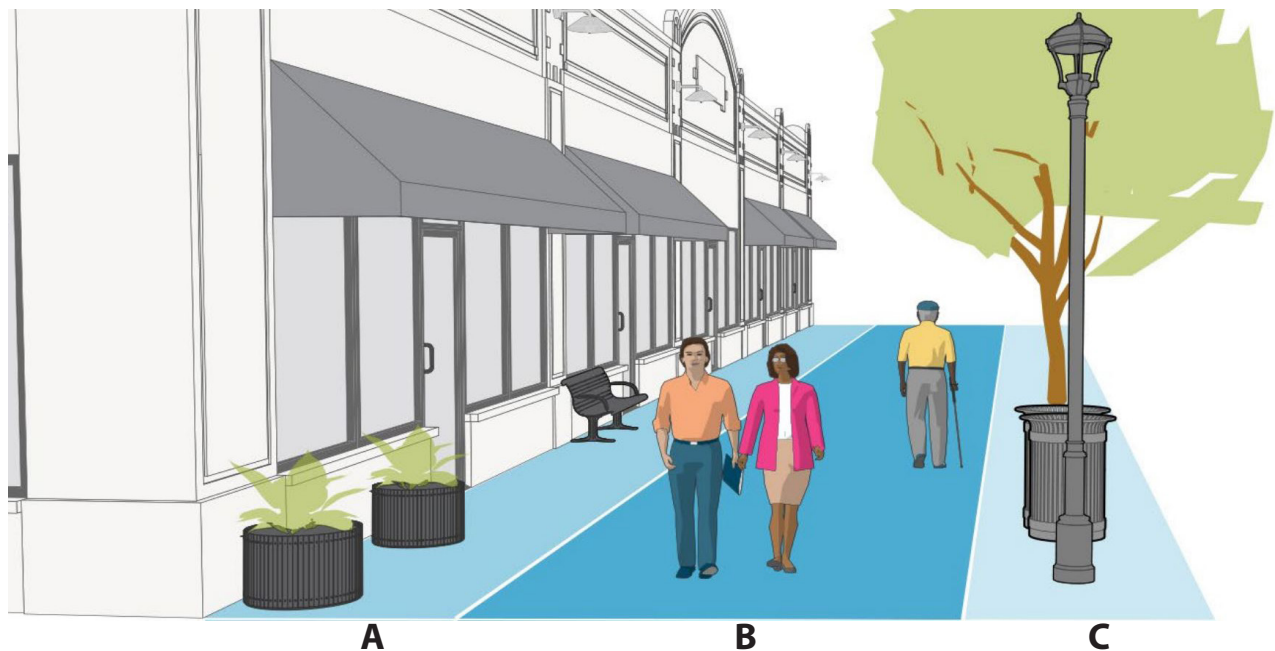
Eligibility

Eligible sites for paint the pavement

- Sidewalks. Some limits in the pedestrian clear zone.
- City intersections in residential areas.
- Mid-block areas on residential streets. Some limitations.
- Marked crosswalks on non-state aid City streets. Painting is allowed between the white stripes. White stripes are to remain white.
- Blocked off areas behind or within existing:
 - Bollards
 - Concrete barriers
 - Medians
 - Traffic circles

Sidewalk and pedestrian clear zones

City plans break sidewalks into 3 different areas. The rules are unique for each area. These rules ensure that people who use canes and wheelchairs can have a predictable and safe path of travel. Accessibility requirements in the Americans with Disabilities Act must be met on all projects.



A - Frontage zone: The area between private property and area B.

B - Pedestrian clear zone: The middle of the sidewalk. This space needs to be clear of obstructions, slippery surfaces, and non-compliant treatments.

C - Boulevard and furnishing zone: The area between the road and area B.

Eligibility

Areas and projects that are NOT allowed

- Areas scheduled for reconstruction within the permit timeline
- Three-dimensional objects and stamped or etched pavement in the Pedestrian Clear Zone
- Pedestrian ramps and corner landings
- City-owned plazas are discouraged and may not be approved
- Green plastic waste containers
- Bollards

Paint the pavement sites not allowed in

- School crossings
- Unmarked crosswalks
- Bike lanes
- Parking lanes
- Curbs or gutters
- Within 150 feet from approaching major arterials or signalized intersections
- Intersections with traffic signals
- Existing stamped and etched sidewalks
- Sidewalks poured within the last 3 years
- State and County-designated roads

Refer to the [map of ineligible roads](#) for more information on City/County/State roads.



Artist: Michael Nguyen

Applicant responsibility

Overall

- Develop projects within your capacity. Make sure the scale and timeline are realistic to your skills.
- Cover all costs arising from the permit. This includes insurance, traffic management, ongoing maintenance, and marketing.
- Maintain the artwork for the life of the project.
- Photograph the artwork when the project is finished and send images to the City.
- Create designs that meet the City's public art goals and objectives.

Artist copyrights

- **The City highly recommends artists are selected through an open call process.** One of the City's Public Art Values is "value artists and artistic processes". An open call process provides opportunities to local and emerging artists. A call can help you identify the most qualified artist for your project. If you need help with this process, staff are available to assist.
- Ensure your agreements with artist(s) and others allow for your organization and the City to use images of the artworks for educational purposes (like on brochures or websites). This includes all copyrighted materials (such as secondary images and text). Federal copyright law provides rights to artists related to the use of images they create. This may include the right to reproduce their images, and the right to prevent the destruction of their artworks. Permissions are required and applicants are encouraged to honor artists' rights to the greatest degree possible.
- Obtain a [Visual Artist's Rights Act \(VARA\) waiver](#) from each artist. Give yourself enough time to get these permissions. This includes quotes, and images by someone other than the artist.
- Obtain waivers for recognizable images of people.

Community involvement

- Let the community know about your project. This could be through community meetings, newsletters, and social media.
- Get support from the adjacent property owners. Visits the homes and businesses around the project location. Get a signed [Art Consent Form](#) from them.
- Engage the community during different stages of the project. This could be during the planning, design, fabrication, or installation stages.
- Have signage about the project and crediting the artist on site. The project organizations may be credited on the sign. Signage should not advertise the organization or sponsors. QR codes and websites can only lead to educational information about the artwork.

Applicant responsibility

Public safety

All art installations need to consider public safety. These items should be part of the project planning and implementation.

Location

- Consider how the site is used, including history of graffiti, vandalism, heavy use, or encampments.
- Ensure emergency responders can access the site.
- Provide a clear pedestrian zone if the artwork is on or near sidewalks. (see page 8)

Traffic planning

- Install during low traffic hours. This is usually weekdays 9am-3pm, weekends, and holidays. This time frame includes set-up, clean-up, and dry time.
- Get an obstruction permit. These are needed if a sidewalk, intersection, or traffic lane are used or closed during the installation.
- Get your traffic plans approved by the city.
- Schedule and pay for temporary road closures and detour signs.
- Do not block any street for more than 24 hours.
- Hire and pay for a traffic control agent to manage traffic (if needed).

Materials and attachments

- Make sure the art's hardware and attachments cannot be taken apart or stolen easily. Secure all elements.
- Make sure functional objects are not a hazard to people using them.
- Educate participants about necessary safety precautions. Train volunteers to use all tools and materials properly.
- Follow regulations for materials, equipment, and safety procedures, especially when working with youth.

Structural design

- Have structures reviewed by a structural engineer. Applicants may need signed and stamped drawings. Structures must support a live load of a minimum of 250-350 pounds.
- Develop designs that do not have tight spaces, finger entrapments, and sharp edges. These are all dangerous to small children and the public.
- Consider whether people can climb the structure and what will happen if they fall.
- Ensure there are clear sight lines. Reduce the opportunity for people or animals to hide behind structures.

Applicant responsibility

Installation

Properly dispose of all materials used. Do not dump dirty water, paint, or chemicals into:

- City trash receptacles
- Waste containers
- Sewer or storm drains

Remove all materials from the site once complete.

Celebrations

Additional permits are likely needed for community celebrations. Make sure you know what other permits you need. We often see:

- Block party permits
- Food permits
- Sound permits
- Obstruction permits



Artist: Melodee Strong and Little Earth of United Tribe's Native Youth Arts Collective Program

Applicant responsibility

Materials and clean-up

- Use latex paint or get pre-approval for other materials.
- Comply with all city, state and federal regulations and manufacturers specifications.
- Take care when applying paint and other chemicals on-site and around people. Apply paint and other materials with quality. Clean up accidental spills, drips, and messy edges.
- Clean up and dispose of all materials and equipment.
- Do not pour paint, chemicals, or contaminated water into sewers or waste containers.
- Remove all materials and equipment from the site after the installation is complete.
- For utility boxes:
 - Clean and prime utility boxes before painting or wrapping. Select an experienced vendor. A list of vendors is listed under “Frequently Asked Questions” (page 25).
 - Notify the vendor they **may not under any circumstances use heat guns** when applying the wrap. (Boxes could catch fire.)
 - Keep visible and maintain access to all identifying information. This includes numbers, windows, meters, vents, key holes, etc., needed for operation.

Maintenance

- Maintain the artwork for the life of the permit. Provide regular inspections, touch-ups, graffiti removal, repainting, and repairs.
- Completely remove the artwork when the permit expires, or maintenance cannot be provided. For utility boxes:
 - Remove vinyl wrap or paint when deteriorated or significant wear
 - Clean the box
 - Repaint in a color approved by the City
- Remove the artwork if required by the City for any reason.

Failing to maintain the artwork will end your permit. Organizations will also not be allowed to apply for future art permits.

General liability insurance

- A certificate of general liability insurance is required. The City must be named as additionally insured. ([See sample insurance certificate.](#))
- Insurance is required for all projects during the installation. Some projects will need to be insured for the life of the permit. The department issuing the permit will tell applicants the required insurance duration.

Application process overview

The application process has three phases. Below is a short summary of the process and the reason for each phase. Detailed information on how to apply and requirements for each phase can be found on pages 16-22. Generally, it takes eight weeks to go through the entire process.

Three phases of the application process



Why three phases?

1. Eligibility request (page 16)

Staff check to see if the proposed location or utility box is eligible for art. This is done first so you not prepare a full application only to find out the site is not eligible. The city checks the site for the following:

- That it is not scheduled for reconstruction, upgrades, replacement, or demolition.
- That it is City property or in the Right of Way.
- Is available.

2. Arts Commission application (page 17)

This is when you provide detailed information about your project. The application asks for information about the entire project start to finish. You explain how the project meets public art goals and other requirements.

3. Encroachment permit (page 22)

This is the official permit from the City. This part includes submitting consent forms and paying fees. Applications are reviewed on a on a first-come, first-served basis. Once you receive the permit, you may begin the installation. For some City-owned sites a lease is issued instead.

Application process overview

1. Applicant submits an eligibility request to city
2. City reviews and confirms eligibility, informs applicant
3. Applicant submits the Arts Commission application to the city
4. City checks application is complete, adds to upcoming agendas
5. Application is reviewed by Public Art Advisory Panel and makes recommendation to Minneapolis Arts Commission
6. Application is reviewed by Minneapolis Arts Commission and approved
7. City notifies applicant of action for approval and informs department issuing permit
8. Applicant submits final permit paperwork to City
9. City processes permit paperwork and issues official permit to applicant
10. Applicant receives permit and may begin installation when ready



Artist: Lila Smith

Application instructions

Phase 1: Eligibility request

Staff check to see if the proposed location or utility box is eligible for art. This is done first so you not prepare a full application only to find out the site is not eligible. The city checks the following:

- That it is not scheduled for reconstruction, upgrades, replacement, or demolition.
- That it is City property or in the Right of Way.
- Is available.

Submit for all projects (except utility boxes)

1. **Email** taliamoorman@minneapolismn.gov items 2-3 below.
2. **Map** of the location(s).
3. **Photos** of the site location and current conditions

Submit for utility boxes

1. **Email** taliamoorman@minneapolismn.gov items 2-4 materials below.
2. **A Map** of the utility box location(s).
3. **Utility Box Information Table** indicating the location, dimensions, and associated images.
4. **Two photographs (A and B) of each box** from two different views showing all four sides. Label each photo (A and B) with the number that corresponds to the box as listed in the table (item #3). Make sure images of the box show the surrounding area including bus stops, stores, signs, buildings, lights, nearby artworks. The City uses **these** photos for identification, **do NOT use screenshots from Google Maps**. Google can be out of-date and may not show the current box or surroundings.

Timeline and notification

The review process takes about two weeks.

After the City confirms eligibility, you may continue to Phase 2.



Artist: Greta McLain and Lori Greene

Application instructions

Phase 2: Arts Commission application

In the Arts Commission application, you provide detailed information about your project. You show how the project meets the public art goals and other requirements. The [Minneapolis Arts Commission and the Public Art Advisory Panel](#) review and evaluate each application. You will be told when meetings are held. It is suggested you attend the Panel meeting to answer questions.

Submit the following items into your submission folder

You will receive a folder link from [Talia Moorman](#) to upload your documents.

1. **Completed [Arts Commission application form](#)** signed by the eligible permit holder.
2. **Images of the design and context photos:** (See [sample utility box design layout and context photo](#). For Early Design Review materials - see page 18)
 - **Design image:** Submit one image of the final design for each location or utility box. The image should be high quality, show the full design, in color, formatted to 8.5 x 11", one page per location or box. Each page, must also include the dimensions, names of the nearby streets (for orientation), and the name(s) of the artist(s).
 - **Context image:** Submit one or more drawings to scale of the design(s) in context of the nearby streetscape, landscape and buildings. This is helpful in considering how the proposed design visually connects to the surrounding spaces.
3. **Letter of support** from the [neighborhood organization](#) or [special service district](#) in the area where the project is occurring. See the an [example letter](#) on the website.
4. **Resume(s)** for each artist. (See page 19 for more information.)
5. **[VARA \(Visual Artists Rights Act waiver form\(s\)\)](#)**, completed and signed by each artist.
6. **Structural drawings or documents from a structural engineer.** If you are proposing a structure or a sculpture, please contact [Talia Moorman](#) to see if this is required.
7. **Images of previous permits for art:** If you or the permit holder have had previous permits for art, submit electronic photos of each artwork, date-stamped, documenting the condition of all sides of the work. These are used to determine whether the applicant is meeting the requirements of existing permits.

Timeline and notification

Applications must be submitted by the last Wednesday of the month. Complete applications will be added to the following month's agendas. [The Public Art Advisory Panel and the Arts Commission](#), may limit the number of applications reviewed in a single month. The Public Art Advisory Panel meets the first week of the month. The Minneapolis Arts Commission meets the third week of the month.

Application instructions

Phase 2 takes the longest, and typically lasts a full month. Incomplete applications can delay your project to the following review cycle. If additional or missing materials are needed, you could add a month or more to this phase.

Once your application has been approved by the Minneapolis Arts Commission, you may begin phase 3. Talia Moorman will notify the department managing phase 3 that your project was approved.

Early design review

Please note: *Early design review is discouraged, especially if this is your first public art project.* Before you consider requesting early design review, be aware that approvals may get delayed until the final designs are ready. This could set the project back by a month or more.

The City will accept applications for early design review under the following circumstances:

- The artist(s) are still developing designs due to community engagement.
- Grant deadlines.
- When artists are selected through an open call for artists.

If an artist has been selected: Submit images of previous artworks completed by the artist. These images and the artist's resume will show how the artist has experience making art at a similar scale and quality.

If the artist has not been selected: Submit detailed information on the process and the criteria used to select an artist. Include any concepts or themes the artist needs to address in their final design.

When should I submit my application?

Eligibility requests are accepted at any time. This usually take two weeks to process. Unique concepts may take longer to review.

Projects are reviewed on a first-come, first-served basis. The City may limit the number of projects reviewed in a single month. Only complete applications will be brought to the Public Art Advisory Panel and Minneapolis Arts Commission for review and approval. Incomplete applications will be returned to the applicant for additional information.

All Arts Commission applications should be submitted by 4:00 pm the last Wednesday of the month.

Complete applications will be added to the upcoming month's agendas. We recommend submitting applications in advance to ensure your materials are complete. Note your application may be delayed a month, depending on the number of items on the agenda.

Encroachment permits are accepted at any time. It takes about two weeks to process and issue the official permit. You must have the permit in hand before you begin installing.

Application instructions

Artist resume options

The Arts Commission application requires artists to submit an artistic resume. One of the following options may be submitted for each artist.

Experienced artist

Submit a traditional artistic resume that demonstrates their artistic experience. It should list relevant education, projects, exhibitions, publications, clients, and volunteer experience.

Emerging artist

Submit one of these two options:

Option A

- Short bio
- Final design drawing
- Images of similar work samples

Option B

- Artist statement detailing their artistic process for the project
- List of related trainings or classes they've completed in the arts
- Images of their similar work samples

Youth artists

People under the age of 18 may be participants in your project. This is allowed when a teacher or adult is leading the youth through an artistic process, and is considered the lead artist. In such cases the following should be submitted for the teacher or adult artist:

Option A

- An artistic resume

Option B

- Statement detailing their artistic process for the project and why they are doing this project
- List of trainings or education they've completed in the arts field in the past

Application instructions

Allow extra time when doing complex projects

Below is a list of items that can make your project complex. Any one of these can cause longer planning, approvals, and implementation.

Complicated locations

Artworks proposed on properties with multiple owners and multiple approvals: Especially when the owners are multiple government agencies. Each type of owner could have their own rules and requirements.

Future or current construction can delay your project significantly, sometimes for years.

Possible work arounds:

- Consider finding a new location. New locations will also need to be checked for eligibility.
- Consider installing on private property. This can sometimes be easier and save time.

Finding an eligible permit holder

The project applicant can be anyone. However, there must be an eligible permit holder involved who has agreed to partner with the applicant. Starting a project without an eligible permit holder will delay your timeline. It may be challenging finding eligible and willing partner. The permit holder will assume long-term liability and maintenance for the project.

Weather

Artworks planned for later in the year may be delayed until spring due to weather. Paint the pavement projects should be installed in the spring for best results. Utility boxes are limited to temperatures above 55 degrees Fahrenheit. Many materials require specific temperatures to cure and dry properly.

Projects with changes

Changes to important aspects of the project will require additional reviews and approvals. This includes (but not limited to) changes to:

- The design
- Adding artworks
- Switching artists
- Moving the location (even by a few feet)
- New permit holder
- New materials
- Different traffic plan

Application instructions

Artworks that are structural and climbable

These types of artworks need to be reviewed by a structural engineer. This could even include benches or two-dimensional mounted works. The City requires structures to be able to handle a live load of 350 pounds. They should not be easy to climb or hang from. You should also consider the risk of finger or head entrapment. Think about how animals (or people) would want to use the structure for hiding or nesting.

Example: *XOXO*, required a review by an engineer and electrician. The applicant had to submit an electrical plan and signed engineer drawings and letter.



Artist: Karl Unnasch

Projects with impact

Projects that include meaningful processes take longer. However, they are well worth it. This can include:

- An open call for artists. A call is highly recommended to select an artist. However, good calls take several months before an artist is selected.
- Meaningful and creative community engagement.
- Multiple forms of community involvement.
- Design processes that include the community in design development.
- Projects with emerging artists.

Application instructions

Phase 3: Encroachment permit application

An encroachment permit is required for any existing, or proposed structure, or portion thereof, that projects onto, under or over any municipal right of way, under the authority outlined in Title 5, Chapter 95, of the City of Minneapolis Code of Ordinances.

The encroachment permit gives the permit-holder permission to install art at a specific location until such a time that space is needed by the City of Minneapolis for public purposes. The length of a permit is at the full discretion of the City. **Encroachment permits are revocable at any time in the interest of public safety, lack of maintenance, scheduled infrastructure upgrades or construction.**

Complete an Encroachment Permit Application on the City's website, by submitting:

1. [Encroachment permit application](#). Follow the directions for paying the permit fee.
2. **A certificate of insurance as proof of general liability coverage** (see the [example on the website](#)) for \$500,000 per occurrence, naming the City of Minneapolis as additional insured to acts committed by the applicant for which the City could be held responsible.
3. [Art Consent Forms](#) signed by all of the abutting property owners.
4. **A letter of credit** *if requested* (see the [sample on the website](#)). This letter is occasionally required for permits, based on circumstances and scale. (For example, for a large-scale project the applicant may be unable to remove and removal would be costly for the City.) If the City determines a letter of credit is necessary, the letter should name the City as payee, for a dollar amount determined by the City based on the project's circumstances. The City will present this letter to the issuing bank or other financial institution for payment if the maintenance or removal is not completed by the applicant or if it is unsatisfactorily completed.
5. **Obstruction permits:** Applicants or their vendors must obtain obstruction permits, which are free, to block sidewalks, roads, or close lanes. Visit the City's website to request an [obstruction permit](#).

Timeline and notification

It takes about two weeks to receive approval.

Questions about the encroachment permit?

Contact

Minneapolis Dept. of Public Works, Right of Way Section

505 4th Ave S, #410A, Minneapolis MN 55415

Telephone: (612)-673-2403, Fax: (612)-673-2048

PWRightofWay@minneapolismn.gov

Review

Review criteria for public art projects

The Public Art Advisory Panel and the Minneapolis Arts Commission use the following criteria to evaluate applications. They rarely deny projects, but often propose changes to implement before permits are issued.

Stimulate excellence in urban design and public arts

- Do the designs and the locations provide an opportunity to make an engaging or bold artistic statement?
- Does the project provide an opportunity for a unique public artwork?
- Do the proposed artists have a significant or engaging body of work?

Enhance community identity and place

- Does the project have the support of the neighborhood organization and property owners?
- Are the locations good places to showcase a public artwork?
- Does the project provide an opportunity to reflect on the community and its characteristics, including history, identity, geography and cultures?

Contribute to community vitality

- Will the project be visible to and attract visitors and residents?
- Will the project build capacity and cooperation between the private and public sectors, artists, arts organizations and community members?
- Has the project engaged the community (or will it)?
- Does the project provide an opportunity to encourage civic dialogue on City issues?
- Is the design and location safe?

Involve a broad range of people and communities

- Does the project engage citizens, neighborhoods and organizations in the planning and creation of the artwork?
- Will the project be accessible to people with a range of abilities?
- Does the project celebrate one or more of the City's cultural communities?

Value artists and artistic processes

- Does the project nurture an emerging artist?
- Has the design process included an artist and artistic process as a central element?
- Does the project support the artists' right to retain most of their copyrights, except for in the case of sharing information for not-for-profit purposes?

Use resources wisely

- Are the conditions at the proposed site stable enough to support an artwork during the time frame?
- Does the applicant have the capacity to implement the project at the proposed scale?
- Is there a realistic and achievable maintenance plan?
- Are the appropriate materials being used?

Frequently asked questions

1. How long does it take to make a project like this happen?

It depends on the scope and scale. Read these guidelines to ensure you have developed an appropriate timeline. Simple smaller projects can take as little as four months. More complicated and thoughtful projects can take two or more years. In order to address all of the issues unique to your project, we strongly suggest you allow at least two months for approvals from the City.

2. I'm an artist, how do I get my work installed?

Individual artists cannot solely apply to have their works or designs installed on City property. Contact your local neighborhood organization or a arts group to see if they will be the permit holder. An artist may act as the applicant but an eligible permit holder is required to submit an application.

3. What is the cost of an encroachment permit?

\$50 for residential areas, \$75 for commercial areas.

4. What is the cost of banner permits?

\$55 for the first banner and \$5 for each banner thereafter.

5. Do I need an encroachment permit for every location?

Yes.

6. If the artwork includes a picture of a community member, do I need their permission? What if they are barely recognizable?

Yes.

7. How do I know if my project will be on City Property or in the Right of Way?

Look at the property lines for your location(s) on Hennepin County's [interactive property map](#). It is always good to confirm with the City whether you will be in the Right of Way. This can be done by submitting an eligibility request.

8. What is the required set back for bike racks?

Usually two feet from the curb. That is assuming bicycles don't stick out into the street when locked to the rack.

9. Are "Little Libraries" covered under these guidelines?

Artist-designed little libraries need to be permitted when in the Right of Way. When purchased from a vendor, they are not allowed in the Right of Way. They do not need a permit to be on private property. The City recommends you maintain a two-foot clear-zone from the sidewalk.

10. How long will my permit be issued?

Permits are generally issued for 1-3 years, but the length is at the City's discretion. Permits are revocable at any time in the interest of public safety, lack of maintenance, construction projects, or infrastructure upgrades such as box replacement. Paint the Pavement permits are for one year/season. The applicant may request an extension the following year if they repaint the artwork.

Frequently asked questions

11.Can I do public art projects in the bike buffer zone or bike lanes?

No. Most bike lanes are on major arterial routes, which are ineligible. Federal regulations require uniform traffic control devices, including color delineators, which may not be altered. Safety vehicles also need to get through or around buffered bike zones.

12.Is wrapping a box better than painting?

Both have advantages. Wraps are typically guaranteed by the manufacturer for 5 years. Vendors acquire all necessary permits and provide traffic control. Wrapped boxes can be easier to maintain. When wrapping boxes, most of the budget goes to the vendor. When painting, most of the budget goes to the artist. The lifespan of a painted box depends on the location, condition of the boxes, and quality of the paint. Touch up by the artist may be required in the case of graffiti or weathering.

13.How do other neighborhoods clean graffiti off of utility boxes?

Boxes are less likely to be tagged and easier to clean if you get to them quickly. Spray paint comes off easily with a soft rag and solution (recommended by the wrap vendor). Some groups have used water and dish soap successfully. Vendors and artists can also recommend methods for what works best.

14.How do we wrap/paint boxes not owned by the City?

Contact the owner of those boxes. Other owners are often Xcel, Century Link, COMCAST, Metro Transit or another private utility company.

15.What type of paint should be used?

Latex. If you would like to use another material, contact [Talia Moorman](#) to obtain approval of other materials.

16.For utility boxes, is liability insurance needed on an ongoing basis?

No, only for the duration of the installation.

17.What is the cost for wrapping a utility box?

Typically \$800-1200 per box. This does not include artist or fees or outside graphic design fees. Costs vary between vendors.

18.Our utility box is missing. Where did it go?

Boxes are regularly upgraded or swapped out with a different or new box as they are damaged or as technology evolves. Please be aware of this possibility. The City tries to notify groups, but is not obligated to replace the wrap or inform you this is occurring.

Frequently asked questions

19. Can you recommend a wrap vendor?

Below is a list of vendors applicants have worked with in the past:

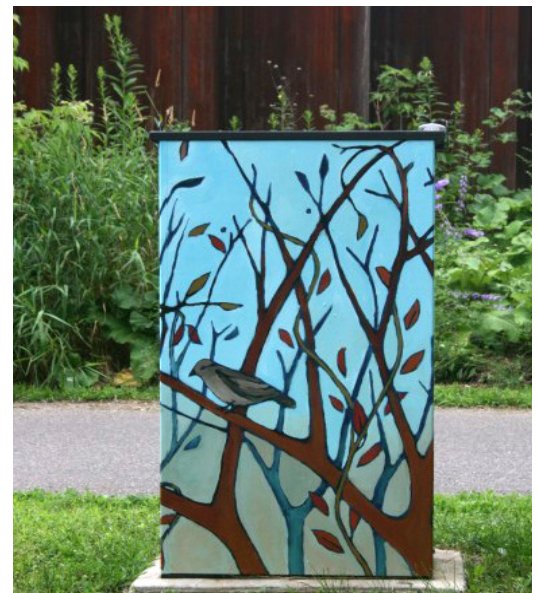
- Archetype Design
- Big Image Systems
- Bolger Print
- Clean Slate Group
- Image360
- Pixelwerx
- Signature Graphics
- SignMinds
- Speedpro
- Unleashed Displays
- Vomela



Pianos on Parade



Artist: Elise Kylo



Artist: Megan Moore

Application checklist

Eligibility request (See page 16)

- A map of the location(s)
- Photos of the site location and current conditions

For Utility Boxes

- [Utility Box Information Table](#)
- Two photos of each box (A and B)
- Map of box locations

Arts Commission application (See page 17)

- [Arts Commission Application form](#)
- Images of the final design(s) or Early Design Review materials (see page 18)
- Context photo of the site and design in the site
- Resume(s) of participating artist(s) (see page 19)
- Letter of support from the neighborhood organization or special service district
- [VARA Waiver](#) signed by each artist
- Structural review and/or signed engineering drawings (if needed)
- For applicants with previous permits: Photos documenting current condition of the artwork(s)

Encroachment permit application (See page 22)

- [Completed Encroachment Permit and Payment](#)
- Certificate of General Liability Insurance
- [Art Consent forms](#) from each abutting property owners, signed
- Letter of Credit (if needed)
- [Obstruction Permit](#) (if needed)

Application forms, examples, and helpful tools can be found on [the website](#).