

Historic and Architectural Review Board (HARB) – MURAL - Application Submittal Instructions.

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 review and consideration.

This application is submitted online at the Citizen Self Service Portal.

https://energovweb23.mlbfll.org/energov_prod/selfservice/#!/home

Select “Apply” and search for **Application for Historic and Architectural Review Board (HARB) – Mural Request**

- Issuance of a Certificate of Architectural Appropriateness (CoAA) indicates approval of the requested mural design ONLY. It is the responsibility of the applicant to obtain the required sign/mural permit(s) prior to commencement of the mural.
- Mural works commenced prior to issuance of a CoAA shall not be eligible for consideration by the Board for a CoAA.
- Any mural work commenced prior to issuance of a CoAA must be removed or painted over prior to the applicant submitting an application for a CoAA pursuant to City Code.
- Mural works that deviate from an issued CoAA shall not be eligible for reconsideration by the Board. Instead, the mural work, or relevant portion thereof, that deviates from the CoAA must be removed or painted over, or temporarily covered prior to the applicant submitting a new application for a CoAA pursuant to City Code.
- 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 10 percent of the mural, or 200 square feet, whichever is less. Murals shall not exceed 100 percent of the size of one wall.
- For proposed mural works, the City may mail a notice to all property owners within a radius of 250 feet of the property location of the proposed mural not less than 10 days before the hearing date for the HARB’s consideration of the mural application. The notice shall identify the hearing date, the mural location, and a copy of the proposed mural work. The notice may also be posted at the property location of the proposed mural not less than 10 days before the hearing date.

Mural Guidelines: Materials & Installation

- The proposed mural must exhibit high quality materials that will enhance the overall development and appearance of the site.
- The proposed mural must exhibit skilled application or installation standards.
- Materials used for murals may include, but are not limited to, paint and other artistic mediums such as tile or mosaic, and low-relief sculpture.
- All materials must be appropriate for the mural's outdoor location and climate, with special consideration for longevity, and if possible, graffiti-resistance.
- Murals applied to a surface such as vinyl or other non-permanent material are prohibited.

Mural Guidelines: Design

- The proposed mural shall be an original composition of art.
- The proposed mural must exhibit a skilled design, and shall be designed 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 project, as evidenced by examples of previous art projects.
- The mural shall be an appropriate design for the view and vantage points of the mural's intended audience.
- Proposed murals shall be considered in the context of their placement within the surrounding neighborhood, due to the significant and important interest of the City of Melbourne in preserving the historic legacy and nature of the neighborhood.
- Proposed murals shall be considered in the context of their placement in the surrounding neighborhood due to the significant and important interest of the City of Melbourne in preserving the business and economic interests of the City.
- The mural shall not contain text or images that constitute obscenity, fighting words, or incitements to violence.
- These Mural Guidelines shall be construed and applied in accordance with applicable protections under the Florida and United States Constitutions.

Online Application Information Needed:

Your application should provide a clear understanding of the present conditions, proposed changes, and resulting outcome.

The following information will be required for a complete application:

Location	Insert the property address either by searching the address or tax account, or entering the address manually.
Plan Type	Select “Application for Historic and Architectural Review Board (HARB) Mural Request ”
Description	Provide a description of the proposed mural (fill in the blank)
Contacts	<p>Provide contact information for the following including address, email, and phone number:</p> <ul style="list-style-type: none">• Applicant (always required)• Property Owner (always required)• Any Representatives (e.g. Artist)
Name of Project	Provide the name of your mural
Intended Start Date of Mural	Insert the date that you expect to start work on the mural.
Anticipated Completion Date	Insert the date that you expect the mural to be completed.
Existing Uses on Property	Explain what the property is currently used for.
Proposed Uses on Property	Provide the new use for the property (if any).
Name of Mural Artist	<p>Provide the name of the artist who will be painting the mural.</p> <p><input checked="" type="checkbox"/> <i>Check the box to confirm that you can provide three or more examples of the artist’s previous mural work.</i></p>
Owner Acknowledgements	<p>Please select either “Yes” or “No” to each of the following statements:</p> <ul style="list-style-type: none">• <i>I have read and agree to the City of Melbourne Mural Guidelines.</i>• <i>All statements in this application are true and correct.</i>• <i>The property owner and business owner agree to allow the approved MURAL on the subject building.</i>

- *I have read and agree to the City of Melbourne mural guidelines.*
- *I acknowledge that the completed mural must match the approved rendering attached to the Certificate of Architectural Appropriateness or the mural will fail final inspection and must be removed.*
- *I acknowledge that painting a mural which deviates from the approval mural design is a violation of City Code.*

Artist Rights

The artist may have rights to attribution and integrity with respect to the completed mural, giving rise to claims under the Visual Artists Rights Act of 1990, 17 U.S.C. §§106A and 113(d) (“VARA”) and other local, state or federal laws. Please indicate by indicating the appropriate response whether you have obtained a Waiver of VARA Rights from the artist.

Please select one of the options below:

- VARA Rights Obtained
- I have NOT obtained a waiver of VARA rights.

Attachments for this Application:

This application also requires that certain attachments be uploaded. An application may be saved as “draft” if additional documents are required or information needs completion before the final “submit” on the application.

- *All documents must be submitted in a PDF format.*
- *File names should match the file category, i.e. "Construction Plans.pdf" not "25879_xp Mlbofc_QT.pdf". Please limit file name to less than 30 characters.*
- *Please sign all documents with BLUE ink.*

REQUIRED DOCUMENTS

- **Proof of Ownership:** Proof of ownership is required for this application. A Warranty Deed is preferred. If a Corporation, Partnership, LLC, Trust owns the property provide proof of authority to authorize request.
- **Authorization to Represent Form (Signed & Notarized).** If the applicant or owner cannot attend the Historic and Architectural Review Board meeting, please list the name of a representative who will make the presentation, answer questions, or make decisions for the applicant or owner.

This form must be completed by the property owner if:

- The applicant is not the property owner, and
- If the artist will be representing the applicant at the meeting.

- **Color Exhibits/Elevations.**

All submittals should be in color.

- Completed Artist Information sheet (Required).
- Photograph of the present conditions of the wall where the mural is proposed to be located.
- Accurate rendering of the proposed mural.
Superimposing the rendering on a photograph of the wall is encouraged. The rendering shall be in the same aspect ratio as the wall on which the mural is proposed.
- At least three examples of the artist’s past work, especially other murals.
- Dimensions of any text on the mural (if any).

SIGNATURE

There are two ways to provide your signature:

1. Sign it using the mouse; or
2. Type your name and the program will provide one (as shown). Remember to toggle the “Enable Type Signature” button to use this function.

FINAL REVIEW BEFORE “SUBMIT”

Once submitted, the program identifies that the application has been successfully submitted and will provide an application number. Refer to this number as necessary when communicating with City staff. Staff will perform a completeness check and send the applicant an email identifying any missing items. An invoice will be generated and sent to the billing contact once the application has been deemed complete.

The application cannot be processed until it is deemed complete.

UPON SUBMITTAL

Once submitted, the program identifies that the application has been successfully submitted and will provide an application number. Refer to this number as necessary when communicating with City staff. Staff will perform a completeness check and send the applicant an email identifying any missing items. An invoice will be generated and sent to the billing contact once the application has been deemed complete.

The application cannot be processed until it is deemed complete.

Tracking the Status of Your Application

Once the application is submitted, progress may be tracked within the EnerGov “Dashboard”.

Tip:

“Permits” are for Building Department applications and **“Plans”** are for Community Development applications.