



## **MURAL PERMIT APPLICATION**

**SECTION 1: ZONING REGULATIONS & SUBMITTAL REQUIREMENTS**

**SECTION 2: ART SELECTION COMMITTEE INFORMATION**

**SECTION 3: APPLICATION**

**12400 NE 8 Avenue North Miami, FL 33161  
305-893-6511, ext. 19007  
[www.northmiamifl.gov](http://www.northmiamifl.gov)**



## ZONING REGULATIONS

Regulations per Land Development Regulations (LDRs) Chapter 29, Article 5, Division 21, Sec. 5-210(f)  
Of the city of North Miami Code of Ordinances

- Intent. It is the intent of the city that the display of art or graphics on buildings and walls be permitted within certain commercial and special art overlay districts of the city in order to aesthetically enhance otherwise blank walls and unoccupied buildings, and that the funds generated by permits issued with respect to such displays be utilized to ensure quality of life and prevention of visual clutter or blight. The city shall comply with state and federal requirements as specified in the agreements executed with the Federal Highway Administration ("FHWA") and the State of Florida Department of Transportation ("FDOT") and to keep FDOT informed of issues pertaining to oversight of the mural ordinance to ensure effective control of the mural program within the city municipal boundaries.
- Permitting and review required: permit reviewed, recommendation made to the art selection committee; permit issued by the city of North Miami; and review by the art selection committee pursuant to Section 5-2102.
- Standards. Murals shall only be permitted in the C-3 zoning district, in commercial corridors in the Arts Overlay District, and areas in the C-2BW zoning district along 123<sup>rd</sup> Street in accordance with the following design criteria:
  - Murals shall be applied utilizing weather resistant paint or materials;
  - Murals shall not be designed as to constitute or create a traffic hazard; and
  - Murals shall only be allowed on building facades.

## SUBMITTAL REQUIREMENTS

For the initial submittal, a minimum of ten (10) sets at 11"x17" and PDF file(s) of the following information must be submitted:

- Cover sheet that contains the project name, a comprehensive plan sheet index, a location map, and contact information (phone and fax numbers and email addresses) for the entire design team
- Architectural elevations\* (to be labeled north, east, south, and west) for all buildings, accessory structures and signs. Note: façade drawings must show both rooftop, façade mounted and ground mounted
- Proposed image of mural
- Letter of intent, which should include the purpose or significance of the mural, artist background, community & organizational support (if any), and wall condition

**PERMIT FEE: \$524**

**FOR OFFICIAL USE ONLY**

**ZONING RECEIVED DATE:** \_\_\_\_\_

**PERMIT NUMBER:** \_\_\_\_\_



## ART SELECTION COMMITTEE INFORMATION

1. **Pre-application Meeting:** Contact the Community Planning & Development Department at 305-893-6511, ext. 19007 to schedule a pre-application meeting.
2. **Application intake:** New submittal will only be taken in after a pre-application meeting. Any resubmittals are accepted by appointment only. All complete packets will be forwarded to the Art Selection Committee for review and approval.
3. **Review by the Art Selection Committee:** The Art Selection Committee will make the final approval. A project may be postponed to a maximum of six (6) months. Additional postponements require the approval of the department director.
4. **Resubmissions:** Applications that are not approved may require submittal of new or revised materials to resolve outstanding issues. These applications will then be considered at a later art selection committee meeting.

Regulations per Land Development Regulations (LDRs) Chapter 29, Article 5, Division 21, Sec. 5-2101(G)  
Of the City of North Miami Code of Ordinances

- Selection criteria. All selections of artists and acquisitions of works of art shall be in accordance with the city's procurement code, as may be amended from time to time. In the selection process, the following principles shall be observed:
  - Works of art shall be located in areas where residents and visitors live and congregate and shall be highly accessible and visible.
  - Committee members should consider the inherently intrusive nature of public art on the lives of those frequenting public places. Artworks reflecting enduring artistic concepts, not transitory ones, should be sought.
  - The committee's selections must reflect the cultural and ethnic diversity of the city without deviation from a standard of excellence.
  - Consideration will be given to previous artistic accomplishments as demonstrated in images of previously completed artwork, public art experience, and/or initial approach the project as demonstrated in the artist's proposal.
  - Final selection shall also take into account appropriateness to the site, permanence of the work in light of environmental conditions at the site, maintenance requirements, quality of the work, likelihood that the artist can successfully complete the work within the available funding, diversity of works already acquired by the city, diversity of the artists whose work has been acquired by the city.
  - Art in public places funds will be used solely for commissioning works of art with professional artists contracted with to create the works of art.
  - For building better communities general obligation bonds program-funded projects, art in public places funds must be expended within the facility that generates the public art monies.
  - Selections of artists and acquisitions of works of art pursuant to these guidelines shall be reflected on the city manager's report section of the city council agenda, but shall not require council approval.



## Mural Application

**Instructions: Please print or type all information. The application must be filled out accurately and completely.**

### PROPERTY OWNER'S INFORMATION:

Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### ARTIST INFORMATION:

Contact Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### PROJECT INFORMATION:

Project Name: \_\_\_\_\_  
Address of Property: \_\_\_\_\_  
Folio Number(s): \_\_\_\_\_  
Wall Material: \_\_\_\_\_ Wall Square Footage: \_\_\_\_\_

### PREVIOUS APPROVALS:

Previous approvals (list all previous approvals that substantial compliance/site plan modification/administrative modification is being sought):

\_\_\_\_\_ Date Approved: \_\_\_\_\_  
\_\_\_\_\_ Date Approved: \_\_\_\_\_



**OWNERSHIP AFFIDAVIT FOR CORPORATION**

**STATE OF FLORIDA  
COUNTY OF MIAMI-DADE**

Before me, the undersigned authority, personally appeared \_\_\_\_\_  
\_\_\_\_\_ hereinafter the Affiant(s), who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the president, vice-president or CEO of the Corporation, or otherwise authorized to sign on behalf of the Corporation, doing business at the following address:  
\_\_\_\_\_
2. The Corporation owns the property which is the subject of this request.
3. The subject property is legally described as:  
\_\_\_\_\_
4. Affiant is legally authorized to file this application or the Affiant has authorized \_\_\_\_\_  
\_\_\_\_\_ as the applicant/duly appointed agent to file this application and to receive all correspondence and represent the Affiant.
5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning action granted at public hearing.

**WITNESSES:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Affiant's Signature

\_\_\_\_\_  
Print Name

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
Affiant is personally known to me or has produced \_\_\_\_\_ as identification.

Notary \_\_\_\_\_

Commission Expires:



**OWNERSHIP AFFIDAVIT FOR INDIVIDUAL**

**STATE OF FLORIDA  
COUNTY OF MIAMI-DADE**

Before me, the undersigned authority, personally appeared \_\_\_\_\_  
\_\_\_\_\_ hereinafter the Affiant, who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the fee owner of the property that is the subject of this request.
2. The subject property is legally described as:  
\_\_\_\_\_
3. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of the zoning approval.
4. The Affiant has authorized \_\_\_\_\_ as the applicant/duly appointed agent to file this application and to receive all correspondence and represent the Affiant.

**WITNESSES:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Affiant's Signature

\_\_\_\_\_  
Print Name

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
Affiant is personally known to me or has produced \_\_\_\_\_ as identification.

Notary \_\_\_\_\_

Commission Expires:



**OWNER'S LIMITED POWER OF ATTORNEY PERMITTING APPLICANT TO FILE FOR THE REQUEST**  
**(CORPORATION)**

**STATE OF FLORIDA**  
**COUNTY OF MIAMI-DADE**

On behalf of \_\_\_\_\_, a \_\_\_\_\_ (state) corporation,  
\_\_\_\_\_ being first duly sworn, deposes and says that as the  
President/Vice-President, or CEO (circle one) of the aforesaid Corporation, which is the owner of the property legally described below  
and which is the subject property of the proposed request, does hereby grant limited power of attorney to \_\_\_\_\_  
\_\_\_\_\_, as applicant, to file this application for the proposed request.

**LEGAL DESCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WITNESSES:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Address

By: President, Vice-President or CEO (circle one)

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
Affiant is personally known to me or has produced \_\_\_\_\_ as identification.

Notary \_\_\_\_\_

Commission Expires:



**OWNER'S LIMITED POWER OF ATTORNEY PERMITTING APPLICANT TO FILE FOR THE REQUEST**  
**(INDIVIDUAL)**

**STATE OF FLORIDA**  
**COUNTY OF MIAMI-DADE**

I, \_\_\_\_\_, the fee owner, which is the fee owner of the property legally described below and which is the subject of the proposed request, do hereby grant limited power of attorney to \_\_\_\_\_, to file this application for the proposed request.

**LEGAL DESCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WITNESSES:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Fee Owner's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
Affiant is personally known to me or has produced \_\_\_\_\_ as identification.

Notary \_\_\_\_\_

Commission Expires: