

		Activity	Date
1	<input type="checkbox"/>	Property Owner Approval	
2	<input type="checkbox"/>	Art Sector Committee Approval	
3	<input type="checkbox"/>	City Approval	
		Funding	Amount
1	<input type="checkbox"/>	Total Budget for Project (including artist fee)	
2	<input type="checkbox"/>	Matching Funds Raised	
3	<input type="checkbox"/>	Artists Fee	
4	<input type="checkbox"/>	Amount Donated In-Kind	
5	<input type="checkbox"/>	Request from RCF	

RCDG Mansfield Arts & Culture Sector
Public Art Initiative Project Proposal

Proposed by: _____ Date: _____

Working title:

Location:

Property Owner:

Approximate size: (Dimensions in ft) _____

Estimated cost: (\$10 per sq ft) _____

Funds raised to date:

Sponsors:

Project Description:

Please attach any concept drawings/renderings

Looking for Artists? Yes / No Proposed Artist(s):

How/why was the artist selected? If looking, Mansfield Art Sector can help match artists.

Describe the inspiration or message behind the concept drawing / rendering.

Do you have permission from the building owner? _____

Must submit Permissions Contract

Available at the Mansfield Arts & Culture Sector website.

Do you have or have you applied for a mural permit? _____

Must submit for Mural Permit

[Available at Mansfield City Codes and Permits.](#)



City of Mansfield

Tim Theaker, Mayor

30 N. Diamond Street - Mansfield, OH 44902 – (419)755-9688 Fax-(419)755-9453

Marc Milliron, Building and Codes Manager

Mural Certificate Application from Mansfield Arts Commission

1	Name of Project:		
Description of Project:			
Parcel ID No.:			Lot No.:
Address of Project:			
2	Name of applicant:		
Address:		City:	State: Zip:
Phone:		E-Mail:	
3	Property Owner:		Attention/Contact:
Address:		City:	State: Zip:
Phone:		E-Mail:	
4	Plans prepared by: <input type="checkbox"/> Artist <input type="checkbox"/> Engineer <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Other (_____)		
Name:		Ohio Registration Number:	
Address:		City:	State: Zip:
Phone:		E-Mail:	
5	Contractor:		City of Mansfield Contractor Registration Number:
Type of Mural			
<input type="checkbox"/> Mural painted or wrapped on exterior wall <input type="checkbox"/> Art Installation requiring hardware to mount to exterior building wall			
<input type="checkbox"/> Type of Building Is the mural proposed on a mixed-use building? yes <input type="checkbox"/> no <input type="checkbox"/>			
Total area		depth of mural from plane of wall	overall height of mural above grade
sq. ft.		in.	ft.

Items to submit:

- Application Photo of proposed wall
- Visual rendering and written description of mural
- Maintenance and display agreement between business owner and artist

- If Art Installation requires hardware, then Engineered Drawings must also be submitted
- If Artwork is being wrapped, a Spec Sheet for the product medium should also be submitted



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Maintenance & Display Agreement

ZONING AUTHORITY:

By: _____ Commission: _____
Title: _____ Department: _____

Please note: Murals will have to adhere to the Zoning Code Regulations and approval will be granted through a zoning permit application with the addition that it must meet these guidelines set forth within the Mansfield Public Arts Commission;

- Murals on privately-owned buildings will reflect the character, culture and history of the area/neighborhood. Artwork within Historic Districts will also submit designs through Historic Preservation Commission for review prior to approval at Public Art Commission.
- Appropriate thematic and other relationships to the surrounding environment.
- Readability and appropriateness of scale.
- Content: No signage or subject matter that could be construed as advertising or political messages.

Building Owner Responsibilities:

- The Building owner must sign this application The City of Mansfield which states that he/she will not paint over, destroy, or alter the mural for no less than five (5) years, nor will he/she alter the building or obscure the mural for no less than five (5) years. These criteria will be waived if the building owner submits a letter of request to the Public Arts Commission that provides legitimate proof that the building owner must expand or remodel the building before five (5) years for business and/or other reasons, and/ or the property is sold or transferred, and the Public Arts Commission approves the request in writing. In such cases, before the mural is altered or destroyed, the building owner must provide thirty (30) days notification by letter and phone call to the artist and the Public Arts Commission.
- The Building Owner agrees to purchase and maintain lighting for the mural, where appropriate, during the mural's lifetime, which shall be no less than five (5) years.
- The Building Owner agrees to pay for electricity to illuminate the mural nightly, if applicable, during the mural's lifetime, which shall be no less than five (5) years.
- The Building Owner agrees that he/she is responsible for the maintenance of the mural during its lifetime, which shall be no less than five (5) years.
- The Building Owner agrees to allow images of the completed murals to be placed on The City of Mansfield website.

Building Owner Signature: _____ Date: _____

Artist Signature: _____ Date: _____

Public Art Commission - FAQ

What projects will require a public art permit?

Exterior painted murals and visual art installations within the City of Mansfield.

What projects do not require a public art permit?

Interior painted murals and artwork installations inside of a building do not require a permit. Temporary mediums like window painting and sidewalk chalk do not need to be permitted. Landscaping and sculptural art do not need to be permitted.

Where are public art permits going to be required?

Exterior commercial buildings. Exterior residential buildings. Exterior walls and facades within the City of Mansfield.

Where can I find the certificate application and more info?

City of Mansfield Ohio website: ci.mansfield.oh.us

> Government > Building Codes & Permits > Applications > Certificate of Approval

https://ci.mansfield.oh.us/wp-content/uploads/2021/11/Certificate_of_Approval_from_Public_Arts_Commission.pdf

MankindMurals.org

> Certificate of Approval from Public Arts Commission

Who do I send certificate applications and designs to?

Please send permit applications and a copy of the design to Public Art Commission members:

Marc Milliron, City Codes & Permits

<mmilliron@ci.mansfield.oh.us>

Luke Beekman, Commission Chair

<director@mankindmurals.org>

*Physical copies of the certificate application and designs may be delivered to the Third Floor of the City Building: Building & Codes Department
30 N. Diamond Street, Mansfield, Ohio, 44902
Monday – Friday 7:30 A.M. to 4:00 P.M.*

How much does a public art permit cost?

A \$45, flat-rate fee, not determined by the square footage of the project.

When does the commission review designs and applications?

The Public Art Commission meets regularly on the first Monday of each month.

When do the application and design need to be received?

Please send a copy of the application and design rendering 10 business days prior to the first Monday of the month to be reviewed in a timely manner. An approval, conditional approval, or declined certificate decision should be made within 30 days of the commission meeting.

How are painted logos handled?

Painted logos are considered advertising, and must submit an application with a copy of the logo. If the artwork contains additional design elements, a full rendering of the design must be submitted. Painted concepts will be a flat-rate \$45 fee. Installations with logos are considered a sign, and must submit to the city signage permit.

How are art installations handled, and what is required?

Art Installations may require some additional engineered drawings to illustrate the specific materials and method of installation. If an installation requires additional construction to a building, please submit a Commercial Building Plan Approval and engineered drawings of the additional construction to City Codes and Permits.

What kinds of art content is recommended?

The Public Art Commission has drafted 8 Guiding Principles of Public Art. These concepts were developed as a part of the portfolio submission process by artists who answered: 'What kind of public art do you envision for Mansfield?'

What kinds of art content is not permitted?

Refer to the 'Considerations for Design Review' document, which outlines in greater detail. In short, public art designs must be original, must not be construed as propaganda, hate speech, sexually explicit, and not explicitly or implicitly offensive in any way shape or form.

Why is a public art commission necessary or beneficial to have in Mansfield?

Public Art Commissions are common in cities that have burgeoning and vibrant art communities. Having a design review helps safeguard the quality and integrity of public art in Mansfield. Commissions can set forth guiding principles for public art, and recommendations for businesses or sponsors who may be interested in public art, but are not sure where to start. Commissions can help to identify and mitigate potentially hateful, propaganda, and sexually explicit artworks from becoming a fixture of concern or outrage in the community. There are opportunities for directing public funding toward public art. Commissions can help to highlight the artistic achievements happening within the City. As artists are vetted for public art, the process can help to promote the collective art community through their published portfolios.

How can new artists be vetted?

Artists who wish to submit their portfolios may upload up to 10 works as a part of their application. A link is available on www.MankindMurals.org and at this link:

[Artist Portfolio Application](#)

How can I review vetted artists?

Artists that have submitted portfolios and have been vetted have been published in a local 'Artist Portfolios' resource. A physical copy is available upon request, as well as a digital PDF copy is available to be viewed and downloaded, and shared at this link:

[Artist Portfolios](#)

Mansfield Rising Plan: Public Art Initiative Order of Operations Guide

1. **Artists Apply and Submit Artworks for Portfolio Review:**

A. **Artists Apply:** <https://forms.gle/rdXB2mEsSy25oeWZ9>

Artists complete the survey and upload up to 10 samples of artwork.

B. **Portfolios are reviewed by Art Sector: Public Art Initiative Committee**

1. Approval is determined in a blind process where the name of the artist is removed from the panel review.
2. Artists are vetted in a one-time process and are then eligible to submit designs for mural review as part of the Public Art Initiative.
3. There are a total of 6 members of the Art Sector Committee, and artists recuse themselves from the vote if involved in a project. The committee approvals are done privately, electronically, and are based on a majority. Comments on the portfolios may also be included in the review.
4. Artists are notified of their approved portfolio review for the Public Art Initiative, which allows the opportunity to apply for public art projects which may receive matching funding in Downtown.
5. Artists should be prepared to create drawings, mockups, and renderings in order to apply for permit and approval of design.

2. **Sponsor(s) / Property Owner Apply to Sponsor Public Art**

A. **Businesses, Nonprofits, Organizations Apply:**

<https://forms.gle/GLxYE9xrWWwhnfz8>

1. Matching funding is available for public art projects that are sponsored in Mansfield within a downtown area of 1st Street and 6th Street and Adams Street to Bowman Street.
2. Artwork must be visible from the exterior and accessible for the public to view. Artwork can be achieved from a variety of methods, both permanent and temporary. See [chart of mural and art installation methods](#) for examples and details about longevity.
3. Logos in artwork design are not permitted for matching funding. While logos may be apart from a creative design, only artwork can be eligible for matching funding.

B. Property Owner next steps

1. Property Owner should give signed permission for use of their site for the purposes of public artwork.
2. Apply for the Mural Permit to the City of Mansfield.

C. Complete Packet: Includes Property Owner Signature & Project Proposal

[Link to Public Art Initiative: Complete Packet](#)

1. Sign [Permissions from Property Owner for Public Art](#)
2. Apply for Mural Permit to the City of Mansfield
3. Complete one-sheet [Project Proposal Form](#) sent to the Art Sector for consideration of matching funding, including Dimensions & Photo of Eligible Site, and elaboration on the idea of a Public Art Concept. A sketch or rendering will be needed for the art concept.
4. Completed packets are sent to Public Art Initiative Chair / Representative of Mansfield Art Sector of RCDG at: MansfieldArtSector@gmail.com
5. Review: Mural Permit and design is reviewed by the Mansfield Arts Commission with final approval by Mansfield City Permits.
6. Mansfield Art Sector creates a quote for potential sponsorship based on dimensions of the proposed project, at \$10 per sq ft.
7. Approved designs and permitted sites that have applied to the Mansfield Art Sector are reviewed for matching funding.

3. Artists are Matched and Selected for Project, Concept Drawing is Created

A. Artists are Matched / Selected

1. Public Art Sponsors / Property Owners have the opportunity to review Vetted Artist Portfolios and are matched with Artists for projects. Names of Artists are available upon request/selection.
2. As part of the survey, Artists select all artistic mediums they have worked. For example, if a business was looking for a window painter versus a muralist, those Artists who have selected window painting could easily be reviewed on a project-specific basis.
3. If a sponsor or property owner specifically indicates an Artist they wish to work with, those selections MAY BE honored. Although the Artist must submit portfolio to be vetted and specific design for public art must be permitted to receive matching funding.

B. Public Artwork Drawing and Renderings are Created

1. Submitted Designs do not have to be completed works of art in every detail, but should illustrate the intended concept and design.
2. Public Art Sponsors / Property Owners should commission and compensate Artists' designs. This commissioned work is outside the scope of matching funding, as it's received prior to the Permit and Arts Commission design review process
3. The sponsored artwork designs are submitted to the Codes and Permits, as well as with the Project Proposal Forms to the Mansfield Art Sector. Project proposal forms can be delivered to the Chamber of Commerce, or via email to Public Art Initiative

