

MURAL REGISTRY REQUIREMENTS

PURPOSE

The City of Chicago celebrates the long and rich tradition of murals and other street art, and recognizes the enormous contribution these artworks make to the City's artistic vitality and cultural vibrancy. The Mural Registry was established to protect, preserve, and celebrate murals as important public assets. The Mural Registry is managed and maintained by the Department of Cultural Affairs and Special Events (DCASE).

WHAT IS A MURAL?

Section 7-28-065 of the Municipal Code of Chicago describes graffiti as an inscription, drawing, mark, or design that is etched, painted, sprayed, or drawn directly upon the exterior of any building or other structure and is visible from the public way.

While this is the technical language from the ordinance, DCASE has chosen to use the word "mural" as an umbrella term that includes both graffiti and art murals, mentioned in Section 13-20-550 of the Municipal Code of Chicago, that have been registered or that people seek to register.

ELIGIBILITY

The Mural Registry catalogues and acknowledges the City's growing collection of murals, and will include a list of completed murals created on private and public property. Property owners, artists, and community members may register existing murals so that they may be catalogued in the Registry.

- **Existing murals on private property:** A property owner may apply to DCASE to register a mural by submitting a completed application along with the requested supporting documentation. Artists or organizations involved in the creation of an existing mural on private property may submit an application with a letter of approval or the signature of the property owner for the application to be considered complete.
- **Existing murals on City-owned property:** Members of the community (including artists and organizations involved in the creation of an existing mural) and aldermen may submit an application to DCASE to register murals that exist on City-owned property. Applicants may be asked to demonstrate proof of proper approvals and permits received in the creation of the existing mural before the mural will be added to the Registry.
- **Permission walls on private and City-owned property:** Artists and property owners may submit applications to register "permission walls," i.e., exterior walls that have been specifically designated and approved by property owners for artists to paint on a rotating basis.

REVIEW CRITERIA

DCASE will only review completed applications submitted with the required documentation. In addition, applications will be reviewed based on the following criteria before being admitted to the Mural Registry.

- Murals must be in good condition.
- Murals may not be commercial in nature and may not depict a product placement for a business.

- Murals will not be registered if they contain known gang symbols or depict an unreasonable or offensive act, utterance, gesture, or display that creates a clear and present danger of a breach of peace or imminent threat of violence.
- Murals may not depict material harmful to minors.

REGISTRATION

Upon review and approval of an application, DCASE will send notice of approval to the contacts listed in the application along with an assigned unique Mural Registration ID number and instructions for placement of the Mural Registry emblem. Within 30 days of receipt of instructions, applicants must provide documentation of the emblem affixed to the mural to complete the registration process.

MAINTENANCE

The City shall have no duty to maintain registered murals or to protect them against vandalism.

REMOVAL CRITERIA

An owner who wishes to remove a mural from the Registry should notify DCASE at least seven days before removal or alteration of that mural. DCASE reserves the right to remove murals from the Registry for various reasons, including if they are found to have prohibited content or have become significantly altered or damaged. The Department of Streets and Sanitation, in consultation with DCASE, may cover or remove registered murals if conditions requiring this step occur.

MURAL REGISTRATION APPLICATION

To be registered, murals must be in good condition. A separate application is required for each mural on a site. A single application may be submitted for a permission wall.

Date of application _____

Applicant (Organization or Individual)

Organization Name (if applicable) _____

First Name _____

Last Name _____

Phone _____

Email _____

Address _____

Website _____

Preferred Method of Contact _____

Artist(s)

First Name _____

Last Name _____

Phone _____

Email _____

Address _____

Website _____

Preferred Method of Contact _____

Property Owner (Organization or Individual)

Organization Name (if applicable) _____

First Name _____

Last Name _____

Phone _____

Email _____

Address _____

Preferred Method of contact _____

ARTWORK INFORMATION

Location of mural or permission wall _____

Project Address _____

Ward _____

Title _____

Media Paint Mosaic tile/ceramic

Dimensions, including height, width, and depth _____

Year Mural was Completed _____

Description of mural / permission wall site _____

SIGNATURES

Artists or organizations submitting an application must include a letter of approval from the property owner or submit the owner’s physical signature with the application for the application to be considered complete.

Applicant certification:

I, as the primary Mural Registry applicant, certify under penalty of perjury that the information provided in this application is correct and true to the best of my knowledge, and I have read and will abide by the Mural Registry Requirements.

(Specify relationship: e.g. artist, property owner, commissioning organization representative)

Signature Name (print) Date

Property Owner Certification:

I certify under penalty of perjury that I am the owner or official representative of this project property. I further certify that I gave permission for the placement of the mural and/or permission wall as presented in this application, and have read, understand, and will abide by the Mural Registry Requirements.

Signature Name (print) Title (if applicable) Date

Confirmation of Maintenance Responsibility:

I confirm that I have agreed to serve as the primary contact for mural and/or permission wall maintenance and graffiti issues.

(Specify relationship: e.g. artist, property owner, community organization, funder)

Signature Name (print) Date

ATTACHMENTS**Photographs of Mural***

- a) Images should document mural in its entirety (single file or multiple files for larger artworks)
- b) Images should document mural in context of surrounding site
- c) JPEGs required (minimum 300 dpi at 5X7 inches)

**Permission wall applicants may submit up to three recent images of artwork, and are encouraged to update DCASE staff as artwork changes.*

Documentation of Permission

Required in lieu of property owner signature on application:

- Letter of Authorization or signed agreement from Property Owner (private or City entity)

Please clearly title all attachments (e.g. RiveraMural_1.jpg, Property Owner Authorization.pdf)

SUBMISSION:

Digital submissions of the application and attachments are required. Please submit completed application package via email to: muralregistry@cityofchicago.org

FOR DCASE USE ONLY: Final Approval / Mural Registration Number

Upon approval of this application, DCASE will supply a registration number:

DCASE Authorized Signature _____

Registration Number _____