

City of Minneapolis

MINNEAPOLIS ART WRAPS PRE-APPROVED UTILITY BOX DESIGNS

INSTRUCTIONS & GUIDELINES



Applications Accepted All Year



For reasonable accommodations or alternative formats please contact Talia Moorman (info next page). People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.

MINNEAPOLIS ART WRAPS

This document includes the guidelines, steps, and criteria for installing pre-approved artist-designed utility box wraps on City-owned utility boxes. Read the instructions thoroughly prior to applying. The City offers another program providing the opportunity to create custom designs by an artist(s). For more information about this utility box option, please visit the City's website: <https://www2.minneapolismn.gov/business-services/planning-zoning/city-plans/public-art-long-range-planning/resources-permits/permits-for-art/>

We are here to Help! Contact:

Talia Moorman

Community Planning and Economic Development

612.673.2149

Talia.Moorman@MinneapolisMN.gov

TIP
Consider using the suite designs when wrapping clusters of two or three boxes

Cover page artist: Erik Farseth

Adjacent page artist: Kristin Deing

Below – featured designs from available suites: top left – Kao Lee Thao, top right – Luis Fitch, bottom left – Sarah Holden, bottom right – Mary Bacon



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PUBLIC ART GOALS

City of Minneapolis Public Art Goals

Stimulate Excellence in Urban Design and Public Arts

- Enhance the aesthetic environment of public places within the City 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.

ABOUT

Overview

Through a call for artists, the City commissioned local artists to develop utility box designs for the Minneapolis Art Wraps program. This current collection is the second generation of designs commissioned and is available from 2019-2025.

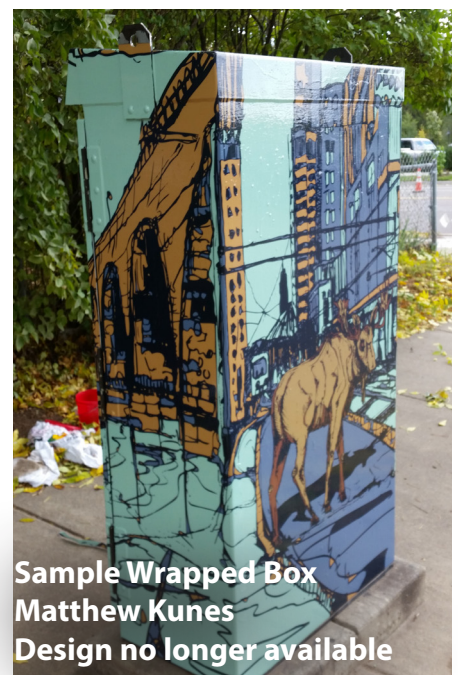
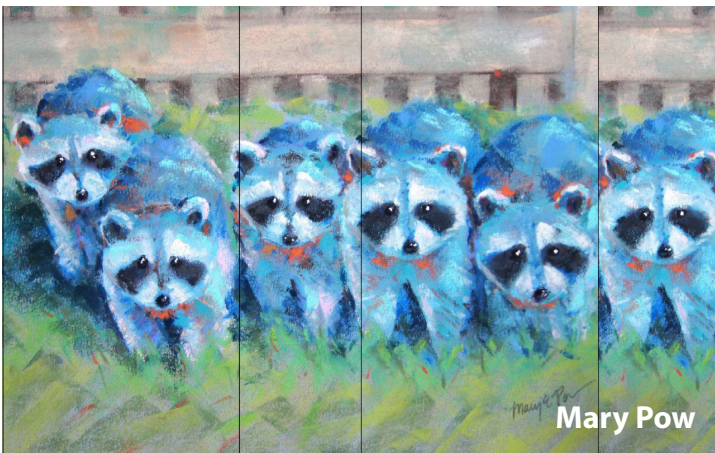
Special Service Districts, neighborhood and community organizations can apply to wrap utility boxes using the ten designs for single boxes or four suites when wrapping multiple boxes. These applications are accepted at any time. Installation is limited to temperatures above 55 degrees Fahrenheit.

Purpose


The Minneapolis Art Wraps program was created to increase connections between artists, neighborhoods, community organizations, and residents through placemaking.

Objectives

- Encourage projects that contribute to the quality of the public realm.
- Support public art initiatives to enhance the community, that come from the community and that have strong community support.
- Build the capacity of groups to develop public art projects that support the City's public art values.
- Involve, support, respect and encourage artists.
- Assist applicants in developing projects within realistic timelines.
- Ensure applicants have the capacity for maintenance and removal.
- Comply with all city and state codes and statutes.
- Ensure public safety.




ABOUT




VENDORS ARE REQUIRED TO CUT AROUND VENTS, HANDLES, LOCKS, METERS, AND IDENTIFYING INFO.

TIP:
Removing peeling paint, adhesives, and other residue is key to a long lifespan. Prepping a box should include washing and sanding before wrapping.



MOST BOXES ARE NOT FLAT, AND CONTAIN A NUMBER OF PROJECTIONS. DENTS ARE NOT UNCOMMON.



THE INSIDE FACE OF DOUBLE BOXES ARE NOT VISIBLE AND MAY NOT NEED TO BE WRAPPED

ELIGIBILITY

Eligible Applicants

- City-recognized neighborhood associations, special service districts, or business associations.
- Non-profit organizations (501C3).
- Government organizations.
- Organizations with similar legal status as those listed above, who can obtain general liability insurance, and provide long-term maintenance.
- Individual artist(s), community members, and/or business owners may act as the primary contact for an application but the permit must be sponsored by an eligible organization listed above.
- Applicants must also be compliant with their existing permits for art, including submitting the final photo documentation for those projects.

**CITY-OWNED
BOXES MAY BE
REPLACED OR
RELOCATED BY THE
CITY AS NECESSARY
WITHOUT NOTIFYING
THE PERMIT
HOLDER**

Eligible Boxes

- City-owned utility boxes. Most City boxes operate traffic signals. Visit the website for a [map of signalized intersections](#).
- Utility boxes not scheduled to be replaced or relocated in the near future, not under permit by another party, and not in areas scheduled to be reconstructed or upgraded within the permit timeline. For more information on the [City's capital improvement plans](#) in your neighborhood, visit the City's website.
- For utility boxes owned by Century Link and COMCAST, contact those companies directly; Xcel has not allowed utility box wraps.

Eligible Designs

- Choose from the pre-approved designs in the [Look Book](#) on the website.
- Art Wraps projects are not intended to support advertising or community signage, and no other text may be inserted into the design by the vendor or the applicant.
- Use of each artist's designs are limited to 30 wraps throughout the city. Thus, some designs may have limited availability.



Atzín Rayas Fernández

APPLICANT RESPONSIBILITY

Overall

- Developing projects within your capacity, including working within a realistic timeline and scale.
- Covering costs to install wraps by an experienced vendor, and any additional costs that may arise as part of the permit, including special signage, insurance, mailings, etc.
- Providing quality images of the final installation to the City upon completion.

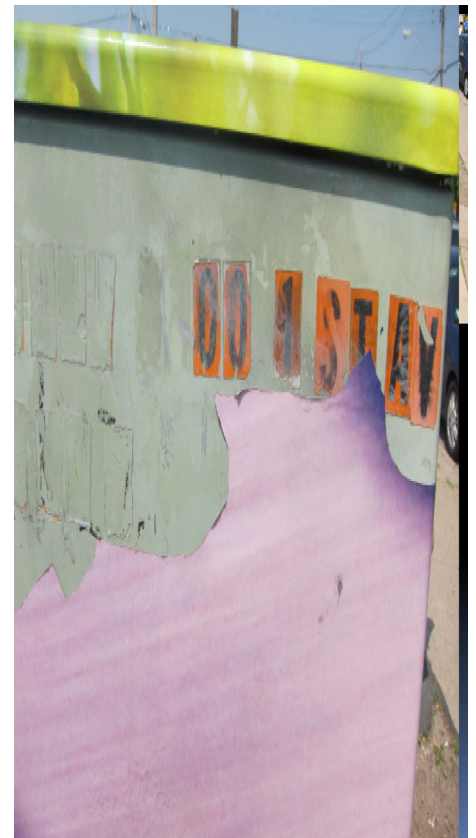
Maintenance

- Assuming responsibility for ongoing maintenance of the wrap, including touch-ups, and graffiti removal, throughout the life of the permit.
- Completely removing the wrap when the permit expires, or if required by the City for any reason. This includes removing the wrap at the end of the permit period or after significant wear or deterioration, as well as thoroughly cleaning the box, and repainting in a color approved by the City.
- Failing to maintain your the wrapped box, will result in the termination of your permit and ineligibility for other art permits in the future.



ART WRAPS REDUCE GRAFFITI CONSIDERABLY HOWEVER, THEY ARE NOT MAINTENANCE-FREE

WRAPS CAN BEGIN PEELING AFTER A FEW YEARS, AND ARE SOMETIMES TAGGED AND STICKERED



APPLICANT RESPONSIBILITY

Artists and Copyright

- Minneapolis Art Wraps' artists own the copyrights to their images.
- Applicants may only use these images for these informational purposes: Posting on the internet, brochures, media, publicity or other similar non-for-profit publications.

Public Safety

- Obtaining all permits needed to work on the sidewalk and in the parking or traffic lane adjacent to the box during preparation, applying vinyl, and cleaning-up.
- Working on site during periods of low traffic activity, such as weekdays, 9 am to 3 pm, weekends and holidays.

Community Involvement

- Notifying the community through community meetings and postings in the neighborhood newsletter.
- Obtaining approval from adjacent property owners through visits to nearby homes and businesses.
- Using the plaque-like credit at the bottom of one of the narrow sides of the boxes. (See page 15)

Materials and Clean-up

- Selecting a vendor. A list of vendors used locally by groups in the past are listed in the "Frequently Asked Questions" section. (See page 16)
- Thoroughly cleaning, priming, and prepping the box prior to applying the wrap.
- Complying with all State and Federal regulations and according to manufacturers specifications.
- Not covering-up and maintaining access to any identifying information, windows, meters, vents, key holes, or any aspects of the box needed for ongoing operation of the utility.
- Notifying vendors that they **may not under any circumstances use heat guns** when applying the wrap. (Boxes could catch fire.)
- Removing all materials and equipment at the site after installation is complete.

General Liability Insurance

- A certificate of general liability insurance is required during installations for a minimum of \$500,000 per occurrence, naming the City of Minneapolis as additional insured to acts committed by the applicant or vendor for which the City could be held responsible. (see [sample insurance certificate](#).)

Tip:

Boxes are less likely to be tagged and easier to clean off if you address graffiti quickly! Spray Paint comes off vinyl wraps easily using a soft rag and anti-graffiti solution

HOW DOES THIS WORK?

The application process includes 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 is on pages 12-15. On average it takes eight weeks to get through the entire application approval process.

Three Phases of the Application Process

1

Eligibility Request:

Determining the utility box(es) you are proposing are eligible for public art.

2

Art Wraps Application:

Selecting the designs you wish to use, and to making sure all application requirements are met

3

Encroachment Permit:

Submitting insurance, consent forms, other necessary forms, and paying the permit fees.

Why Three Phases

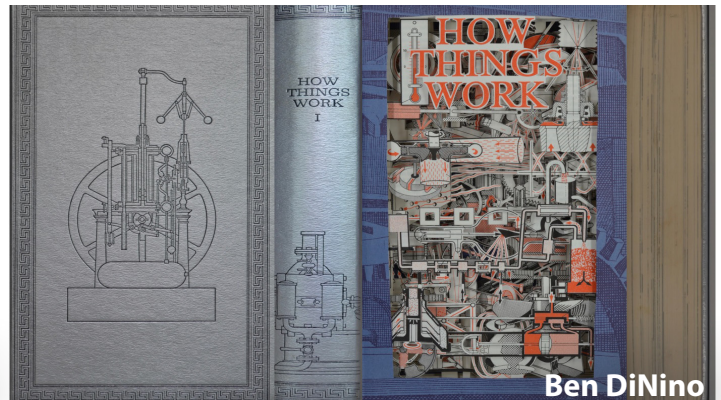
The **Eligibility Request** (page 14) confirms the proposed location or utility box is not scheduled for reconstruction, upgrades, replacement, or demolition and is City Property or Right of Way. This prevents you from having to do the full application before learning the site is not eligible.

The **Minneapolis Art Wraps Application** (page 15) provides detailed information about your project and demonstrates how it meets the public art goals and other requirements.

The **Encroachment Permit** (page 16) is the official permit from the City, and the process includes submitting consent forms and paying fees. Applications are reviewed on a on a first-come, first-served basis. After you receive the permit, you may begin the installation.

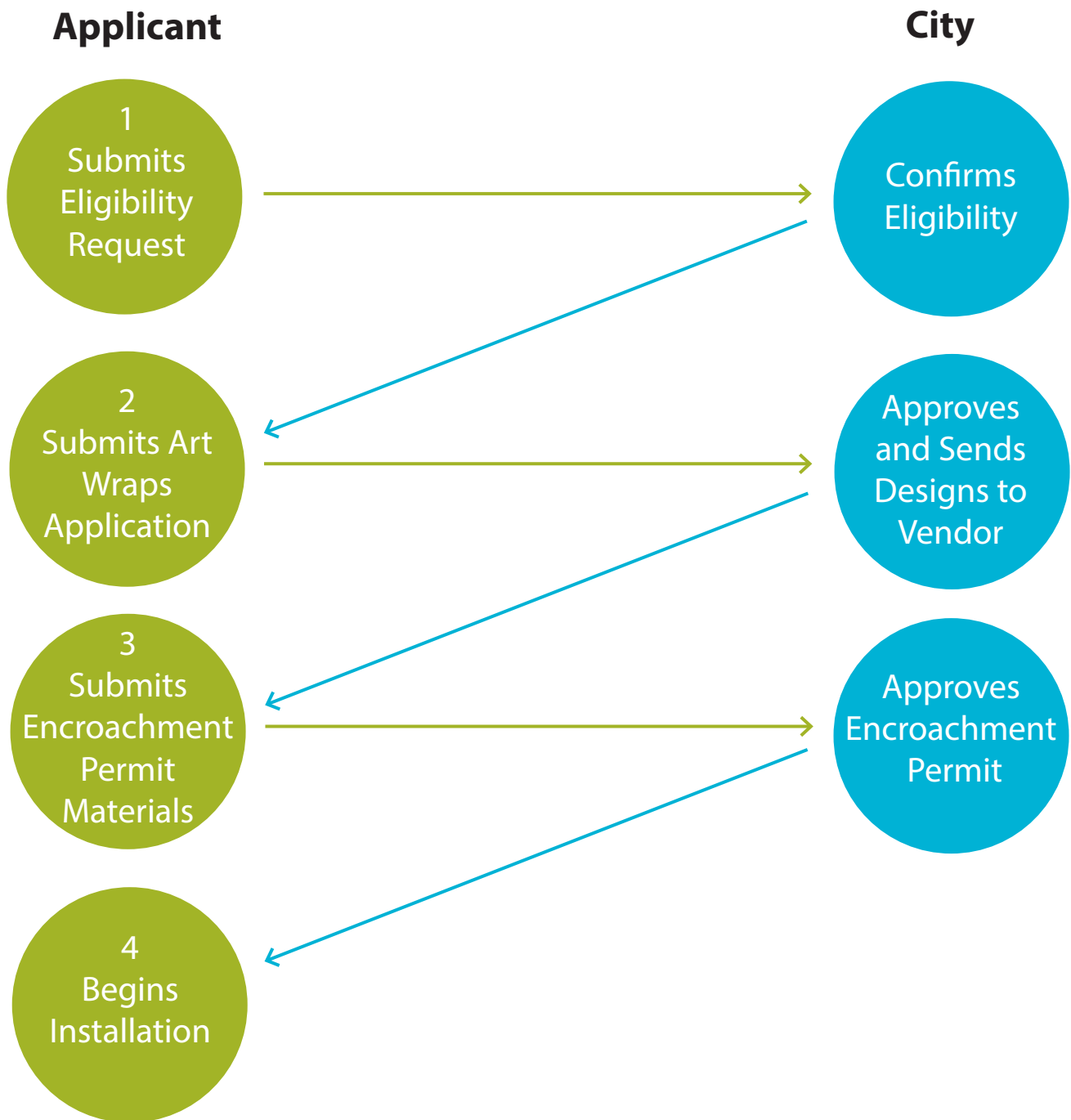


Bill Cottman



Ben DiNino

APPLICATION PROCESS



When should I submit my application?

All Art Wraps designs have been pre-approved by the Minneapolis Arts Commission. Applications are accepted year-round, and may be submitted whenever is most convenient.

Wraps may only be installed when temperature are above 55° F, which means the ideal months to apply are in the spring and summer.

APPLICATION INSTRUCTIONS

Phase One: Eligibility Request

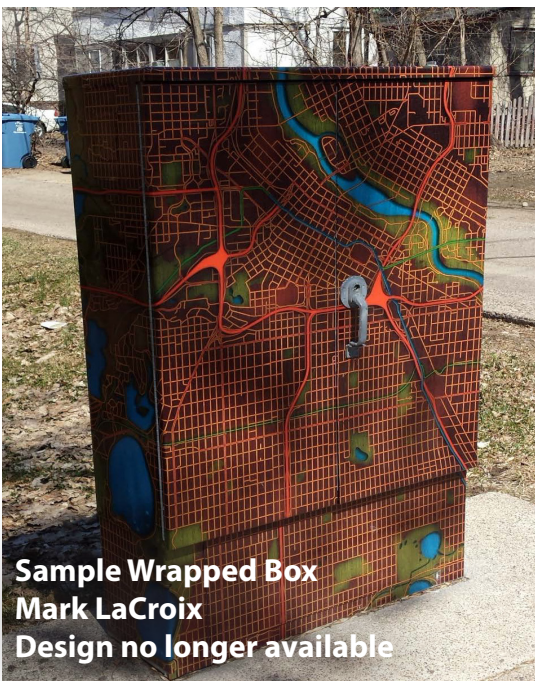
An Eligibility Request determines if the utility box you are proposing is eligible for public art. This request ensures that the proposed box will not be near construction, replaced, or upgraded in the near future; is a City owned box; and is available.

Submit:

1. **Completed [Eligibility Request online form](#)**. Also upload items 2-4 below.
2. **Map** of the 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 of the box and the surrounding area including bus stops, stores, signs, buildings, lights, nearby artworks, etc. (Note: The City uses these photos for identification, so, **do NOT use screenshots from Google**, which can be out-of-date and may not show the current box or surroundings.) Label each photo (A and B) with the number that corresponds to the box as listed in the table.

Timeline and Notification:

The review and notification process for the eligibility request generally takes about two weeks. After confirmation is received you will receive an email with a link to a submission folder required for Phase Two: Art Wraps Application.



TIP:

Check the eligibility of more utility boxes than you plan to wrap. Not every box is owned by the city or eligible. This will give you options if some are unavailable.

APPLICATION INSTRUCTIONS

Phase Two: Art Wraps Application

In this application you indicate the designs you would like to use, and provide other project information, such as who will be performing ongoing maintenance, your vendor, timeline, budget, etc.

Complete and upload the following items into your submission folder:

You will receive a folder link for uploading your documents. If you cannot access it, contact [Talia Moorman](#).

1. [Completed Art Wraps Application Form](#)
2. [Art Wraps Design Selection Table](#): Select the Wraps designs you wish to use. The table must indicate which design you would like to assign to each box.
3. **Letter of support** from the [neighborhood organization](#) or [special service district](#) in the area where the project is occurring, if they are not the applicant. See the an [example letter](#) on the website.
4. **Images of previous permits for art**: If you 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: Within a week, staff will review the application, send the designs to the vendor, and notify staff in the Right Of Way Division that the project has been approved. The applicant may move onto Phase Three.

TIP:

A list of vendors used by previous applicants to date can be found in the "Frequently Asked Questions" section of this document. (Page 16)



APPLICATION INSTRUCTIONS

Phase Three: 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 and send the following to PWRightofWay@minneapolismn.gov.

1. **A completed [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: Generally it takes about two weeks to receive approval. You must have the permit in hand before you can begin installing.

Questions about the Encroachment Permit? Contact:

Minneapolis Dept. of Public Works; Right of Way Section
505 4th Ave. S., #410A, Minneapolis MN 55401-2268
Telephone: (612)-673-2403, Fax: (612)-673-2048
PWRightofWay@minneapolismn.gov



**UTILITY
BOX WRAPS
MUST BE APPLIED
ABOVE 55° F**

PRE-APPROVED DESIGNS

Important Information about Credits and Copyrights

- Minneapolis Art Wraps **artists own the copyrights to their images**. Applicants may only use these images for the following informational purposes: Utility boxes, posts on the internet, brochures, media, publicity, or other similar not-for-profit publications.
- **No other text may be inserted into the design by the vendor or the applicant.**
- The City will provide vendors with the electronic files needed to wrap each box. These files will include a plaque-like credit which will appear at the bottom of one of the narrow sides of the boxes. (See example below)



FREQUENTLY ASKED QUESTIONS

1. Can you recommend a wrap vendor?

The City cannot recommend vendors. Vendors that previous applicants have used include: Archetype Design, Big Image Systems, Bolger Print, Clean Slate Group, Image360, Pixelwerx, Signature Graphics, SignMinds, Speedpro, Unleashed Displays, Vomela.

2. How do we wrap boxes that are not owned by the City?

You need to contact the owner of those boxes, which may include Xcel, Century Link, COMCAST, Metro Transit or another private company.

3. Can we use Minneapolis Art Wraps designs if the boxes are not owned by the City.

Yes. Please contact [Talia Moorman](#) for more information.

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

No, only for the duration of the installation.

5. What is the cost of an encroachment permit?

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

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

Yes.

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

It varies. On average the vendor's cost is approximately \$15 per square foot for the wrap. This does not include outside graphic artist design fees that may be required.

8. Is there a list or map of City-owned utility boxes?

No, but there is a [map of signalized intersections](#) and many of the City-owned boxes are located at these intersections.

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

Boxes are less likely to be tagged and easier to clean off if you get to them quickly. Spray paint comes off easily with a soft rag and recommended solution. Some have used dish soap successfully. Vendors often have recommended methods, so be sure to ask them.

10. 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 when wrapping boxes that there is the possibility of it being replaced. The City is not obligated to replace the wrap or inform you this is occurring.

APPLICATION CHECKLIST

Eligibility Request (see page 12)

- _____ [On-line form for Utility Boxes](#)
- _____ [Utility Box Information Table](#)
- _____ Two photos of each box (A and B)
- _____ Map of box locations

Art Wraps Application (see page 13)

- _____ [Art Wraps Application](#)
- _____ [Art Wraps Design Selection Table](#)
- _____ Letter of support from the neighborhood organization or special service district.
- _____ For applicants with previous permits: Photos documenting current condition of the artwork(s)

Encroachment Permit Application (see page 14)

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

Application Forms, Examples, and Helpful Tools can be found on the website.

<https://www2.minneapolismn.gov/business-services/planning-zoning/city-plans/public-art-long-range-planning/resources-permits/permits-for-art/>



Sample Wrap
Kirsten Walstead
No Longer Available



Sample Wrap
Kristine Heykants
No Longer Available