

# PUBLIC ART PERMITS

## INSTRUCTIONS & GUIDELINES

### PAINT THE PAVEMENT



### UTILITY BOXES



### MURALS

### AND MORE!



### WASTE BINS

For reasonable accommodations or alternative formats please contact Talia Moorman (info on the 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.

# PUBLIC ART PERMITS

This document includes the guidelines, steps, and criteria for developing public art projects on Minneapolis City Property or in the public Right- of- Way. Please read these instructions thoroughly prior to applying. These instructions and additional tools can also be found on 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  
Arts and Cultural Affairs

612.673.2149

[Talia.Moorman@MinneapolisMN.gov](mailto:Talia.Moorman@MinneapolisMN.gov)

## Cover Page Artists:

Mural: Melodee Strong & Little Earth of United Tribe's Native Youth Arts Collective Program

Paint the Pavement: Elise Kylo

Utility Box: Megan Moore

Waste bin: Greta McLain & Lori Greene

**Table of Contents Page Artist:** Custom Utility Box Design: Lila M Smith

## Special thanks to these organizations for their vision and images of past projects:

Articulture

Arts on Chicago

Clean Energy Partnership

Corcoran Neighborhood Organization

City of Minneapolis

Downtown Minneapolis Neighborhood Association

Juxtaposition Arts

Holland Neighborhood Improvement Association

Little Earth of United Tribes

Longfellow Community Council

Lyndale Neighborhood Association

Midtown Greenway Coalition

Midtown Phillips Neighborhood Association

Minneapolis College of Art and Design

Native American Community Development Institute

Powderhorn Park Neighborhood Association

NE Sculpture

Seward Neighborhood Group

Southeast Como Improvement Association

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# ABOUT

## Purpose

The City's public art permitting program allows the temporary placement of a privately owned object/ artwork/ art installation over, under, or upon the public right of way or public property, excluding Park Board property (Chapter 95.10, Code of Ordinances, 1976). This program was created to increase connections between artists, residents, neighborhoods, and community organizations through placemaking.

## Objectives

- Encourage projects that contribute to the quality of the public realm.
- Support community-enhancing projects that are initiated by the community and demonstrate 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 time lines.
- Ensure applicants have the capacity for maintenance and removal.
- Comply with all city and state codes and statutes.
- Ensure public safety.

## Definition of Public Art

Public art is publicly accessible original art that enriches the city and evokes meaning. It may include permanent visual art, performances, installations, events and other temporary works. Public art should consider the site, its context and audience. Public art may possess functional as well as aesthetic qualities; it may be integrated into the site or be a discrete work. (Section 1.1, Adopted City of Minneapolis Public Art Policies.)



Forrest Wozniak

# ABOUT

## City of Minneapolis Public Art Goals

### Stimulate Excellence in Urban Design and Public Arts

- Enhance the aesthetic environment of public places 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.

# ELIGIBILITY

## Eligible Projects

- Projects proposed within the City's review process and timeline.
- Projects that comply with all City and State codes.

## Eligible Applicants

- Individual artist(s), community members, or business owners may act as the primary contact and applicant for an application; However - All public art permits require that there be an eligible **permit holder** collaborating with the applicant if the applicant is not the eligible permit holder. The permit holder must also submit materials for phase two and three of the application.
- Applicants and permit holders must be compliant with any of their existing permits for art, including submitting the final photo documentation for those projects.

## Eligible Permit Holders

- City-recognized neighborhood associations, special service districts, or business associations.
- Non-profit organizations (501C3).
- Government organizations.
- Organizations with similar legal status as those above, that can obtain general liability insurance, and provide long-term maintenance.

### TIP:

Special Service Districts and Neighborhood organizations can be found on the website under Examples and Helpful Tools section

## Eligible Designs

- Designs developed by **ARTISTS** who are **paid** a fair stipend for the project.
- **It is highly recommended the artist be selected through an open call process.**
- Designs that comply with all City codes and ordinances. The sign code does **not** allow designs supporting advertising or community signage, logos, and branding.
- Paint the pavement designs with sufficient blank space (non-painted areas) to ensure the area is not slippery when wet.
- Designs that do not mimic traffic control devices, street signage, or include religious imagery.

**IT IS HIGHLY RECOMMENDED THE ARTIST BE SELECTED THROUGH AN OPEN CALL PROCESS**

# ELIGIBILITY

## Eligible Utility Boxes

- City-owned utility boxes. Most City boxes operate traffic signals. (See the [map of signalized intersections](#) for more information.)
- Utility boxes not scheduled for replacement or relocation in the near future, or currently under permit with another party. 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 Xfinity, contact those companies directly. Xcel has not allowed utility box wraps.



Sree Nair

Painted Box



Sarah Linnes-Robinson  
and Stephanie Torbert

Vinyl Wrapped Box

### TIP:

Removing peeling paint, adhesives, and other residue is key to a long lifespan. Prepping a box should include washing and sanding prior to wrapping or painting.

## Eligible Sites

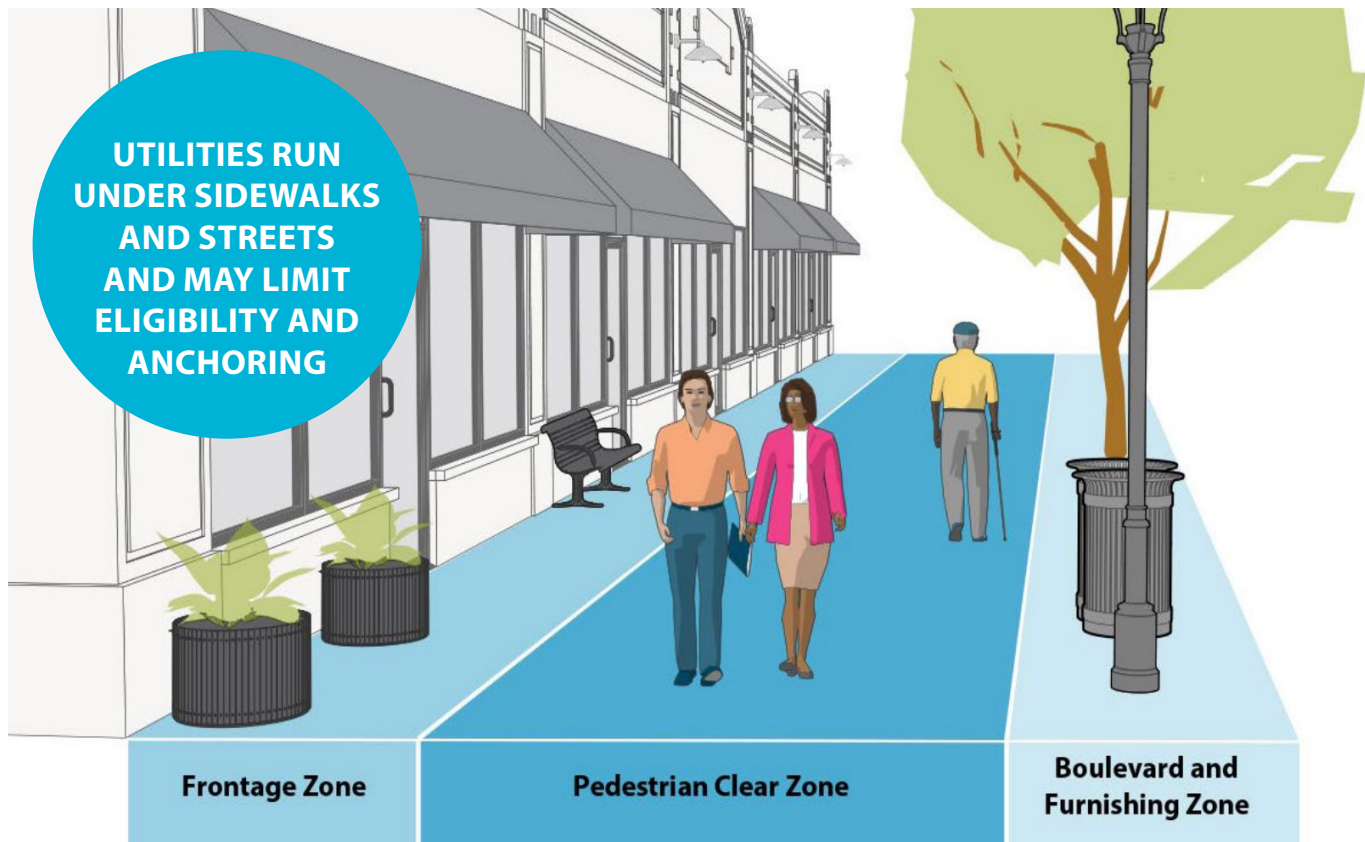
- Sites or locations determined eligible for public art by the City, via Phase One: Eligibility Request.
- Sites that can support three-dimensional works for public use including bike racks, benches, and sculptures. (Contact Metro Transit for bus benches and shelters.)
- Two-dimensional surfaces on City properties.
- Banner locations on eligible City light posts in the Right of Way.
- Adopted City-owned concrete waste-containers.
- Sculptures, street furniture, sidewalk stamps and etching may be allowed in the frontage or boulevard zones in some circumstances.
- Paint the pavement projects are limited to two year maximum installation periods, and must be fully removed at the end of the warm season before fall street sweeps.

# ELIGIBILITY

## Eligible Sites for Paint the Pavement

- Sidewalks, including the pedestrian clear zone. (some limitations, see ineligible section on next page)
- City residential intersections,
- Behind existing bollards, concrete barriers, medians, and traffic circles,
- Marked crosswalks on non-state aid City streets, painting is allowed between the white stripes, white stripes are to remain white.
- Mid-block areas on residential streets (some limitations, see ineligible section on next page)

## Sidewalk and Pedestrian Clear Zones



The pedestrian clear zone provides space for pedestrians to travel clear of obstructions, slippery surfaces, and non-compliant treatments. It ensures that those using mobility devices such as canes and wheelchairs can have a predictable and safe path of travel.

"The sidewalk guidance provides flexibility to address the range of most streets in Minneapolis, although there still may be unique situations that require adjustments from the guidance. Accessibility requirements are required by the Americans with Disabilities Act and must be met on all projects." ([City of Minneapolis Street Design Guide](#).)



# ELIGIBILITY

## Ineligible

- Areas not scheduled for reconstruction within the permit timeline. For the [City's capital improvement plans](#) in your neighborhood, visit the City's website.
- Three-dimensional objects, stamped or etched pavement in the Pedestrian Clear Zone. (See previous page for more information.)
- Pedestrian ramps, and corner landings.
- City-owned plazas are discouraged and may not be approved.
- Green plastic waste containers.
- Bollards
- Paint the pavement sites not allowed include:
  - School crossings,
  - Unmarked crosswalks,
  - Existing stamped and etched sidewalks,
  - Sidewalks poured within the last 3 years,
  - Within 20 feet of marked crosswalks ,
  - Intersections with traffic signals,
  - Bike lanes,
  - Parking lanes,
  - Curbs or gutters,
  - State and County-designated roads,
  - 150 feet from approaching major arterials or signalized intersections,



Refer to the [map of ineligible roads](#) for more information on City/County/State roads.



**APPLICANTS  
ASSUME  
RESPONSIBILITY FOR  
ARTWORK UPKEEP  
AS IT DETERIORATES  
AND WHEN STREETS  
ARE PATCHED.**

# APPLICANT RESPONSIBILITY

## Overall

- Develop projects within your capacity, including working within a realistic timeline and scale.
- Cover all costs arising from the permit, including special signage, insurance, traffic management, ongoing maintenance, mailings, etc.
- Maintain the artwork
- Photograph the artwork upon completion and providing quality images of the final results to the City upon completion.
- Create designs that meet the City's public art goals and objectives.

## Artists and Copyright

- **It is highly recommended that artists be selected through an open call process.** One of the City's Public Art Values is "value artists and artistic processes". An open call process it provides opportunities to local and emerging artists, and helps you identify the most qualified artist for your project. If you need help with this process, staff is available to assist.
- Ensure your agreements with artist(s) and others allow for your organization and the City to use images of the artworks for educational purposes on brochures, on websites, etc. This includes all copyrighted materials (such as secondary images and text). (Federal copyright law provides rights to artists related to the use of images they create. This may include the right to reproduce their images, and the right to prevent the destruction of their artworks. Permissions are required and applicants are encouraged to honor artists' rights to the greatest degree possible.)
- Obtain a [Visual Artist's Rights Act \(VARA\) waiver](#) from each artist. Allow ample time to acquire these permissions.
- Obtain waivers for recognizable images of people.

## Community Involvement

- Notify the community of your project through community meetings and postings in the neighborhood newsletter.
- Obtain approval from adjacent property owners through visits to homes and businesses and use an [Art Consent Form](#).
- Engage the community in planning and other aspects of the project (such as design or fabrication).
- Provide appropriately-scaled educational signage about the project and crediting the artist. The applicant organization may be credited, but this signage should not advertise the organization or sponsors. QR codes and links to websites may only be used to provide educational information about the artwork.



# APPLICANT RESPONSIBILITY

## Public Safety

All art installations need to consider public safety during planning and implementation. The City values safety; it is important for both temporary and permanent projects.

### Location

Consider how the site is used, including history of graffiti, vandalism, heavy use, or encampments.

Ensure emergency responders can access the site.

If the artwork is on or near sidewalks provide a clear pedestrian zone. (see page 8)

### Traffic Planning

Installations should occur during low traffic hours: weekdays 9am-3pm, weekends, and holidays. This includes set-up and clean-up.

[Obstruction permits](#) are required if a sidewalk, intersection, or traffic lane are being used or closed during installation.

Applicants must obtain all permits to close streets or intersections, develop a traffic management plan and obtain approval for the plan from the City. This includes obtaining and paying for temporary signage. Projects cannot block any street for more than 24 hours.

A traffic control agent may need to be hired to manage traffic at the applicant's cost.

### Materials and Attachments

Consider whether hardware and attachments are structurally sound. Design the work so that tampering and disassembly are minimized.

Secure all elements of the artwork.

Educate participants about necessary safety precautions.

Follow regulations for materials, equipment, and safety procedures, especially when working with youth. A good resource is the [Art and Craft Safety Guide of the U.S. Consumer Product Safety Commission](#).

Ensure that functional objects are not a hazard to people using them.

Properly train volunteers and artists to create or assist with the art installation, as well as all tools and materials.

### COVID

Take all appropriate health precautions, including social distancing, requiring masks, disinfecting, and cleaning.

### Structural Design

Structures may be required to be reviewed by a structural engineer, and may need signed and stamped drawings. They must support a live load of a minimum of 250-350 pounds.

Avoid tight spaces, finger entrapments, and sharp edges dangerous to small children and the public.

Consider whether people can climb the structure and what will happen if they fall.

Ensure there are clear sight lines. Reduce the opportunity for people or animals to hide behind structures.

### Installation

Properly dispose of all installation materials; remove them from the site once complete.

Do not dump dirty water, paint, or chemicals into City trash receptacles, sewer drains and waste containers.

### Celebrations

Additional permits are likely required for community celebrations such as block party, food, and sound permits.

# APPLICANT RESPONSIBILITY

## Materials and Clean-up

- Use latex paint or acquire pre-approval for other materials.
- Comply with all State and Federal regulations and manufacturers specifications.
- Take care in applying paint and other chemical substances on-site and around people. Apply materials in a qualitative manner. Clean up accidental spills, drips, and messy edges.
- Clean up and dispose of all materials and equipment on-site. (No paint, chemicals, or contaminated water may be poured into City sewers or City waste containers.)
- Remove all materials and equipment from the site after the installation is complete.
- For utility boxes:
  - Thoroughly clean and prime utility boxes prior to painting or wrapping. Select an experienced vendor. A list of vendors used previously are listed under “Frequently Asked Questions” (page 23).
  - Notify the vendor they **may not under any circumstances use heat guns** when applying the wrap. (Boxes could catch fire.)
  - Keep visible and maintain access to all identifying information, windows, meters, vents, key holes, or any aspects of a utility box needed for operation.

## Maintenance

- Maintain the artwork for the life of the permit. This includes regular inspections, touch-ups, graffiti removal, repainting, and repairs.
- Completely remove the artwork, vinyl wrap, or paint when the permit expires, or if required by the City for any reason. For utility boxes, this includes removing the art 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 the artwork will result in the termination of your permit and ineligibility for future art permits.

## General Liability Insurance

- A certificate of general liability insurance naming the City as additional insured is required during installation and, for some projects, for the life of the permit. ([See sample insurance certificate.](#))
- The issuing permit entity (Public Works, Hennepin County Rail Road Authority {HCRRRA}, Community Planning and Economic Development {CPED}) will notify applicants of the required duration of this insurance prior to the permit being issued.

### TIP:

Submit Paint the Pavement Applications earlier in the year to get the most out of your project. Street sweeps occur in May and October, followed by winter snow plowing.

# APPLICATION PROCESS OVERVIEW

The application process has 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 can be found on pages 15-20. Generally, it takes eight weeks to go through the entire process.

## Three Phases of the Application Process

1

### Eligibility Request:

Determine if the proposed site or utility box is eligible for public art.

2

### Arts Commission Application:

Obtain approval for the design, artist, and community engagement

3

### Encroachment Permit:

Submit insurance, consent forms, other necessary documents, and pay the permit fee.

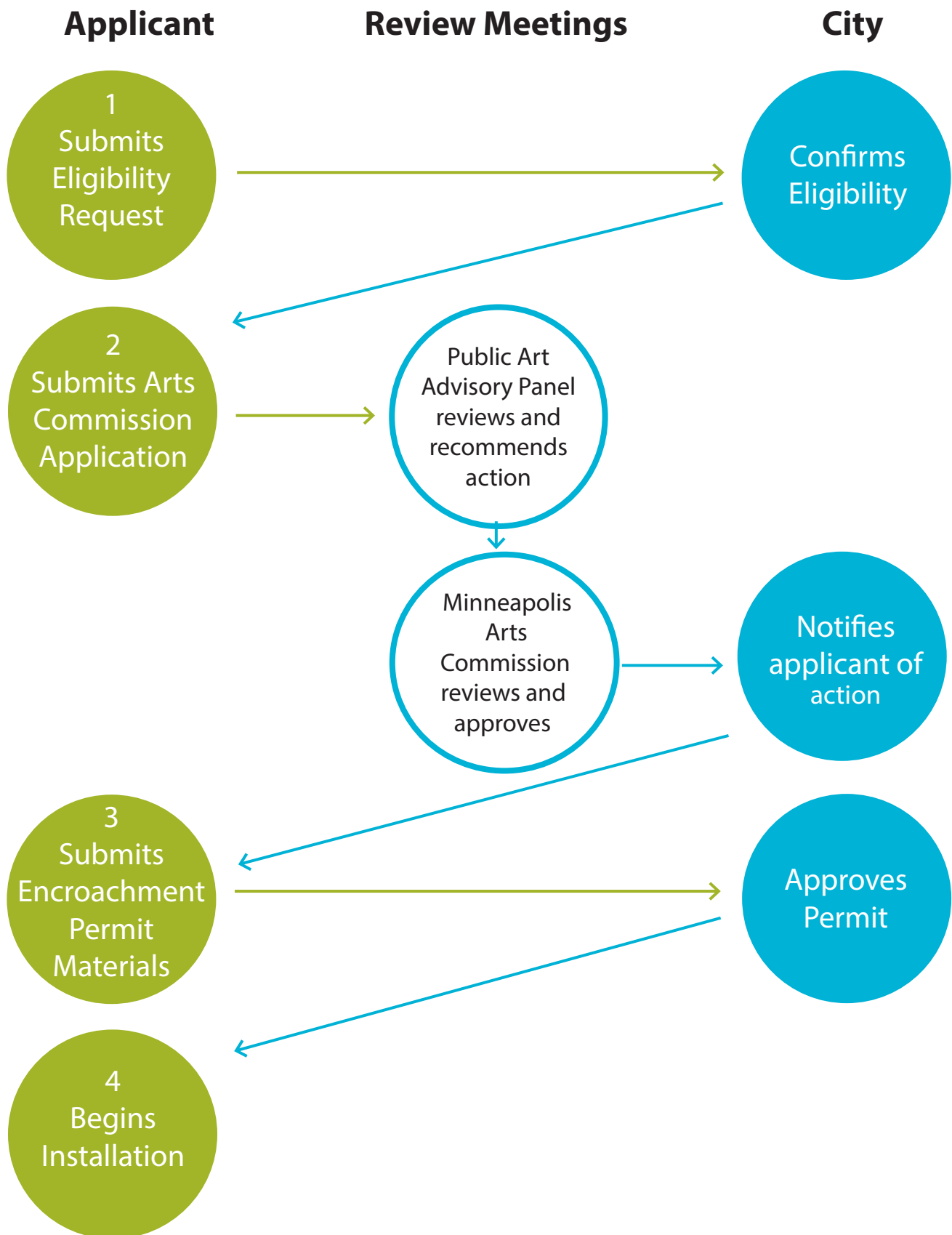
## Why Three Phases?

The **Eligibility Request** (page 15) confirms that the proposed location or utility box is not scheduled for reconstruction, upgrades, replacement, or demolition and is City Property or in the Right of Way. This prevents you from having to prepare a full application before finding out the site is not eligible.

The Arts Commission Application (page 16) provides detailed information about your project, and demonstrates how it meets the public art goals and other requirements.

The Encroachment Permit (page 20) 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.

# APPLICATION PROCESS OVERVIEW



# APPLICATION INSTRUCTIONS

## Phase One: Eligibility Request

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

### Submit for All Projects (except utility boxes):

1. **Email** [talia.moorman@minneapolismn.gov](mailto:talia.moorman@minneapolismn.gov) items 2-3 below.
2. **Map** of the location(s).
3. **Photos** of the site location and current conditions

### Submit for Utility Boxes:

1. **Email** [talia.moorman@minneapolismn.gov](mailto:talia.moorman@minneapolismn.gov) items 2-4 materials below.
2. **A Map** of the utility box 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 you receive confirmation of eligibility from the City, continue to Phase Two, the Arts Commission Application.

#### TIP:

Boxes are less likely to be tagged and graffiti is easier to remove if you address it quickly. Spray Paint can be removed from vinyl wraps using a soft rag and recommended solution.



# APPLICATION INSTRUCTIONS

## Phase Two: Arts Commission Application

In the Arts Commission Application, you provide detailed information about your project and demonstrate how it meets the public art goals, objectives and other requirements. The [Minneapolis Arts Commission and the Public Art Advisory Panel](#) review the project and evaluate whether the goals and requirements are met. You will be notified of their meetings, and may be asked to be at the panel meeting to answer questions.

### Complete and upload the following items into your folder:

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

1. **Completed [Arts Commission Application Form](#)** submitted and signed by the eligible permit holder.
2. **Images of the Design and Context photos:** (See [sample utility box design layout and context photo](#)). For Early Design Review materials - see page 17)
  - **Design Image:** For each location or utility box, submit a final quality image of the design(s) in full color, formatted to 8.5 x 11", one page per location or box. On each page, include the dimensions of the work, names of the nearby streets (for orientation), and the name(s) of the artist(s).
  - **Context Images (Optional):** Submit one or more rendering to scale of the design(s) in context of the surrounding streetscape, landscape and architecture. This is helpful in considering how the proposed design connects visually to the surrounding environment.
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 under Examples and Helpful Tools section.
4. **Resume(s)** for each artist. (See page 18 for more information.)
5. **[VARA \(Visual Artists Rights Act Waiver\(s\) form](#)**, completed and signed by each artist.
6. **Structural drawings or documents from a structural engineer.** If you are proposing a structure or a sculpture, please contact [Talia Moorman](#) to see if this is required.
7. **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:

For Arts Commission applications submitted by the last Wednesday of the month, may be reviewed the following month by [the Public Art Advisory Panel and the Arts Commission](#), depending on the number of applications received. Applicants will be notified within three business days of the Arts Commission meeting.

After your Arts Commission Application has been approved, Talia Moorman will notify you and the Right of Way Division that you are ready to submit your [Encroachment Permit Application](#) and materials.



# APPLICATION INSTRUCTIONS

## Early Design Review

**Please Note:** *Early Design Review is discouraged, especially if this is your organization's first public art project.* Before you consider submitting an application for Early Design Review, be aware that the Public Art Advisory Panel or the Minneapolis Arts Commission may return an application requesting the final designs. Having an application sent back will result in postponing the final review for approval by a month or more.

**The City will accept applications for early design review under the following circumstances:**

- Selected artists are still developing designs due to ongoing or planned community engagement needed to finalize the designs.
- Grant deadlines.
- When artists are selected through an Open Call for Artists.

**If an artist has been selected, submit:** Images of previous artworks that both the applicant and the artist have completed. These images and the artist's resume will be used to show that the applicant and artist have experience in developing public art projects of a similar scale and quality.

**If the artist has not been selected, submit:** Detailed information in the Application Form on the process and the criteria used to select an artist, as well as any concepts or themes the artist needs to address.

## When should I submit my application?

Eligibility Requests are accepted at any time and usually take two weeks to process unless the project is complex.

Projects are reviewed on a first-come, first-served basis, and the City may limit the number of projects reviewed in a single month. Only complete Arts Commission Applications will be brought to the Public Art Advisory Panel and Minneapolis Arts Commission for review and approval. Incomplete applications will be returned to the applicant for additional information.

**All Arts Commission Applications should be submitted by 4:00 pm the last Wednesday of the month, to be considered for the upcoming month's agenda,** but it is recommended that applications be submitted well in advance so we have time to ensure your materials are complete. Note your application could be delayed a month, depending on the number of applications received.

Encroachment permits are accepted at any time. Please be aware that it takes the City approximately two weeks to process and issue the official encroachment permit. You must have the permit in hand before you can begin installing.

### TIP:

When submitting an application for an Early Design Review, make it clear in your application that your project achieves public art goals and objectives. Read the selection criteria on page 21.

# APPLICATION INSTRUCTIONS

## Artist Resume Options

One of the following options may be submitted for each artist for the artistic resume portion of the Minneapolis Arts Commission Application.

**Experienced Artist:** Submit a traditional artistic resume that demonstrates their artistic experience listing relevant education, projects, exhibitions, publications, clients, and volunteer experience.

**Emerging Artists:** Submit one of the two options:

- Option A
  - Short bio,
  - Final design drawing, and
  - Images of similar work samples.
- Option B
  - Artist statement detailing their artistic process for the project,
  - List of related trainings or classes they've completed in the arts field in the past, and
  - Images of similar work samples by them.

**Youth Artists:** People under the age of 18 may be participants in your project with a teacher or adult leading the artistic process as the artist. In such cases **the following should be submitted for the teacher or adult artist:**

- Option A
  - An artistic resume.
- Option B
  - Statement detailing their artistic process for the project and why they are doing this project, and
  - List of trainings or education they've completed in the arts field in the past.



# APPLICATION INSTRUCTIONS

## Allow Adequate Time for Complex Projects

Below is a list of items that can make your project complex, and consequently make for longer planning, approval and implementation process.

- **Complicated Locations:** Artworks proposed on properties with multiple owners will likely require multiple approvals, especially when multiple governments are involved. Each may have their own rules and requirements that need to be met. Future or current construction can delay your project significantly, sometimes for years. Consider finding a new location (which will also need to be checked for eligibility) instead of waiting. Installing the art on private property can sometimes be easier and save time.
- **Finding an Eligible Permit Holder:** The project can be initiated by anyone, but the permit must be submitted by an organization that is an eligible permit holder. Starting a project without an eligible permit holder will mean additional time to find an eligible and willing partner who will assume long-term liability and maintenance for the project.
- **Projects with Changes:** Changes to the design, adding artworks, switching artists and moving the location (even by a few feet), and other changes will require additional review and approvals.
- **Artworks that are structural and climbable:** These types of artworks need to be reviewed by a structural engineer. This could even include benches or two-dimensional mounted works. (For example, for *XOXO*, NE Sculpture and the Holland Neighborhood Improvement Association required review by an engineer to make ensure it was structurally sound and could support one or more people climbing on it. They also needed to engage an electrician and submit an electrical plan because the artwork had lighting.)
- **Weather:** Artworks planned for late in the year and may be delayed until spring due to weather.
- **Projects with Impact:** Projects that include meaningful processes take longer, but are well worth it, including projects with
  - An **Open Call for Artists**, which is highly recommended but will take several months.
  - Meaningful **community involvement** and multiple forms of community involvement.
  - **Detailed design processes**, such as projects with emerging artists and that include the community in design development.



# 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](mailto: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.

### Questions about the Encroachment Permit? Contact:

Minneapolis Dept. of Public Works; Right of Way Section  
505 4th Ave S, #410A, Minneapolis MN 55415  
Telephone: (612)-673-2403, Fax: (612)-673-2048  
[PWRightofWay@minneapolismn.gov](mailto:PWRightofWay@minneapolismn.gov)

# REVIEW

## Selection Criteria for Public Art Project Permits

The Public Art Advisory Panel and the Arts Commission use these criteria to evaluate applications. They rarely deny projects, but often propose changes to implement before permits are issued.

### Stimulate Excellence in Urban Design and Public Arts:

- Do the designs and the locations provide an opportunity to make an engaging or bold artistic statement?
- Does the project provide an opportunity for a unique public artwork?
- Do the proposed artists have a significant or engaging body of work?

### Enhance Community Identity and Place:

- Does the project have the support of the neighborhood organization and property owners?
- Are the locations good places to showcase a public artwork?
- Does the project provide an opportunity to reflect on the community and its characteristics, including history, identity, geography and cultures?

### Contribute to Community Vitality:

- Will the project be visible to and attract visitors and residents?
- Will the project build capacity and cooperation between the private and public sectors, artists, arts organizations and community members?
- Has the project engaged the community (or will it)?
- Does the project provide an opportunity to encourage civic dialogue on City issues?
- Is the design and location safe?

### Involve a Broad Range of People and Communities:

- Does the project engage citizens, neighborhoods and organizations in the planning and creation of the artwork?
- Will the project be accessible to people with a range of abilities?
- Does the project celebrate one or more of the City's cultural communities?

### Value Artists and Artistic Processes:

- Does the project nurture an emerging artist?
- Has the design process included an artist and artistic process as a central element?
- Does the project support the artists' right to retain most of their copyrights, except for in the case of sharing information for not-for-profit purposes?

### Use Resources Wisely:

- Are the conditions at the proposed site stable enough to support an artwork during the time frame?
- Does the applicant have the capacity to implement the project at the proposed scale?
- Is there a realistic and achievable maintenance plan?
- Are the appropriate materials being used?

# FREQUENTLY ASKED QUESTIONS

## 1. How long does it take to make a project like this happen?

*It depends on the scope and scale of the project. Read these guidelines to ensure you have developed an appropriate timeline. Wrapping and painting utility boxes can take 4 months to 2 years; including selecting artists, identifying possible locations, developing the designs, acquiring the approvals, and installation. In order to address all of the issues unique to your project, we strongly suggest you allow at least two months for approvals.*

## 2. I'm an artist, how do I get my work installed?

*Individual artists cannot solely apply to have their works or designs installed on City property. Contact your neighborhood organization or a local arts group to see if they will be the applicant and sponsor you. All applications must be submitted by an eligible organization, but an artist may act as the contact person. For more information, contact [Talia Moorman](#).*

## 3. What is the cost of an encroachment permit?

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

## 4. What is the cost of banner permits?

*\$55 for the first banner and \$5 for each banner thereafter.*

## 5. Do I need an encroachment permit for every location?

*Yes.*

## 6. If the artwork includes a photograph of a community member that is only vaguely recognizable, do I still need their permission?

*Yes.*

## 7. How do I know if my project will be on City Property or in the Right of Way?

*You can get a general idea if you look at the property lines for your location(s) on Hennepin County's [interactive property map](#). It is always good to confirm with the City whether you will be in the Right of Way.*

## 8. What is the required set back for bike racks?

*Usually two feet back from the curb, assuming bicycles don't project into the street when mounted on the rack.*

## 9. Are "Little Libraries" covered under these guidelines?

*Artist-designed little libraries need to be permitted when in the Right of Way. If they are purchased from a vendor, they are not allowed in the Right of Way. They do not need a permit to be on private property. The City recommends you maintain a two-foot clear-zone from the sidewalk.*

## 10. How long will my permit be issued?

*Permits are generally issued for 1-3 years, but the length is at the City's discretion. Permits are revocable at any time in the interest of public safety, lack of maintenance, construction projects, or infrastructure upgrades such as box replacement. Paint the Pavement permits are for one year/season. The applicant may request an extension the following year if they repaint the artwork.*

## 11. Can I do public art projects in the bike buffer zone or bike lanes?

*No. Most bike lanes are on major arterial routes, which are ineligible. Federal regulations require uniform traffic control devices, including color delineators, which may not be altered. Safety vehicles also need to get through or around buffered bike zones.*

# FREQUENTLY ASKED QUESTIONS

## 12. Is wrapping a box better than painting?

Both have advantages. Wraps are generally guaranteed by the manufacturer for 5 years, and vendors acquire all necessary obstruction permits and provide traffic control. They can be easier to maintain. When wrapping boxes, most of the budget goes to the vendor. When painting, most of the budget goes to the artist. The lifespan of a painted box depends on the location, condition of the boxes and quality of the paint. Touch up by the artist may be required in the case of graffiti or weathering.

## 13. 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 and artists often have recommended methods for what works best, so be sure to ask them.

## 14. How do we wrap/paint boxes not owned by the City?

Contact the owner of those boxes, such as Xcel, Century Link, COMCAST, Metro Transit or a private company.

## 15. What type of paint should be used?

Latex. If you would like to use another material, contact [Talia Moorman](#) to obtain approval of that material.

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

No, only for the duration of the installation.

## 17. What is the cost for wrapping a utility box?

On average the vendor's charges \$15 per square foot for the wrap. This does not include the artist or outside graphic design fees.

## 18. Can you recommend a wrap vendor?

Below is a list of vendors applicants have worked with in the past:

- Archetype Design
- Big Image Systems
- Bolger Print
- Clean Slate Group
- Image360
- Pixelwerx
- Signature Graphics
- SignMinds
- Speedpro
- Unleashed Displays
- Vomela

**Overwhelmed by the amount of time and work that it takes to create custom utility box designs?**

The City has a collection of pre-approved utility box designs for use on boxes in Minneapolis or in the Right of Way. For more information, check out Minneapolis Art Wraps Instructions and Look Book on the City's website at: <https://www2.minneapolismn.gov/business-services/planning-zoning/city-plans/public-art-long-range-planning/resources-permits/permits-for-art/>

## 19. 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 15)

- \_\_\_\_\_ A map of the location(s).
- \_\_\_\_\_ Photos of the site location and current conditions

## For Utility Boxes

- \_\_\_\_\_ [Utility Box Information Table](#)
- \_\_\_\_\_ Two photos of each box (A and B)
- \_\_\_\_\_ Map of box locations

## Arts Commission Application (See page 16)

- \_\_\_\_\_ [Arts Commission Application form](#)
- \_\_\_\_\_ Images of the final design(s) or Early Design Review materials (see page 17)
- \_\_\_\_\_ Context photo of the site and design in the site
- \_\_\_\_\_ Resume(s) of participating artist(s) (see page 18)
- \_\_\_\_\_ Letter of support from the neighborhood organization or special service district
- \_\_\_\_\_ [VARA Waiver](#) signed by each artist
- \_\_\_\_\_ Structural review and/or signed engineering drawings (if needed)
- \_\_\_\_\_ For applicants with previous permits: Photos documenting current condition of the artwork(s)

## Encroachment Permit Application (See page 20)

- \_\_\_\_\_ [Completed Encroachment Permit and Payment:](#)
- \_\_\_\_\_ Certificate of General Liability Insurance
- \_\_\_\_\_ [Art Consent forms](#) from each abutting property owners, signed
- \_\_\_\_\_ Letter of Credit (if needed)
- \_\_\_\_\_ [Obstruction Permit](#) (if needed)

## Application Forms, Examples, and Helpful Tools

can be found on [the website](#).



Pianos on Parade