MURAL PERMIT APPLICATION

SECTION 1: ZONING REGULATIONS & SUBMITTAL REQUIREMENTS
SECTION 2: ART SELECTION COMMITTEE INFORMATION
SECTION 3: APPLICATION
ZONING REGULATIONS

Regulations per Land Development Regulations (LDRs) Chapter 29, Article 5, Division 21, Sec. 5-2101(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 123rd 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: 

1401 NE 123rd St
North Miami, FL 33161
(305) 892-7161
www.northmiami.gov/permitting
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:

_______________________________ Affiant’s Signature

_______________________________
Print Name

_______________________________
Signature

_______________________________
Print Name

_______________________________
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:
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:

_________________________________________  Affiant’s Signature
Signature  
_________________________________________
Print Name  
_________________________________________
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:
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 __________________________ Name of Corporation __________________________

Print Name __________________________ Address __________________________

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

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

(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 ____________________ Fee Owner's Signature ____________________
Print Name ____________________ Print Name ____________________
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: