





**OFFICE**

APPLICATION

DATE \_\_\_\_\_

NUMBER \_\_\_\_\_

PROCEED DATE \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

COVENANT EXPIRATION DATE \_\_\_\_\_

OAM # \_\_\_\_\_

# ORIGINAL ART MURAL APPLICATION

Registration Fee (per LAAC 22.116): A \$60 non-refundable application fee based on the estimated administrative cost for mural registration program implementation pursuant to LAAC Section 22.116. Check or money order made payable to the City of Los Angeles Department of Cultural Affairs.

## CONTACT INFORMATION

**Applicant**

(Organization or Individual):

**Artist(s)**

**Property Owner**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_

\_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_

\_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_

\_\_\_\_\_

## MURAL INFORMATION

Location: (i.e. "Bob's Bakery") \_\_\_\_\_

\_\_\_\_\_

Project Address: \_\_\_\_\_

\_\_\_\_\_

Council District: \_\_\_\_\_

\_\_\_\_\_

Mural Title: \_\_\_\_\_

\_\_\_\_\_

Square Footage: \_\_\_\_\_

Project Budget: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Media:

Paint  Tile\*  Digital\*\*

Other  If "Other" describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mural Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*If "Tile" contact L.A. Department of Building and Safety for an Alteration Permit.

\*\*If "Digital" refer to the Supplemental Digital Application criteria. Digitally printed image murals require approval from both the Los Angeles Fire Department and the Department of Building and Safety.

## TIME, PLACE AND MANNER REGULATIONS

### Other City Departments

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Will the mural require hardware to be affixed to the wall? If yes, refer to the Department of Building and Safety for approval.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will the mural be fabricated with a potentially flammable substrate? If yes, refer to the Los Angeles Fire Department for approval.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the project address in a special zone such as a "Historic Preservation Overlay Zone" (HPOZ), Special Design Overlay Zone, etc.? If yes, refer to the Department of City Planning's Office of Historical Resources for approval. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will the construction, fabrication and installation protrude into the public right of way? If yes, refer to the Department of Public Works for approval.   | <input type="checkbox"/> | <input type="checkbox"/> |

### 5. Will the mural...

Yes      No

- |   |                          |                          |
|---|--------------------------|--------------------------|
| a. Remain in place, without alterations, for a minimum period of two years?   | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Exceed the height of the structure to which it is tiled, painted, or affixed?  | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Extend more than 6 inches from the plane of the wall upon which it is tiled, painted, or affixed?  | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Exceed a height of 100 feet above grade?   | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Consist of or contain electrical or mechanical components, or changing images?   | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Be arranged and illuminated in a manner that will produce a light intensity of greater than three foot candles above ambient lighting, as measured at the property line of the nearest residentially zoned property? | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Is the mural location a single family residence? If yes, only Council Districts 1,9 and 14 allow murals on single family residences.   | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Is the mural location on a lot with two or more residential units?   | <input type="checkbox"/> | <input type="checkbox"/> |

## NEIGHBORHOOD INVOLVEMENT

Yes      No

### Have the following requirements been performed?

- |  |                          |                          |
|--|--------------------------|--------------------------|
| a. Posted notice of meeting at the mural location 14 days prior to the meeting date.   | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Mailed notice of the meeting to applicable City Council District office, Neighborhood Council, and Business Improvement District 14 days prior to the meeting date. | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Held a meeting to discuss the mural proposal with the local community near the proposed mural location during evening or weekend hours.                             | <input type="checkbox"/> | <input type="checkbox"/> |
| d. List any additional correspondence: _____   |                          |                          |
| _____  |                          |                          |
| _____  |                          |                          |
| _____  |                          |                          |
| _____  |                          |                          |

## ATTACHMENTS

### Document Check List:

Listed below are additional materials required for a complete registration. Materials can be emailed to **DCA.PublicArt@lacity.org**, mailed or hand-delivered to the Department of Cultural Affairs, 201 N. Figueroa St., Suite 1400 Los Angeles, CA 90012.

<b>1. PHOTOGRAPHS identify...</b>	<b>Yes</b>	<b>No</b>	
a. The area on the building façade on which the mural is to be located.	<input type="checkbox"/>	<input type="checkbox"/>	
b. The surrounding site of the mural's intended location.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. FINAL RENDERING illustrates the proposed mural's...</b>			
a. Dimensions including height, width, and depth.	<input type="checkbox"/>	<input type="checkbox"/>	
b. Height above grade (street level).	<input type="checkbox"/>	<input type="checkbox"/>	
c. Content and style to the greatest extent possible.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. PARCEL PROFILE REPORT</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Instructions for locating parcel information on ZIMAS LA City Zoning online:  <b>Step 1:</b> Visit <a href="http://zimas.lacity.org/">http://zimas.lacity.org/</a>  <b>Step 2:</b> You will be prompted to list the street address number and street name of the proposed project property.  <b>Step 3:</b> Click "Go"  <b>Step 4:</b> Once the program has located the parcel of land, click "Reports" on the website's top menu bar and select "Parcel Profile Report."  <b>Step 5:</b> You will be prompted to select a "Report Style." Click the first option to locate the "Parcel Profile Report (official, no modifications)."  <b>Step 6:</b> The website should pull up a full listing of the property with all relevant information for the application including the census tract number and whether the property is included in any special zoning designations such as a "Historic Preservation Overlay Zone" (HPOZ).</p>			
<b>4. PERMITS FROM OTHER CITY DEPARTMENTS (IF APPLICABLE)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
a. Building and Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Fire Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. City Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Public Works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. NEIGHBORHOOD INVOLVEMENT DOCUMENTATION</b>		<b>Yes</b>	<b>No</b>
a. Copy of the meeting notice.		<input type="checkbox"/>	<input type="checkbox"/>
b. Copy of sign-in sheet.		<input type="checkbox"/>	<input type="checkbox"/>
c. Additional correspondence.		<input type="checkbox"/>	<input type="checkbox"/>



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## SIGNATURES

### Applicant Certification:

I, as the Original Art Mural applicant, certify that the information and materials provided for the Original Art Murals application are correct and true to the best of my knowledge, and I have read, understand, and will abide by the Original Art Murals Administrative Rules.

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(Specify relationship: i.e. artist, property owner, community organizer/funder)

---

Signature

Name (print)

Date

### Property Owner Certification:

I certify that I am the owner of the project property. I further certify: that I have read, understand, and will abide by the Original Art Mural Administrative Rules; and, I give permission for the placement of the mural as presented in the application.

---

Signature

Name (print)

Date

### Confirmation of Maintenance Responsibility:

I confirm that I have agreed to maintain the mural as required in the Original Art Mural Administrative Rules. I understand that the City requires an anti-graffiti coating be placed on the completed mural as a cost-effective manner to abate graffiti and vandalism.

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(Specify relationship: i.e. artist, property owner, community organizer/funder)

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Signature

Name (print)

Date

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## FINAL REGISTRATION MATERIALS

### Document Checklist:

After mural fabrication and installation, registration is not complete until the below final submission materials are received and approved by the Department of Cultural Affairs. Materials can be emailed to **DCA.PublicArt@lacity.org** or sent to the Department of Cultural Affairs, 201 N. Figueroa St., Suite 1400 Los Angeles, CA 90012.

- 1. Send final photo of completed mural (.jpg 72 dpi, maximum 2 MB).
- 2. Provide anti-graffiti brand and product name used on the mural.
- 3. Complete covenant signed by property owner in the presence of a notary.
- 4. Send covenant to the Department of Cultural Affairs for signature.
- 5. Record the covenant with the County of Los Angeles: Registrar-Recorder/County Clerk.
- 6. Send original certified covenant to the Department of Cultural Affairs.

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## COMPLETE REGISTRATION

**OAM Registration Number:** Once the final registration materials are received and approved, a Original Art Mural registration number will be assigned to the mural applicant.

**90-Day Notice to Artist:** Once registered and completed, any alteration to or removal of a registered mural must be done pursuant to LAAC 22.119 and the adopted Administrative Rules pursuant to Section VI Mural Removal and 90-Day Notice to Artist.

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# PUBLIC NOTICE

## MURAL PROPOSAL MEETING

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CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

DATE: \_\_\_\_\_  
TIME:\*\* \_\_\_\_\_  
PLACE:\*\*\* \_\_\_\_\_

MURAL LOCATION ADDRESS: \_\_\_\_\_  
MURAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

ARTIST(S): \_\_\_\_\_

Building elevation or photo of the building  
façade showing the proposed mural design.

\*POSTED DATE: Must be posted a minimum of 14 days before the meeting date at the site of the proposed mural in a visible location on the street frontage but not blocking the public right-of-way.

\*\*TIME: The meeting shall be held during evening or weekend hours, but in no case between the hours of 10:00 pm and 7:00 am.

\*\*\*PLACE: The meeting shall be held near the proposed mural location. The location must be non-discriminatory and accessible to people with disabilities.

MEETING LOCATION: \_\_\_\_\_  
TIME: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
MURAL LOCATION: \_\_\_\_\_  
MURAL TITLE: \_\_\_\_\_

# SIGN IN SHEET

MURAL PROPOSAL MEETING

NAME	ADDRESS	SIGNATURE



**Indicated in this sample covenant document are the fields required for a complete registration with the County of Los Angeles: Registrar-Recorder/County Clerk. Before registering with the County Recorder's, request signature from the Department of Cultural Affairs. Send notarized original covenant to the Department of Cultural Affairs 201 N. Figueroa St., Suite 1400 Los Angeles, CA 90012.**

Recorded at the request of and mail to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Insert applicant's name and mailing address here.

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**COVENANT AND AGREEMENT  
REGARDING MAINTENANCE OF BUILDING**

The undersigned hereby certify that we are the owners of the hereinafter legally described real property located in \_\_\_\_\_, City of \_\_\_\_\_, State of California

LEGAL DESCRIPTION: Improvements located at \_\_\_\_\_

Insert address of mural location listed on application here.

as recorded in Book \_\_\_\_\_ Page \_\_\_\_\_ Records of Los Angeles County, which property is \_\_\_\_\_ as : \_\_\_\_\_

And in consideration of the City of Los Angeles allowing The creation of an original mural as described in Municipal Code, Section 14.4.2

on said property, we do hereby covenant and agree to and with said City to : Maintain artwork as described in the mural registration application for a minimum of two (2) years. This artwork was completed in adherence to the requirements of the City of Los Angeles Administrative Code Section 22.119

This Covenant and Agreement shall run with the land and shall be binding upon ourselves, and future owners, encumbrances, their successors, heirs and assigns, and shall be binding upon ourselves, and future owners, in effect until released by the authority of the Superintendent of Building of the City of Los Angeles upon receipt of reasonable fees and evidence that this Covenant and Agreement is no longer required by law.

Insert property owner's name and signature here.

**SIGNATURES  
MUST BE  
NOTARIZED**

Owner's Name (Please type or print) \_\_\_\_\_

Signature of Owners \_\_\_\_\_

Two Officer's Signatures Required for Corporations \_\_\_\_\_

Name of Corporation \_\_\_\_\_

Dated this \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_\_

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES

On \_\_\_\_\_ before me, \_\_\_\_\_ personally appeared \_\_\_\_\_, who proved to me the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

**I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.**

WITNESS my hand and official seal.

Signature \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

MUST BE APPROVED BY CULTURAL AFFAIRS DEPARTMENT

APPROVED BY \_\_\_\_\_

Department of Cultural Affairs signature here.

Recorded at the request of and mail to:

Name:

Address:

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**COVENANT AND AGREEMENT  
REGARDING MAINTENANCE OF BUILDING**

The undersigned hereby certify that we are the owners of the hereinafter legally described real property located in the City of Los Angeles, State of California.

LEGAL DESCRIPTION: Improvements located at

as recorded in Book \_\_\_\_\_ Page \_\_\_\_\_ Records of Los Angeles County, which property is located and known as (ADDRESS): \_\_\_\_\_

And in consideration of the City of Los Angeles allowing The creation of an original art mural as described in Municipal Code, Section 14.4.2

on said property, we do hereby covenant and agree to and with said City to : Maintain mural as described in the mural registration application for a minimum of two (2) years from the recorded date of this Covenant and Agreement.

This mural was completed in adherence to the requirements of the City of Los Angeles Administrative Code Section 22.119

This Covenant and Agreement shall run all of the above described land and shall be binding upon ourselves, encumbrances, their successors, heirs or assignees and shall continue in effect until released by the authority of the Superintendent of Building of the City of Los Angeles upon submittal of request, applicable fees and evidence that this Covenant and Agreement is no longer required by law.

<b>SIGNATURES MUST BE NOTARIZED</b>	Owner's Name (Please type or print) _____
	Signature of Owners _____ (Sign)
	Two Officer's Signatures Required for Corporations _____ (Sign)

Name of Corporation \_\_\_\_\_

Dated this \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES

On (date) \_\_\_\_\_ before me, \_\_\_\_\_ personally appeared \_\_\_\_\_ who proved to me the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

**I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.**

WITNESS my hand and official seal.

Signature \_\_\_\_\_

FOR DEPARTMENT USE ONLY

MUST BE APPROVED BY CULTURAL AFFAIRS DEPARTMENT

APPROVED BY \_\_\_\_\_

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# CITY DEPARTMENTS

**CONTACT LIST** For more information, visit [www.lacity.org](http://www.lacity.org)

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## DEPARTMENT OF CULTURAL AFFAIRS

201 N. Figueroa St., Suite 1400, 14th floor  
Los Angeles, CA 90012  
213.202.5500  
[www.culturela.org](http://www.culturela.org)

## DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

200 N. Spring St. #2005  
Los Angeles, CA 90012  
213.978.1551  
[www.empowerla.org](http://www.empowerla.org)

## LOS ANGELES FIRE DEPARTMENT

200 N. Main St. #1700,  
Los Angeles, CA 90012  
213.978.3580  
[www.lafd.org](http://www.lafd.org)

## OFFICE OF HISTORIC RESOURCES

200 N. Spring St., Room 620,  
Los Angeles, CA 90012  
213.978.1200  
[www.preservation.lacity.org](http://www.preservation.lacity.org)

## OFFICE OF THE COUNTY RECORDER

12400 Imperial Hwy  
Norwalk, CA 90650  
800.815.2666  
[www.lavote.net](http://www.lavote.net)

## DEPARTMENT OF BUILDING AND SAFETY

Metro, 201 N. Figueroa St., 4th floor  
Los Angeles, CA 90012  
213.482.7077  
[www.permitla.org](http://www.permitla.org)

## DEPARTMENT OF CITY PLANNING

201 N. Figueroa St. #4,  
Los Angeles, CA 90012  
213.482.7077  
[www.cityplanning.lacity.org](http://www.cityplanning.lacity.org)

## DEPARTMENT OF PUBLIC WORKS

200 N. Spring St. #355,  
Los Angeles, CA 90012  
213.485.2121  
[www.dpw.lacounty.gov](http://www.dpw.lacounty.gov)

## OFFICE OF COMMUNITY BEAUTIFICATION

200 N. Spring St. #356  
Los Angeles, CA 90012  
213.978.0228  
[www.bpw.lacity.org/ocb](http://www.bpw.lacity.org/ocb)

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# COUNCIL DISTRICTS

## CONTACT LIST

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### **DISTRICT 1** **GILBERT CEDILLO**

councilmember.cedillo@lacity.org

City Hall Office:  
200 N. Spring St., Room 470  
Los Angeles, CA 90012

### **DISTRICT 2** **PAUL KREKORIAN**

councilmember.krekorian@lacity.org

City Hall Office:  
200 N. Spring St., Room 435  
Los Angeles, CA 90012

### **DISTRICT 3** **BOB BLUMENFIELD**

councilmember.blumenfield@lacity.org

City Hall Office:  
200 N. Spring St., Room 415  
Los Angeles, CA 90012

### **DISTRICT 4** **TOM LABONGE**

councilmember.labonge@lacity.org

City Hall Office:  
200 N. Spring St., Room 480  
Los Angeles, CA 90012

### **DISTRICT 5** **PAUL KORETZ**

paul.koretz@lacity.org

City Hall Office:  
200 N. Spring St., Room 440  
Los Angeles, CA 90012

### **DISTRICT 6** **NURY MARTINEZ**

councilmember.martinez@lacity.org

City Hall Office:  
200 N. Spring St., Room 425  
Los Angeles, CA 90012

### **DISTRICT 7** **FELIPE FUENTES**

councilmember.fuentes@lacity.org

City Hall Office:  
200 N. Spring St., Room 455  
Los Angeles, CA 90012

### **DISTRICT 8** **BERNARD PARKS**

councilmember.parks@lacity.org

City Hall Office:  
200 N. Spring St., Room 460  
Los Angeles, CA 90012

### **DISTRICT 9** **CURREN D. PRICE, JR.**

councilmember.price@lacity.org

City Hall Office:  
200 N. Spring St., Room 420  
Los Angeles, CA 90012

### **DISTRICT 10** **HERB J. WESSON, JR.**

councilmember.wesson@lacity.org

City Hall Office:  
200 N. Spring St., Room 430  
Los Angeles, CA 90012

### **DISTRICT 11** **MIKE BONIN**

councilmember.bonin@lacity.org

City Hall Office:  
200 N. Spring St., Room 475  
Los Angeles, CA 90012

### **DISTRICT 12** **MITCHELL ENGLANDER**

councilmember.englander@lacity.org

City Hall Office:  
200 N. Spring St., Room 405  
Los Angeles, CA 90012

### **DISTRICT 13** **MITCH O'FARRELL**

councilmember.ofarrell@lacity.org

City Hall Office:  
200 N. Spring St., Room 450  
Los Angeles, CA 90012

### **DISTRICT 14** **JOSE HUIZAR**

councilmember.huizar@lacity.org

City Hall Office:  
200 N. Spring St., Room 465  
Los Angeles, CA 90012

### **DISTRICT 15** **JOE BUSCAINO**

councildistrict15@lacity.org

City Hall Office:  
200 N. Spring St., Room 410  
Los Angeles, CA 90012