



ADMINISTRATIVE PERMIT APPLICATION FOR PUBLIC MURALS

PLANNING SERVICES DIVISION

INTRODUCTION

The purpose of this Administrative Permit application is to provide for administrative review relating to Public Murals as identified in Anaheim Zoning Code [Section 18.62.130](#).

Murals proposed to be located on private property and when visible to public property or public rights-of-way require administrative review in the form of a Mural Permit to ensure proposals are in conformance with the Anaheim Public Art Guidelines.

APPLICABILITY

The Anaheim Zoning Code designates “Public Art and Murals” as a permitted use in Multi-Family Residential, Commercial, Industrial, and Special Purpose zones; the Platinum Triangle Mixed-Use, Downtown Mixed Use, and Mixed Use Overlay Zones; and properties regulated through the Beach Boulevard and Anaheim Canyon Specific Plans.

Applicants are encouraged to verify the [zoning of the property](#) on which the mural is proposed to ensure that a mural is a permitted use prior to submittal of the Mural Permit application.

ADMINISTRATIVE REVIEW PROCESS

Mural Permits are reviewed by the Interdepartmental Public Art Coordination Committee (IPACC). Following the IPACC decision, the Planning Services Division notifies the applicant and publicly posts the decision. A letter will be provided to the applicant describing the decision and any conditions of approval applicable to the Mural Permit.

APPEALS

The decision of the IPACC will be final and effective ten (10) days following the notification date unless an appeal to the City Council is filed within that time. All appeals shall be made in writing and filed with the City Clerk within ten (10) days of the notification date of the decision of the IPACC. The appeal must be submitted to the City Clerk with payment of the applicable appeal fee and should clearly identify the appellant(s), the subject Mural Permit, and the reasons for appeal.

What is the City of Anaheim Mural Program?

Murals play an important role in Anaheim's past and present, and provide an opportunity to transform blank walls into vibrant spaces. Murals in the City of Anaheim are encouraged to be varied in both content and design. A wide variety of murals will ensure a vibrant visual experience for residents and visitors alike. Some murals may celebrate the history of Anaheim while others may be palettes for vibrant artistic expression, inject whimsy into the built environment, or showcase the artists' wildest dreams - the opportunities are endless.

The City of Anaheim Mural Program is facilitated by staff of the City of Anaheim to support and streamline the production of privately commissioned murals to be installed on privately-owned property.

How do I find an artist to create a mural?

Any individual, business, or property owner requesting a Mural Permit will select an artist from the Anaheim Mural Program Artist Register. The Register is a publicly accessible roster of local artists or artist groups who have been pre-qualified by the City of Anaheim to create murals under the Anaheim Mural Program. Artists that would like to be added to the Register are invited to apply.

Anaheim Mural Program Artist Register

The Anaheim Public Art Program seeks artists working in a variety of visual media and artistic approaches to submit their qualifications for the Anaheim Mural Program Artist Register, which is a publicly accessible roster of Anaheim-based artists or artist groups who have been pre-qualified by the City of Anaheim to create murals under the Anaheim Mural Program. Selected artists and artist teams from the Register may be contacted by private and/or public entities to propose, design, fabricate, and install murals and are eligible for projects of various scopes, timelines, and budgets throughout Anaheim. To apply to be included on the Artist Register, please click on this link, [Anaheim Mural Program Artist Register](#), and fill out and provide the required information.

The purpose of the Register is to provide a streamlined application and selection process for artists interested in being commissioned for public art mural projects throughout Anaheim. All opportunities that may be available to artists on the Register are optional; inclusion on the Register does not bind an artist to any opportunity. During the period of an artist's inclusion on the Register, an artist is not guaranteed a commission.

What are the components of the application to receive a permit?

If you are a private property owner who is interested in commissioning a mural for a surface visible from the public right-of-way, the following information will be needed to issue a Mural Permit.

- Location: Where will the artwork be placed? How does its concept relate to the area or site?
- Materials: What kind of materials will be used? How will the artwork be maintained?
- Installation: Who will be responsible for installing the mural? What is the timeline?

Who reviews my application?

The Interdepartmental Public Art Coordination Committee—a committee of City of Anaheim Staff—reviews Mural Permit applications to ensure code compliance. While not relating to content, some design considerations will help ensure a successful, high impact project, including the proposed artwork's scale, accessibility, maintenance, experiential elements, and historic preservation (if the mural is proposed on a historic building).



REQUIRED DOCUMENTS FOR SUBMITTAL

The following forms and exhibits are required for processing Mural Permit applications:

- ☐ 1. APPLICATION FORM: The application for a Mural Permit is located on the following page.
- ☐ 2. [PRIVATE PROPERTY ACKNOWLEDGEMENT FORM.](#)
- ☐ 3. [CAPA and VARA WAIVER FORM.](#)
- ☐ 4. [MURAL PROPOSAL FORM.](#)
- ☐ 5. DESIGN EXHIBIT: A full-color rendering or sketch of the proposed design as applied to the proposed property surface. (Clearly identify any proposed written text that is part of or associated with the work of art for possible review as signage.)
- ☐ 6. EXISTING CONDITIONS EXHIBIT: Images of existing site and physical surroundings, including proposed mural location as well as view of the proposed mural location as visible to the public.
- ☐ 7. APPLICATION FEE.

SUBMITTAL PROCESS

Administrative Permit application materials are [submitted electronically](#). A [tutorial](#) is available which illustrates the application process through the online portal. Applicants will follow the steps for the Project Type “For Permitting – Planning and Zoning Review”.

Application materials may also be submitted in-person by appointment at the Planning Services Division Counter at City Hall. Digital format of all forms and exhibits is required for in-person submittal so staff can upload the application materials to the online portal. Contact Eibet Olmedo at EOlmedo@anaheim.net or 714-765-5139 for questions or to schedule a submittal appointment.

Payment is required before an application can be accepted for processing. After electronic or in-person submittal of all required forms and exhibits is completed, payment will be requested.

Once payment is received, your application will be routed to the Community Services Department for review by the Public Art Coordinator for completeness. The Public Art Coordinator may contact the applicant to request updated forms and/or exhibits to ensure a complete submittal package is provided to the IPACC for review. The Public Art Coordinator will schedule complete applications for review by the IPACC.

MURAL PERMIT APPLICATION FORM
CITY OF ANAHEIM – PLANNING SERVICES DIVISION

PROJECT INFORMATION:

Project Address(es):

Description of mural placement, relative to the project address:

Example: Northern brick wall, facing Main Street

Zoning District:

ARTIST INFORMATION (AS NAMED ON THE ANAHEIM MURAL PROGRAM REGISTER)

Artist Name:

Name of Work:

APPLICANT INFORMATION (INDIVIDUAL OR ENTITY FINANCIALLY RESPONSIBLE FOR THE MURAL):

Name:

Company Name:

Phone No:

Address:

E-mail Address:

City:

State:

Zip Code:

PROPERTY OWNER INFORMATION:

Name:

Company Name:

Phone No.:

Address:

Email Address:

City:

State:

Zip Code:

I HEREBY CERTIFY under penalty of perjury that I am the legal property owner of record or his/her authorized representative and acknowledge and authorize the person(s) named above as applicant and agent to represent me and bind me in all matters concerning this Application for Administrative Permit. I have read and understand the obligations regarding the filing and processing of the attached application. Further, the information submitted as part of this application, including maps, plans, drawings, statements, and answers and all other information contained herein, are in all respects true and correct. **I approve of the action requested.**

Signature

Date

COMPLIANCE WITH ANAHEIM PUBLIC ART GUIDELINES

I have reviewed the "Anaheim Mural Program (Private Property) Permitting Process and Regulations" chapter of the *Anaheim Public Art Guidelines* and **I understand** that I am responsible for adhering to the Guidelines in said chapter. I understand questions pertaining to those Guidelines shall be directed to the Department of Community Services at (714) 765-5191.

Artist Signature

Date

Applicant Signature

Date

Property Owner Signature

Date