





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: _____

*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 property located in a special zone, such as a Specific Plan or Community Design Overlay (CDO)? If yes, refer to the Department of City Planning's Plan Implementation Division for review.	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the property a designated historic resource, such as Historic Preservation Overlay Zone (HPOZ), Historic-Cultural Monument (HCM), listed in the California Register of Historical Resources or National Register of Historic Places, or under a Mills Act Historical Property Contract? If yes, refer to the Department of City Planning's Office of Historic Resources for review.	<input type="checkbox"/>	<input type="checkbox"/>
5. 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"/>
6. 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 1,9,14 and 15 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

Have the following requirements been performed?	Yes	No
1. Posted notice of meeting at the mural location 14 days prior to the meeting date.	<input type="checkbox"/>	<input type="checkbox"/>
2. 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"/>
3. 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"/>
4. 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.

1. PHOTOGRAPHS identify...	Yes	No	
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"/>	
2. FINAL RENDERING illustrates the proposed mural's...			
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"/>	
3. PARCEL PROFILE REPORT	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Instructions for locating parcel information on ZIMAS LA City Zoning online: Step 1: Visit http://zimas.lacity.org/ Step 2: You will be prompted to list the street address number and street name of the proposed project property. Step 3: Click "Go" Step 4: Once the program has located the parcel of land, click "Reports" on the website's top menu bar and select "Parcel Profile Report." Step 5: You will be prompted to select a "Report Style." Click the first option to locate the "Parcel Profile Report (official, no modifications)." Step 6: 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>			
4. PERMITS FROM OTHER CITY DEPARTMENTS (IF APPLICABLE)	Yes	No	N/A
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"/>
5. NEIGHBORHOOD INVOLVEMENT DOCUMENTATION		Yes	No
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"/>



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.

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

Signature	Name (print)	Date
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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
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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.

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

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 certified covenant to the Department of Cultural Affairs.

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.

PUBLIC NOTICE

MURAL PROPOSAL MEETING

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.

COVENANT INSTRUCTIONS

STEP 1: Request from DCA a pre-signed wet signature covenant which DCA will mail to the applicant's address.

STEP 2: Complete the original covenant as indicated on the right. Property owner must sign in the presence of a notary.

STEP 3: Record original covenant with the County of Los Angeles: Registrar-Recorder/County Clerk and request a certified copy. Estimated cost is \$92.00.* For more information about Property Document Recording, please visit: www.lavote.net (800) 201-8999.

STEP 4: Mail or deliver certified covenant to the DCA, Public Art Division 201 N. Figueroa St. Suite 1400 Los Angeles, CA 90012.

*Includes SB 2 recording fee increase of \$75 effective January 1, 2018

Recorded at the request of and mail to:

Name: **APPLICANT NAME**

Address: **APPLICANT 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 **MURAL LOCATION ADDRESS ON APPLICATION** as recorded in Book N/A Page N/A Records of Los Angeles County, which property is located and known as (**ADDRESS**): **MURAL LOCATION ADDRESS ON APPLICATION**

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.

SIGNATURES MUST BE NOTARIZED	Owner's Name (Please type or print) PROPERTY OWNER NAME
	Signature of Owners _____ PROPERTY OWNER SIGNATURE (Sign)
	Two Officer's Signatures Required for Corporations _____ (Sign)

Name of Corporation _____ dated this DAY of _____ MONTH 20YEAR

NOTARY SECTION ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA, COUNTY OF _____

On _____ before me, _____ personally appeared _____ (insert name and title of officer)

who proved to me on 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 _____ (Seal) **NOTARY STAMP**

MUST BE APPROVED BY DEPT. OF CULTURAL AFFAIRS (DCA):

Signature **DCA SIGNATURE**

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.

SIGNATURES
MUST BE
NOTARIZED

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 _____

ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA, COUNTY OF _____

On _____ before me, _____ personally appeared _____
(insert name and title of officer)

who proved to me on 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 _____

(Seal)

MUST BE APPROVED BY DEPT. OF CULTURAL AFFAIRS (DCA):

Signature _____

ADMINISTRATIVE RULES

ORIGINAL ART MURAL ORDINANCE

SECTION I. AUTHORITY

Section 22.119 of the Los Angeles Administrative Code (“LAAC”) authorizes and directs the Department of Cultural Affairs (“Department”) to adopt Mural Ordinance Administrative Rules setting forth the substantive and procedural requirements for Original Art Mural (“mural”) registration for new and Vintage Original Art murals.

SECTION II. MURAL REGISTRATION OVERVIEW

No person, firm, or corporation may commence a mural installation on a site without first registering the mural as an Original Art Mural with the Department. New murals not registered as an Original Art Mural as provided below, are considered signs and regulated by Article 4.4 of the Los Angeles Municipal Code.

Applications for Original Art Mural registration will be reviewed for compliance with the requirements of Municipal Code Section 14.4.20, Administrative Code Section 22.119, and these Administrative Rules. The mural application will be approved and the registration will be complete once the reviewer has ensured that all provisions have been met. The review is a non-discretionary administrative review. Decisions on the application are made by the Department and are final. Exceptions to the requirements of these rules are prohibited. Where the Department finds that a proposed mural does not comply with these Administrative Rules, it may deny the application.

Pursuant to LAAC Section 22.119, murals created prior to October 12, 2013, the date of adoption of Ordinance No. 182706, not registered with the Department of Cultural Affairs are not considered signs and therefore are not subject to the provisions of Article 4.4 of the Los Angeles Municipal Code, or any other ordinance that regulates signs. Vintage Original Art Mural registration is available from the Department of Cultural Affairs following the procedures in Section IV. B. below.

Applications for registration must be made in writing on forms furnished by the Department. The applicant may not commence with a new mural installation before the Department has issued a Notice to Proceed. A separate application is required for each mural on a site.

SECTION III. REQUIREMENTS AND REGULATIONS

A. NEIGHBORHOOD INVOLVEMENT FOR NEW ORIGINAL ART MURALS

The purpose of Original Art Murals include: public access to original works of art; community participation in the creation of original works of art; and community building through the presence of and identification with original works of art. In furtherance of these purposes, and pursuant to LAAC Section 22.119 B.3, the Neighborhood Involvement process provides a setting for a mural applicant and neighborhood residents to review a proposed mural in an informal manner, to enable community input into the process of the creation of the mural, and to allow neighborhood residents to share any concerns regarding the proposed mural with the mural applicant prior to commencing installation of the mural. The discussion at the meeting is advisory only and is not binding on the applicant.

ADMINISTRATIVE RULES

ORIGINAL ART MURAL ORDINANCE

SECTION III. REQUIREMENTS AND REGULATIONS

1. Mailed notice of the meeting. The applicant shall send a letter to the applicable City Council District office, Neighborhood Council, and Business Improvement District in which the proposed mural is to be located announcing the meeting not less than 14 calendar days prior to the meeting date. The letter must contain:

- a. Mural proposal description.
- b. Meeting location, date, and time.
- c. Copy of the site plan and building elevation or site photograph.
- d. Rendering showing the location and size of the proposed mural.

The mural registration application will not be processed until the applicant provides a copy of the letter with a Certificate of Mailing provided by the Post Office for the meeting announcement. It should be noted that the completion of the mural registration process can only occur 45 after the certificate of mailing date.

If the mural is placed on a lot with two or more residential units, the applicant shall send the letter, as described above, to the applicable City Council District office, Neighborhood Council, immediately adjoining neighbors and applicable Community Council, Homeowners Association, or Block Club.

2. Posted notice of the meeting. The applicant must post a notice of the meeting no less than 14 calendar days prior to the meeting date at the site of the proposed mural in a visible location on the street frontage of the proposed mural site but not blocking the public right-of-way. The posted notice shall contain:

- a. Applicant's name.
- b. Applicant's telephone number.
- c. Meeting date, time and place.
- d. Building elevation or photo of the building façade showing the mural design.

3. Open meeting. Prior to the fabrication and installation of the mural, the applicant shall schedule a meeting to discuss the mural proposal with interested persons at a location near where the mural is proposed. The meeting shall not be held in locations where any person attending the meetings would face discrimination on the basis of race, religion, color, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income, or political affiliation. The meeting shall be held in a location accessible to people with disabilities, and 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. The mural registration application will not be processed until the open meeting has been held.

4. Additional correspondence. The above notification process is mandatory. However, communication is not limited to only these channels. The applicant may elect to communicate further with the neighborhood and interested parties through a communication medium that is most convenient for all parties.

ADMINISTRATIVE RULES

ORIGINAL ART MURAL ORDINANCE

SECTION III. REQUIREMENTS AND REGULATIONS

B. ORIGINAL ART MURALS TIME, PLACE, AND MANNER REGULATIONS

1. Duration for new murals. The new mural shall remain in place without alteration for a period of two years, except in limited circumstances articulated in Administrative Code 22.119. The applicant shall certify in the registration application that the applicant agrees to maintain the mural in place for a period of at least two years without alteration.
2. Parameters. The following parameters are required for new Original Art Murals as indicated below per Administrative Code 22.119. The mural application, drawings, and descriptive narrative shall confirm the proposed mural meets the following standards:
 - a. New Original Art Murals shall remain in place, without alterations, for a minimum period of two years.
 - b. No part of the new mural shall exceed the height of the structure to which it is tiled, painted, or affixed.
 - c. No part of the new or Vintage Original Art Mural shall extend more than 6 inches from the plane of the wall upon which it is tiled, painted, or affixed.
 - d. No part of the new mural shall exceed a height of 100 feet above grade.
 - e. No new or Vintage Original Art Mural shall consist of or contain electrical or mechanical components, or changing images.
 - f. No part of the new mural shall 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.
 - g. Digitally printed image murals shall receive approval of both the Los Angeles Fire Department and the Department of Building and Safety.
 - h. No mural shall be placed on a lot that is improved with only one single-family residential structure and necessary structures excluding Council Districts 1,9, 14 and 15.

C. OTHER CITY OF LOS ANGELES DEPARTMENTS

The Office of Building Safety maintains specific requirements regarding the use of certain materials, and may have fabrication requirements for any murals intended to project outward from a wall, or for murals created on a substrate material. The Original Art Mural Parameters do not exempt the project from these requirements and may require final approval by Building and Safety.

Similarly, the mural may be subject to additional requirements if it is located within a Historic Preservation Overlay Zone or a Special Design Overlay Zone and may require special approval from the Department of City Planning.

If during mural construction, fabrication and installation the activity protrudes into the public right-of-way, the project may be subject to approval by the Department of Public Works pursuant to section 91.3201.3 of the Municipal Code.

Detailed questions regarding these requirements can be directed to the appropriate department office, accessed through the city 3-1-1 call center (dial 311).

ADMINISTRATIVE RULES

ORIGINAL ART MURAL ORDINANCE

SECTION III. REQUIREMENTS AND REGULATIONS

D. HIERARCHY OF REGULATIONS

- a. Murals proposed on properties in legally adopted specific plans, supplemental use districts, and overlay districts shall meet any specific design requirements for Original Art Murals set forth in the ordinance(s) establishing the specific plan, supplemental use district, or overlay district.
- b. Murals proposed on properties in Historic Preservation Overlay Zones may be subject to review by the Department of City Planning's Office of Historic Resources.
- c. Murals proposed on properties listed in the National Register or California Register or properties determined eligible for listing in the National Register or California Register are subject to review by the Department of City Planning's Office of Historic Resources.

E. VIOLATIONS AND ENFORCEMENT

It is unlawful to violate any provision of LAAC Section 22.119, these Administrative Rules adopted by the Department of Cultural Affairs, or any representations made or conditions or criteria agreed to in an Original Art Mural or Vintage Original Art Mural registration application.

This applies to any applicant for an Original Art Mural or Vintage Original Art Mural registration, to the proprietor of a use or development on which a permitted Original Art Mural or Vintage Original Art Mural is located, or to the owner of the land on which the permitted Original Art Mural or Vintage Original Art Mural is located. For the ease of reference in this Article, all of these persons are referred to by the term "operator."

SECTION IV. PROCESS AND SUBMITTAL ITEMS

A. NEW ORIGINAL ART MURALS

One copy of each of the following are required to initiate the application process and begin initial review by the Department of Cultural Affairs:

1. Completed application. Original Art Mural Registration form, including all necessary attachments and signatures. The registration form will require the attachment of a "Parcel Profile Report" from zimas.lacity.org. Instructions on how to locate this report will be provided on the form. The Department of Cultural Affairs may refer applicants to the Department of City Planning for appropriate clearances for planning and zoning compliance or to the Department of Building and Safety for safety compliance for murals created on a substrate other than paint or tile applied directly to the wall.
2. Initial photographs. Photographs showing both the façade to which the mural will be painted or affixed, as well as the surrounding site. The photos must include captions, or a legend to provide orientation to the photos. The photo showing the façade in which the mural will be placed must indicate the mural area and the height above grade for the highest point of the mural.

ADMINISTRATIVE RULES

ORIGINAL ART MURAL ORDINANCE

SECTION IV. PROCESS AND SUBMITTAL ITEMS

3. Final sketch. A drawing or rendering of the proposed mural showing the height, width, and depth of the project. This sketch should demonstrate the design and style of the proposed project to the greatest extent possible.
4. Written description. A description of the mural proposal and type of mural (painted, mosaic, etc.) and details showing how the mural will be applied to the wall surface.
5. Documentation. Documentation of the completion of the above Neighborhood Involvement, including:
 - a. Copy of each mailed notice with a Certificate of Mailing to the applicable City Council District Office, Neighborhood Council, and Business Improvement District offices.
 - b. Copy of posted notice with an indication of the posted locations and date of posting.
 - c. Copy of sign-in sheet for meeting attendees.
 - d. Copy of any other meeting announcement correspondence, email notices, etc. provided to the community (optional).
6. 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.
7. Notice to proceed. After the Department of Cultural Affairs reviews the above to ensure the mural conforms to the Original Art Murals Parameters, the department will issue a Notice to Proceed. The applicant may then commence with the mural fabrication and installation. The Original Art Mural Application will expire 60 days from the date of issuance of the Notice to Proceed if the mural registration process is not completed.
8. Final registration materials. The following are to be submitted after the fabrication and installation of the Original Art Mural:
 - a. Final photograph of the Original Art Mural in jpg. format confirming that the completed artwork conforms to the Original Art Mural requirements, and is as presented in the application.
 - b. Anti-graffiti brand and product name used on the mural.
 - c. Confirmation of Covenant registration consisting of a Los Angeles County Recorder certified copy of the registered Covenant. The Covenant Agreement shall expire after two years.

Registration is not complete until the above submission materials are received and approved by the Department of Cultural Affairs. After the submission, review, and approval of the above items, the Department will issue a confirmation of the successful completion of the Original Art Mural registration. It should be noted that the completion of the mural registration process can only occur 45 days after the aforementioned Certificate of Mailing date.

The Original Art Mural Application is a binding contract between the applicant and the City. An application will not be accepted until it is complete, meaning that all elements of the application have been completed in full with appropriate signatures in all locations and all applicable fees have been paid. Applications will be registered after all applicable requirements have been met.

ADMINISTRATIVE RULES

ORIGINAL ART MURAL ORDINANCE

SECTION IV. PROCESS AND SUBMITTAL ITEMS

B. VINTAGE ORIGINAL ART MURALS

A separate application is required for each mural on a site. Application for registration must be made in writing on forms furnished by the Department. The application must contain the general information specified below. One copy of each of the following are required to initiate the application process and begin initial review by the Department of Cultural Affairs:

1. Completed Application. A “Vintage Original Art Mural” registration form, including all necessary signatures.
2. Photographs. Vintage mural photographs identifying:
 - a. Façade on which the mural is located from multiple angles.
 - b. Mural dimensions.
 - c. Height of the mural above grade.
 - d. Captions or a legend showing the directions from which the photographs were taken.
3. Historic documentation. Evidence of age, or date of mural completion before mural ordinance adoption date: October 12, 2013. Such documentation may include any of the following:
 - a. A newspaper or media clippings documenting the mural’s creation (original or photocopy).
 - b. The mural’s official documentation within an anthology, documentary or other publication.
 - c. Records or receipts of any contractual agreements between the artists and property owners.
 - d. Record with date of registration if the mural received an official copy-right pursuant to Visual Artist Rights Act.
 - e. A confirmation from a City or Public Agency that they have a record of the mural prior to the adoption of the Original Art Murals ordinance.
 - f. Other documentation acknowledged by the Department of Cultural Affairs.
4. Written description. A written description of the type of mural (painted, mosaic, etc.) and details showing how the mural is applied or affixed to the wall surface.
5. Contact information. The name(s) and contact information for all artists involved if available.

The Vintage Original Art Mural application is a binding contract between the applicant and the City. An application will not be accepted until it is complete, meaning that all elements of the application have been completed in full with appropriate signatures in all locations. Applications will be registered after all applicable requirements have been met.

SECTION V. MAINTENANCE

The applicant is responsible for ensuring that a mural is maintained in good condition and is repaired in the case of vandalism or accidental destruction. The party providing maintenance to the mural is required to apply anti-graffiti coating to the mural, and is encouraged to provide other measures that will discourage vandalism or facilitate easier and less costly repair of the mural in the future.

ADMINISTRATIVE RULES

ORIGINAL ART MURAL ORDINANCE

SECTION VI. MURAL REMOVAL AND 90-DAY ADVANCE NOTICE TO ARTISTS

A. PROCESS

1. Removal within two years. Registered Original Art Murals may be removed within the first two years of registration under limited circumstances per Administrative Code 22.119(d)(1)(i)-(iv) The applicant must notify the Department of Cultural Affairs with a letter stating their intent to remove the mural within the first two years including an explanation of the following circumstances necessitating the removal:

- a. Condition or security of the mural cannot be guaranteed.
- b. Mural requires excessive and unreasonable maintenance.
- c. Mural is no longer suitable for the current site.
- d. Artist provides a written request to remove the mural.
- e. Significant adverse public reaction.
- f. Mural is replaced with a more appropriate work by the same artist.
- g. Mural has little or no aesthetic, historical or cultural value.

The Department of Cultural Affairs will confirm the removal conforms to the Administrative Code requirements and approve or deny the request accordingly. Removal of the mural shall be in accordance with any applicable federal and state laws and regulations pertaining to intellectual property right protections of copyrighted works of visual art. All Applicable 90-day advance notice to the artist requirements pursuant to the California Arts Preservation Act, section 987 of the California Civil Code; and the Visual Artist Rights Act, section 106a of the United States Code, are the responsibility of the property owner, not the city.

2. Removal after two years. Registered murals may be removed after the first two years of the date of completion. No letter of intent is necessary before removal of the mural. Removal of registered Original Art Murals and Vintage Original Art Murals shall be in accordance with any applicable federal and state laws and regulations pertaining to intellectual property rights protections of copyrighted works of visual art. All Applicable 90-day advance notice to the artist requirements pursuant to the California Arts Preservation Act, section 987 of the California Civil Code; and the Visual Artist Rights Act, section 106a of the United States Code, are the responsibility of the property owner, not the city.

3. Removal of materials. Any associated materials that were used to affix or secure the mural to the wall must be removed at the time of the removal of the mural, including, but not limited to, mounting hardware or brackets, caulk or grout, and adhesives or glues.