



## Review Process and Policy for Temporary Street Mural Proposals

**Step 1:** Applicants need to complete the [online application](#) to propose both short and long-term public art and design projects on City of Chattanooga property. You can contact the public art office with any questions you have about the application. [publicart@chattanooga.gov](mailto:publicart@chattanooga.gov) or 423-643-7823.

Applicants are asked to include:

- Project description with installation and material details
- Address or google map link, if you have a specific site in mind
- Photos or sketches of the proposed project, if relevant
- Description of the artist selection process
- Resumes for all artists involved
- Any letters of support or permission
- Rough budget
- Clear time-frame for installation
- End date and plan for removal or maintenance

**Step 2:** Public Art Chattanooga (“PAC”) and Chattanooga Division of Transportation (“CDOT”) Staff will review your proposal and contact you within 5 business days of receiving your application with any questions about your proposal.

**Step 3:** Upon staff review, completed proposals will be added to the agenda for the next regularly scheduled public meeting of the Chattanooga Public Art Commission (“CPAC”). Meetings are held at 1:00PM on the 4th Thursday of every other month (Feb, April, June, Aug, Oct, Dec) in the City Council Conference Room (1000 Lindsay St, Chattanooga, TN 37402).

We generally ask applications to be submitted two weeks before a scheduled CPAC meeting and six weeks before the proposed start date to allow us time to process the request and work with other departments for permissions.

**Exception:** Temporary proposals tied to existing City projects or partnerships (previously approved via CPAC and/or City Council public meeting) may be approved at the staff level with an informal vote of the CPAC, provided

proposals require no additional city funding and PAC staff has confirmed approval from the appropriate City department in advance. Any proposal approved at the staff level and with an informal vote of CPAC must be ratified at the next formal public meeting of CPAC.

**Step 4:** Complete temporary street mural proposals will be reviewed by CPAC for artistic integrity, siting, public safety and maintenance considerations.

Keep in mind, temporary street mural proposals are held to the following CPAC requirements:

- Proposals containing obscene language or visuals will not be considered
- If the proposal is determined to contain commercial content, it will be passed on to the Board of Sign Appeals for review and approval
- Costs associated with unsolicited proposals must be fully funded (artist fee, installation, materials, security, removal and/or maintenance)
- If approved, the applicant will be required to enter into a contract with the City's Public Art division for the duration of the exhibition (must be an individual or entity willing to assume liability for the potential risks associated with the public art installation and anyone involved with its installation)
  - The contract will outline a timeframe for the exhibition, installation details, a plan for removal and/or maintenance and identify the party responsible for ensuring removal and/or maintenance.
- If approved, the applicant will be required to carry general liability insurance with a general aggregate of \$2,000,000 and provide a certificate of insurance with the City listed as an additional insured
- If approved, any volunteers participating in your project will need to sign a waiver
- If an applicant does not provide a plan for removal, the City has the right to remove the installation at any time for any reason.

**Step 5:** If approved, the proposal will be sent to CDOT for review to ensure the mural does not distract from safe use of public Right of Way or detract from traffic control lines or devices.

Keep in mind, temporary street mural proposals will be held to the following CDOT requirements:

- Placement will only be considered on streets where the speed limit does not exceed 30 MPH
- State routes will not be considered.

- CDOT will review for adherence to its mission, with guidance as appropriate from available standards, such as but not limited to the Manual for Uniform Traffic Control Devices ([MUTCD](#)) and others as referenced in City Code
- If approved by CDOT, applicant must obtain a [CDOT Work Zone permit](#)

**Step 6:** Once both CPAC and CDOT approvals and permits are in place, the applicant will enter a temporary exhibition contract with PAC and provide their certificate of general liability with the City listed as additional insured.

**Step 7:** Once the contract is fully executed, PAC staff will provide notice to CDOT. If any road closures are required, once they are in place, the applicant is free to enter the work zone and begin installation of their temporary street mural.

If a proposal is denied and the applicant would like to request an appeal from the Chattanooga City Council, they can submit a written request to the clerk of City Council within 15 working days from the date of denial received via email.