DATE _____

Hello Neighborhood Representatives,

An Original Art Mural is proposed in your neighborhood. This letter explains the process and requirements.

Applicant/Artist responsibilities

1. Send a letter to the Neighborhood Association and the District Coalition of Neighborhoods in which the site is located. Contact information for those organizations can be found on the website for the Office of Neighborhood Involvement. The content of the letter is discussed below.
2. Schedule a public meeting at least 21 days after the mailing date (as postmarked) of this letter.
3. Post a notice of the meeting time and location at the mural location at least 21 days prior to the date of the meeting.
4. Submit copies of the Certificate of Mailing, provided by the post office, to the Bureau of Development Services documenting the mailing of this letter to the Neighborhood Association and District Coalition.
5. Attend the meeting to answer questions and hear concerns about the meeting.

Original Art Murals are permitted by the Bureau of Development Services through Title 4 and accompanying Administrative Rules. Mural proposals are reviewed for compliance with these requirements at the time they are accepted by the City of Portland. An assigned mural permit (MU) number indicates that the mural proposal meets the City's requirements.

A mural must be a hand-produced work of visual art which is tiled or painted by hand directly on an exterior wall of a building. The mural must remain in place for at least five years and the building owner may not receive compensation for placement of the mural.

Links to the full language of Title 4 and the Administrative Rules are available online: http://www.portlandoregon.gov/bds/50737

This letter and notice of the meeting is sent as a courtesy to the Neighborhood Association and District Coalition so you are aware of an activity happening in your neighborhood. You are not required to vote on the mural or discuss it at your meeting. *The content of the mural is not regulated by Title 4 or the Administrative Rules*.

Mural Description (dimensions, materials):

Mural Location (include reference to which building wall):

Artist Contact Information (name, phone, email):

Meeting (location, date, time):

A site plan and building elevation or photograph showing the size and location of the proposed mural are enclosed.