

HALIFAX



Neighbourhood Placemaking

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**Deadline to submit a Neighbourhood Placemaking
application for 2018 season is
October 30, 2017**

Section 1: Introduction to Neighbourhood Placemaking

The purpose of Neighbourhood Placemaking is to celebrate and explore identity, develop community connection and a sense of place through organizing creative projects. This process allows neighbours to be actively involved with their public space resulting in more welcoming and livable communities.

Halifax Regional Municipality is excited to invite residents who are interested in joining collaboratively with their neighbours to organize neighbourhood placemaking projects. Projects are resident-driven and must provide opportunities for all members of the community to participate. Interested residents should find a Core Team of neighbours that are interested in helping to facilitate a Neighbourhood Placemaking project in their area.

HRM considers requests from residents for projects on HRM-owned property and non HRM-owned property. This may include painting on HRM street intersections with some restrictions (see Section 6). All requests are subject to HRM approvals, bylaws and requirements. We look for projects that create opportunities for the participation of all neighbours, have opportunities for residents to design and create together and that result in a product that enhances place and identity.

All residents interested in seeing a placemaking project happen in their neighbourhood are encouraged to contact their local HRM Community Developer before applying.

Application Deadline for 2018 projects is October 30, 2017.

HRM Community Developers

**Hubbards to
Clayton Park**
Bronwyn
MacKinnon
902-479-4486
mackinnb@halifax.ca

**Bedford/Sackville/Fall River/
Musq. Valley**
Shawna Shirley
902-869-4202
shirles@halifax.ca

Halifax Peninsula
Kate MacLennan
902-490-4408
maclenk@halifax.ca

**Dartmouth/
East Passage to
Sheet Harbour**
Darren Hirtle
902-490-4865
hirtled@halifax.ca

Section 2: Steps to make it happen

HRM Neighbourhood Placemaking has created a process to review applications for community projects. HRM provides some financial support towards materials and artist fees. Additional funding for expenses are the responsibility of the Core Team. Please read through the full application booklet.

- ☐ **Step 1**
With a Core Team of interested neighbours complete the application in Section 11
- ☐ **Step 2**
Contact your area HRM Community Developer to review your application in person or over the phone before October 30, 2017.
(see contact details on page 3)
- ☐ **Step 3**
Send the completed application to the HRM Community Developer.
(see contact on pg. 3)
Application **DUE: October 30, 2017.**
- ☐ **Step 4**
HRM staff team will review your application. The staff team will evaluate your project to see if it is a fit for the program and if your proposed location fits under our guidelines.
- ☐ **Step 5**
Members of your Core Team attend a series of workshops to learn how to plan and host a Neighbourhood Placemaking project. Workshops happen from January through April.
- ☐ **Step 6**
The Core Team hosts a series of neighbourhood gatherings to brainstorm and share ideas and feedback on the design for the artwork. Gatherings are hosted between February and June, depending on the project.
(ex. If your creation day is Aug 1, gatherings are held from February through May)
- ☐ **Step 7**
For street painting projects, submit the community-created design and site plan to the HRM staff team 2 months before painting day. The HRM staff team will review and approve or request changes. The deadlines for all other projects will vary upon project.
(see site plan guide in Section 9)
(ex. For painting Aug 1, painting design DUE: June 1)
- ☐ **Step 8**
Make changes to the design and site plan as requested by HRM. Resubmit 6 weeks before creation day. (ex. For creation day on Aug 1, edited design DUE: June 15)

- ☐ **Step 9**
Obtain signatures from neighbours for design support and street closure.
(see *Section 8*)
- ☐ **Step 10**
Submit signatures to HRM minimum 1 month before creation day.
(ex. For creation day Aug 1, signatures DUE: July 1)
- ☐ **Step 11**
Sources materials for event in consultation with HRM.
(see *Section 4*)
- ☐ **Step 12**
Advertise and invite neighbours to the event.
- ☐ **Step 13**
Close street for 1 day (July through September) and CREATE WITH YOUR
NEIGHBOURS! All projects are encouraged to host a celebration day that includes
the participation of the neighbourhood in a meaningful way.

Section 3: Frequently Asked Questions

I'm not an artist or illustrator. How will we make a design we like?

Artists and illustrators are everywhere! You may be surprised to find an artist in your neighbourhood when you connect with residents about your project. HRM is also happy to help you connect with an artist or illustrator.

I have an idea for a project but it is not on an HRM-owned property. Can I still apply?

You are still welcome to apply to Neighbourhood Placemaking. The primary requirement is that your group has been given permission by the property owner to install or host your project on their property.

I have an idea for a placemaking project that is not a street painting. Can I still apply to the program?

Yes! Tell us about your idea. You may be the first to inspire other neighbourhoods to do a similar project. We will be looking to make sure your project involves neighbourhood input and participation, that the final product is accessible and enhances how people use and experience their neighbourhood.

How do I know if an property or street is HRM owned?

Most paved residential streets in the Core are HRM owned. If you're not sure you can contact your HRM Community Developer to confirm for you.
(see contact info on page 3)

What is an encroachment?

An encroachment is a fixed structure that is placed on the right-of-way, including the sidewalk, street or grass area between the street and sidewalk. Projects cannot be built in an encroachment area.

What is the HRM Staff Team?

The HRM Staff Team is made up of staff from Parks & Recreation, Traffic & Right of Way and Risk & Insurance divisions. They help Core Teams design a safe and impactful placemaking project.

Why is the sky blue?

Because an inspired person in the community painted it that way.

How much money will we need to raise to paint our street?

Paint costs about \$1,000 depending on the surface area you intend to cover. Some communities also seek funding for artist fees, food, meeting space and advertising.

How long will the street painting last?

The street painting will last anywhere from 1 year to 4 years depending on road conditions and traffic.

What is a traffic count?

A traffic count tracks the number of cars that pass through the intersection in a 24 hour period.

Why does HRM require a traffic count for street paintings?

Painted intersections must be under 2,500 cars in a 24 hour period because if there is too much traffic the painting will fade too quickly.

Can we repaint our street painting once it wears off?

Yes! Neighbourhoods can apply to repaint their street every two years. Please contact your HRM Community Developer before April of that year if you would like to organize a street repainting.

Section 4: Project Timelines

When it comes to timelines each project must consider the needs and cycles of its own neighbourhood. Below is a typical project timeline for a placemaking project.

All projects participating in Neighbourhood Placemaking should plan to have their project complete no later than the fall of that year.

Timeline			
October	Applications DUE		
November	Applications reviewed & accepted		
December			
January	Firm up process, dates, permissions, artists/illustrators	Neighbourhood Placemaking HOW TO Workshops	
February	Host community gatherings		
March			
April			
May	Confirm final design		
June			
July	Celebration Day (Painting day)		
August			
September			
October	Debrief		

Section 5: Workshops

Workshops will be offered by HRM to provide guidance to the Core Team on how to organize a successful placemaking project. Workshops are an excellent opportunity for different Core Teams to meet and learn from one another.

Workshops will cover:

- How to host a neighbourhood gathering
- Working with volunteers
- Goals vs Form
- Phases of designing with community
- Knowing your audience
- Planning timelines
- Working with an artist
- Project budgeting
- Materials
- Long term maintenance
- Community visioning & spin off projects
- Promoting your project & invites
- HRM requirements for HRM property

Attendance

All Core Team members are encouraged to attend each workshop. Every Core Team should plan to have a minimum of two team members present at each workshop so no knowledge is lost. The Core Team can send an alternate representative from the neighbourhood, if necessary.

Section 6:

Placemaking Projects Requirements

If you have a creative project in mind to bring your neighbours together to vision, build and make your neighbourhood a better place, we want to hear about it!

Do you want to build a mini library? A neighbourhood bench? Create stepping stones? Make a community film screen? Possibilities are endless.

Our HRM Community Developers would love to sit down with you to hear details and help you form your application.

In order for your project to be a fit with our program we will be looking for the following:

- A committed group of neighbours that make up your Core Team
- A series of gatherings, hosted by your Core Team, where the wider neighbourhood is invited to participate in designing some aspect of the final product you will create.
- A product that will be designed and created by the neighbourhood
- A product that will be publicly accessible to the neighbourhood after it is created
- A process that allows and encourages all neighbours to contribute, critique and create the final product
- A process that helps build positive relationships between neighbours
- Permission from the land owner who will host or display the product once it is created
- A celebration day where all neighbours are made to feel welcome.

Section 7:

Requirements for using HRM property for street painting Projects

DESIGN & Community Support

- Core Team must show that they have informed the participants and neighbours of the following through their signature letter: (see Section 8)
 - Painted streets will fade significantly over one year period
 - HRM reserves the right to remove the artwork for any reason
 - HRM reserves the right to do any road work that may result in changes to the surface and/or artwork
- 100% of neighbours who live on the corner of the intersection to be painted must sign an agreement letter in support of the project and design.
- 80% of neighbours living one block from the intersection must sign an agreement letter in support of the project and design.
- Signatures of agreement must be submitted 1 month in advance of the proposed painting day
- No logos, advertising, words or traffic symbols can be included in the design.

MATERIALS

- Residence must use traffic paint or solid deck stain for their painting to withstand weather, car and plow wear and tear.
- Residence must use silica, fine sand, in their paint to increase traction.

PAINTING DAY

- Any temporary tents over 10' by 10' erected on site must be inspected by HRM Fire Services. You can call 490-5546 or e-mail hrmfire@halifax.ca to request an inspector.
- Tents cannot be anchored into the street.
- No encroachments are permitted. (see FAQ in Section 3 for more info on encroachments)

PAINTING LOCATION

- Permission is given only to streets or intersections with less than 2500 cars per day because of wear on the artwork.
- No streets with bus routes will be considered.
- A 1 meter buffer of unpainted surface from the curb to the painting is required.

ROAD CLOSURE for painting day

- Road closures must allow for pedestrian traffic.
- Emergency vehicles must have access to the area during painting day.

BYLAWS and regulations

- All provincial and municipal By-laws and statutes still apply including, but not limited to, noise control, no open liquor, and no dogs off leash.

Section 8:

Signatures Letter

The Signatures Letter is used to confirm your neighbours' support for your community-created design and street closure dates.

Signature letters must be submitted a minimum of 1 month before the creation date. This allows enough time for HRM to arrange necessary barricades, emergency response notification and staffing.

All signature letters must include the following

- ✓ Date and times that the street will be closed
- ✓ Rain date
- ✓ Location of the project
- ✓ An image of the design in colour
- ✓ All barricaded locations of the street closure
- ✓ Painted streets will fade significantly over one year period
- ✓ HRM reserves the right to remove the artwork for any reason
- ✓ HRM reserves the right to do any road work that may impact the artwork
- ✓ Printed name, signature and civic address of each signing neighbour

Please see page 13 for example signature letter

(Sample Signature Letter)

Dear Neighbour,

As you may know, our neighbourhood has been designing a piece of artwork to be painted on the street **intersection of Black St and Northwood Terr**. Please see the attached design created by your neighbours. We are asking for your agreement in using this design. We also ask for your agreement with the street closure dates and times. Emergency vehicles will still be able to get to you at all times during the street closure. The project will be painted only if 80% of the residents on Northwood Terrace and Black Street give their **signed** support for the design and street closure dates.

You are invited to come and participate in painting during the one day event on **August 1st, 2012 (Rain Date August 8th)**. We will be closing four blocks during the event. These include **Black St (from Gottingen St to Fuller Terr) and Northwood Terr (from Bloomfield St to North St)**. The street will be closed from **8 am to 8 pm**.

Please make note of the below details about the project:

- Traffic paint has a short life span. Painting will fade significantly within the first year after the project.
- Encroachments must be avoided. An encroachment is a fixed structure that is placed on the right-of-way, including the sidewalk, street or grass area between the street and sidewalk.
- People must only gather in the intersection if a block party permit has been approved.
- Manhole covers must stay in place
- HRM retains the right to do any road work that may disrupt or destroy the artwork after it has been painted.
- HRM reserves the right to remove the artwork for any reason at any time.

Your signature indicates that you have read and understand the above details of the project and that you support the design and street closure.

Printed Name	Signature	Civic Address

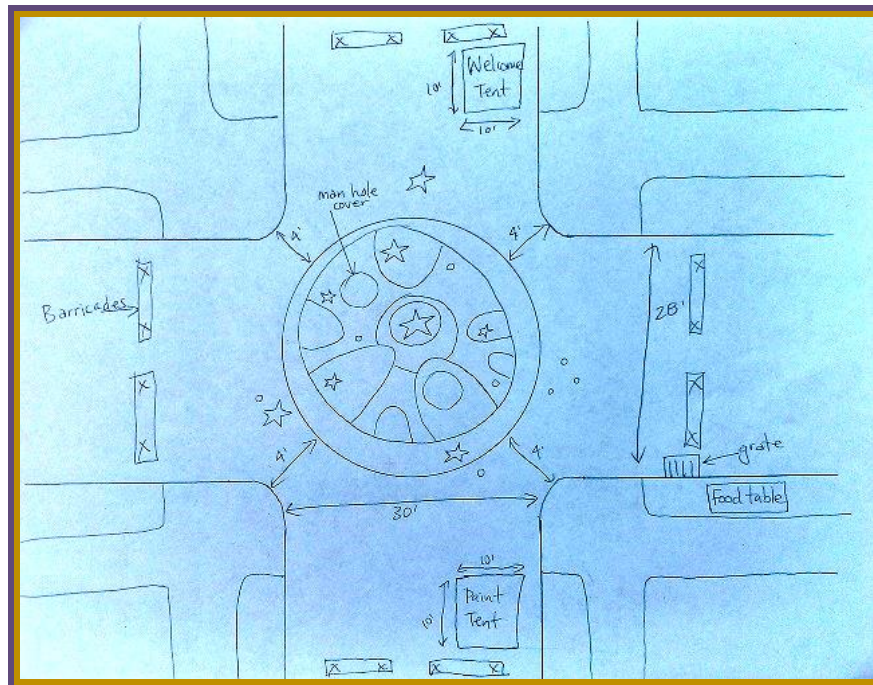
Section 9: Creating a site plan

A site plan will help you organize volunteers and materials. It also helps HRM know that the site will be safe and accessible for pedestrians and emergency vehicles. The site plan is due 1 month before the creation event.

The plan may or may not be professionally drawn but, in all cases, it must be legible, drawn to scale and contain the following information:

- Location of curbs and sidewalks
- Location of any tents, tables, chairs or objects
- Painting supplies location
- Welcome and information tent
- Water grates and/or manhole covers
- Design in relation to curbs and tents including unpainted buffer zones with related measurements to the curb
- Barricades

Sample site plan



Section 10: Placemaking Resources

HRM contact for Neighbourhood Placemaking

Kate MacLennan *Community Developer* 902-490-4408 maclenk@halifax.ca
www.halifax.ca/recreation/arts-culture-heritage/community-arts/north-common-plazas/neighbourhood-placemaking

City Repair is a volunteer organization in Portland Oregon that has been helping neighbourhoods paint their street for over 20 years.

www.cityrepair.org

City Repair Guidebook

www.lulu.com/us/en/shop/city-repair/city-repairs-placemaking-guidebook-2nd-edition/paperback/product-14921808.html

Placemaking Halifax is the name of the group who organized the first Placemaking Project in collaboration with HRM. You can find out more about them on their Facebook page.

www.facebook.com/PlaceMakingHFX

HRM has created a **Placemaking Halifax video** to help capture the inspiration behind the Northwood Terrace Placemaking project. You can see this video on our website.

www.youtube.com/watch?v=b7kfCqEOjp8&t=4s

Placemaking Halifax created a **timelapse video** of their painting event. You can search *Intersection painting timelapse in North-End Halifax* on YouTube or go to:

www.youtube.com/watch?v=5gcAHlaft-c

Interested in creating a mini library?

See the fun program created by **Little Free Library**.

littlefreelibrary.org

Check out the great work of **Project for Public Spaces**. Lots of great tips on what makes a great place.

www.pps.org/reference/what_is_placemaking

Get inspired by the placemaking work being done in **Chicago**

www.placemakingchicago.com

Section 11: Application Form *DUE October 30, 2015*

Project Name:	
Core Team members	
<i>Core Team must have a minimum of 4 members. There is no maximum. A minimum of 3 members of your Core Team must be residents of the neighbourhood.</i>	
Name Core Team member #1: (resident) E-mail: Phone: Home Cell Civic Address:	
Name Core Team member #2: (resident) E-mail: Phone: Home Cell Civic Address:	
Name Core Team member #3: (resident) E-mail: Phone: Home Cell Civic Address:	
Name Core Team member #4: E-mail: Phone: Home Cell Civic Address:	
Name of other neighbours involved <i>(please include their contact info on a separate sheet if necessary)</i>	

Project Details

Please describe what you would like to create with your neighbours.

What are the goals of your project?

How will the neighbourhood be involved in the process?

What will your celebration day look like?

Target Groups in the neighbourhood:

Describe the various neighbours identified (ex. Families, seniors, neighbourhood associations, specific businesses, not-for-profit groups, group homes etc.)

Brief project timeline:

(Along with your timeline, please also include dates of other significant events, gatherings, etc. in your area. These events may help boost your project once you start planning.)

Engagement Method:

Please describe how your group plans to inform, invite and involve your neighbours to participate in the design and creation of your project.

Workshop Participation

Your Core Team will attend a series of workshops.

Workshops will run from mid-January through May. If you need or want to send other neighbours to the workshops to represent your project, you are welcome to.

Please have each Core Team member sign below.

I *(member#1)* _____ understand that our group will attend a series of workshops as part of the program.

I *(member#2)* _____ understand that our group will attend a series of workshops as part of the program.

I *(member#3)* _____ understand that our group will attend a series of workshops as part of the program.

I *(member#4)* _____ understand that our group will attend a series of workshops as part of the program.

If your Core Team is larger than 4 please have additional members sign an additional piece of paper.

Location

Proposed Location(s) of your project.

(for intersection painting name the street intersection to be painted)

Option 1

Option 2

Option 3

Have you discussed your project with the owner of the property?

Do you have their consent to install the product on their property?

If you are doing a street painting check the following two boxes.

- ☐ By checking this box, you are **confirming you have contacted Heritage Gas to ensure there is no planned road work in your proposed location. "Call Before you Dig" Phone Line at 1-866-313-3030**
- ☐ By checking this box, you are **confirming you have reviewed Requirements for using HRM property for Placemaking** (Section 6 and 7) as part of the application process.

Celebration/ Painting day

Celebration date:

Does the street need to be closed for your celebration?

Yes ☐ No ☐

Road closure date:

Road closure times:

Rain date:

Budget

What is the total cost for your project?

Please include a financial breakdown of your budget including materials and any artist fees that may apply.

HRM has limited financial support for placemaking partnerships and may not be able to cover all your costs. Please indicate other fundraising ideas or in-kind support you may be able to seek for your project.

(Please identify what additional support has already been confirmed)

I hereby make application for approval of Neighbourhood Placemaking project in partnership with HRM with the full knowledge and authorization of the applicant group as identified on this form.

Signature Core Team member #1

Date

Signature Core Team member #2

Date

Signature Core Team member #3

Date

Signature Core Team member #4

Date

Next Steps

Please send completed applications to your area HRM Community Developer

**Hubbards to
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902-479-4486
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**Bedford/Sackville
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**Dartmouth/
East Passage to
Sheet Harbour**
Darren Hirtle
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DEADLINE: October 30, 2017