



Civic Arts Program
Office of Economic Development
City Manager's Office

PROCESS FORM

Public Art on Private Development Program

Project Name: _____

Address: _____

Development Agency/Owner's Name: _____

Contact Person: _____

Phone: _____

Email: _____

Art Consultant: _____

Phone: _____

Email: _____

Date of Use Permit application: _____

1. **Conceptual Public Art Plan** (to be included in Use Permit application)

Date of Completion: _____ Approved By: _____

a) Artwork medium:

b) Proposed artwork location(s). Feel free to attach a map or drawing

—Developer shall engage the services of an approved public art consultant to proceed—



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2. Preliminary Public Art Plan

Date of Completion: _____ Approved By: _____

Required for projects with art budgets of more than \$100,000; others may proceed directly to Final Plan

a) Background Research

Information learned about site and community that influenced this plan:

Site parameters:

b) General conceptual and material approach to artwork design

Ideas the artist will explore.

Considered media.

Considered imagery.

c) Specific location(s) for the artwork within the development project. (Feel free to attach architectural drawing if necessary.) Please describe the rationale for choosing the site and explain how the site is publically accessible.



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d) Artwork theme

Describe the process of developing the theme.

Explain the stakeholders influence on and response to idea. Please also define your stakeholders.

Are there preexisting or historic art elements of art project? If so, how are these elements appropriate to the site and how will they be integrated into the design?

e) Describe the artist selection process to be employed

f) Please attach a written agreement between the art consultant and developer to this form, as well as a payment schedule. *Note consultant cost cannot be taken out of 1%.*



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3. Final Public Art Plan

Date of Completion: _____ Approved By: _____

a) Artwork rendering, including scale and dimensions. Please describe fabrication and attachment methods in detail. Include drawings as attachments.

b) Description of artwork materials:

Explanation of selection process:

Durability specs:

Please include samples if possible.

c) Explanation of the relationship between the artwork and the site, including artwork function:



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Conservation and maintenance concerns:

d) Please attach an executed/written agreement between the developer and the artist.

e) Construction budget for art component of development project: \$_____