

PUBLIC ART PROGRAM  
CHECKLIST FOR SITE PLAN/DEVELOPER PROJECTS

Please use the following checklist to ensure you properly satisfy the Public Art condition of your site plan.

**Step 1:** Review [Draft Guidelines for Site Plan Projects](#).

**Step 2:** Meet with Arlington Public Art staff, prior to filing a site plan application to assess opportunities for integrated public art on-site and discuss the appropriateness of a Public Art Fund contribution versus an on-site commission. Contact Elizabeth Carriger (ecarriger@arlingtonva.us/703-228-3771) to arrange a meeting.

**IF CONTRIBUTING TO THE PUBLIC ART FUND:**

**Step 3:** No later than the time of application for the final building permit, deliver a contribution check, for the amount agreed upon in the site plan condition, made out to “Treasurer, Arlington County” to:

Arlington Public Art  
Arlington Economic Development  
1100 N. Glebe Rd. Suite 1500  
Arlington, VA 22201

With the check, include a completed copy of the **Public Art Fund Contribution Form**, found at the end of this checklist.

**IF COMMISSIONING ART ON SITE:**

**Step 3:** Designate an art consultant to manage the artist selection process, draft a contract with the artist, coordinate the approval process, and, if needed, coordinate fulfillment of the artist’s contract. Follow the Process for Commissioning Public Art On-Site found in the [Draft Guidelines for Site Plan Projects](#).

**Step 4:** Review selection process and present selected artist to Arlington Public Art staff.

**Step 5:** Prior to issuance of Demolition and Land Disturbance Permit, present the selected artist’s qualifications to the Arlington Commission for the Arts’ Public Art Committee (PAC) for review and obtain approval of the selected artist from the Public Art Program and PAC. Contact Arlington Public Art staff to be placed on the PAC meeting

agenda. See [Draft Guidelines for Site Plan Projects](#) for what the presentation must include and criteria PAC will use to evaluate the proposed artist.

**Step 6:** After receiving approval of selected artist, prepare a contract with the artist, in accordance with the Visual Artists Rights Act of 1990.

**Step 7:** Review artist's concept with Public Art Program staff.

**Step 8:** Prior to issuance of Excavation, Sheeting and Shoring permit, present the artist's concept to the PAC for review. See [Draft Guidelines for Site Plan Projects](#) for what the presentation must include and criteria PAC will use to evaluate the concept. Any conditions placed on approval by the PAC or staff during their review must be satisfied prior to the issuance of the Footing to Grade permit.

**Step 9:** Install public art prior to the issuance of the Partial Certificate of Occupancy.

**Step 10:** Upon installation, submit to Arlington Public Art documentation of the artwork, maintenance plan, final cost, copyright agreement, documentation of public educational outreach program, proof of insurance noting Arlington County as additionally insured, and agreement on placement of a County-supplied public art sign.

**Step 11:** Maintain the artwork in perpetuity.

**Public Art Fund Contribution Form**

**Developer Name:**

**Site Plan Project Name and Address:**

**Site Plan Project Number:**

**Public Art Condition Number:**

**Date of County Board Approval of Site Plan:**

**Check Amount:**

**Please attach a copy of the approved public art condition language.**