Program Checklist
Public Art on Private Development Program

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

1. **Conceptual Public Art Plan** (to be included in Use Permit application)
   - ☐ Artwork medium
   - ☐ Artwork location(s) within the site plan of development project

2. **Preliminary Public Art Plan** (to be approved by Civic Arts Coordinator)
   Required for projects with art budgets of more than $100,000; others may proceed directly to Final Plan
   - ☐ Background Research
     - Information learned about site and community that influenced this plan
     - Site parameters
   - ☐ General conceptual and material approach to artwork design
     - Ideas the artist will explore
     - Considered media
     - Considered imagery
   - ☐ Specific location(s) for the artwork within the development project
     - Demonstration that chosen site is publically accessible
   - ☐ Artwork theme
     - Process for development of theme
     - Process for selecting the location within site
     - Stakeholders influence on and response to idea
     - *Disclosure of preexisting or historic art elements of art project (if applicable)*
       - *How these elements are appropriate the site*
       - *How they will be integrated into the design*
   - ☐ Description of artist selection process to be employed
   - ☐ Written agreement between the art consultant and developer
     - Payment schedule *(consultant cost cannot be taken out of 1.75%)*

3. **Final Public Art Plan** (Process to be approved by Civic Arts Commission prior to issuance of building permit)
   - ☐ Artist qualifications
   - ☐ Art Consultant qualifications (CV and list of public art projects)
   - ☐ Construction budget for art component of development project
   - ☐ Artwork rendering
     - Scale and dimensions
     - Fabrication and attachment methods
   - ☐ Description of artwork materials
     - Samples
     - Explanation of selection process
     - Durability information
   - ☐ Explanation of the relationship between the artwork and the site
     - Artwork function
     - Conservation and maintenance issues considered by artist
   - ☐ Executed agreement between the developer and the artist

Prior to construction and installation of the On-Site Publicly Accessible Art, signed engineering and construction documents must be reviewed as part of the overall building permit review for the Development Project.

1. Conceptual Public Art Plan (from section III.D. Definitions)

"Conceptual Public Art Plan" means the preliminary design phase of On-Site Publicly Accessible Art, which includes the proposed artwork medium and proposed location(s) for the artwork, including the placement of the artwork within the site plan of the Development Project.

2. Preliminary Public Art Plan (from section V.C.2. On-Site Publicly Accessible Art)

… Projects with On-site Public Art budgets of less than $100,000 do not require a Preliminary Public Art Plan and may skip the remainder of step 2. The Public Art Consultant and Developer shall create a Preliminary Public Art Plan to present to the Civic Arts Coordinator for review and approval prior to development of a Final Public Art Plan. Information the Public Art Consultant will present at the Preliminary Public Art Plan stage includes:

i. Background research conducted on the project location and its parameters, what was learned about the site and community that influenced the Preliminary Art Plan.
ii. General conceptual and material approach to artwork design: what ideas the Artist will explore, media that are being considered; imagery that is under consideration.
iii. Specific location(s) for the artwork within the Development Project.
iv. How the theme was developed, how the artwork location was selected, how the stakeholders influenced and responded to the idea, and the media/materials that are being considered and whether the On-Site Publicly Accessible Art meets the criteria of paragraphs A and B of this section. (see below)
v. Artist selection process to be employed.
vi. Written agreement between the Public Art Consultant and the Developer with a payment schedule directly related to the scope of work and extending through the completion of the project proposal.

(from section V. On-Site Publicly Accessible Art)

A.   The placement of pre-existing artworks and restoration or preservation of existing historic artworks and Artist-designed elements on building facades and other Publicly Accessible areas may be considered On-Site Publicly Accessible Art in limited circumstances if, by the determination of the Civic Arts Coordinator, they are appropriate to the site and integrated into the design of the Development Project.

B.   On-Site Publicly Accessible Art that is freestanding or consists of site-integrated visual art elements shall be sited within Publicly Accessible areas of the Development Project. On-Site Publicly Accessible Art may not be located inside the structure unless the space in which it is located is Publicly Accessible.

3. Final Public Art Plan (from section V.C.4 On-Site Publicly Accessible Art)

Information that the Artist(s) will present at the Final Public Art Plan stage includes:

i. Complete plan for On-Site Publicly Accessible Art, including artwork rendering, scale, materials, and methods of fabrication and attachment.
ii. Description of artwork materials, including samples, explanation of selection process, durability, and any other relevant information.
iii. Explanation of the relationship between the artwork and the site, the function of the artwork, next stage of project evolution, and any issues the Artist considered relative to conservation and maintenance of the artwork.
iv. An executed agreement between the Developer and the Artist(s).
v. A construction budget for the On-Site Publicly Accessible Art component of the Development Project.