



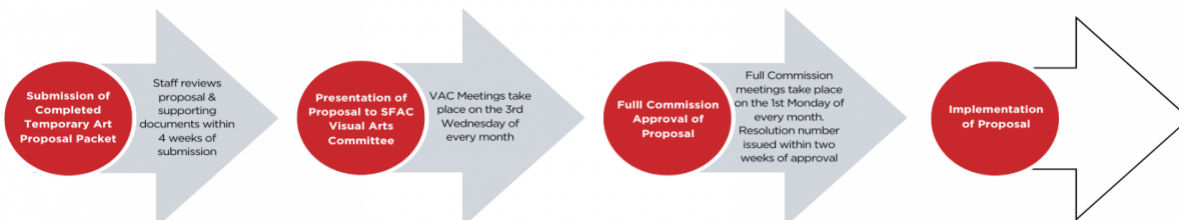
Civic Center Plaza: Hung Yi, *Fancy Animal Carnival*, 2015

**The Arts Commission must approve the temporary or permanent installation of any work of art on City and County of San Francisco (CCSF) property, or any proposal funded in whole or in part by City funds (regardless of its proposed location).**

This includes proposals initiated or funded by other City departments, or by outside sponsors, such as individual artists, organizations or commercial enterprises. In considering approval, the Arts Commission must evaluate proposals within the context of its mission to promote a rich, diverse, and stimulating cultural environment for the city's residents, visitors and employees, and to enhance the city's image both nationally and internationally.

## STEPS FOR APPROVAL BY THE ARTS COMMISSION

**BELOW ARE THE STEPS NECESSARY FOR OBTAINING ARTS COMMISSION APPROVAL FOR A TEMPORARY INSTALLATION OF ARTWORK ON CCSF PROPERTY OR FUNDED BY CCSF. PLEASE NOTE THAT APPROVAL PROCESS MAY TAKE APPROXIMATELY 2.5 MONTHS FROM DATE OF SUBMITTAL OF COMPLETE PROPOSAL PACKAGE TO SFAC STAFF.**



For questions, please contact Paris Cotz, Program Associate, Special Initiatives and Civic Design, [paris.cotz@sfgov.org](mailto:paris.cotz@sfgov.org) (mailto:paris.cotz@sfgov.org), (415) 539-6213.

Note: With the exception of funds awarded on a competitive basis through its various programs, the Arts Commission cannot provide financial or staff support for the project. It is incumbent on the project sponsor to cover all costs associated with the project.

## CRITERIA FOR APPROVAL

- The artwork should be appropriate for a diverse audience.
- There should be a compelling reason to site the exhibition on City property, such as the relevance of the exhibit within the natural, architectural, cultural, historical, social/political or environmental context of the site.
- Artwork should, have merit as a work(s) of art, independent of other considerations.
- The exhibition of the artwork should be judged to enhance the public's experience of the site.
- The exhibition should be an opportunity to expose the public to diverse artists and artistic styles.
- The exhibition should not contradict the City's values of environmental sustainability, accessibility, and cultural inclusiveness.
- Exhibitions proposed should be appropriate in scale, media and context with its intended display location.
- There is evidence that the exhibition has community support.
- The artwork should be judged to be able to withstand unprotected display in an outdoor environment, and be able to be maintained by the sponsor throughout the public display period.
- The exhibit must not present a safety hazard. It must comply with all applicable building codes and disability access requirements.
- The proposed exhibit must be evaluated to be feasible, with convincing evidence of the sponsor's ability to mount the exhibit as proposed. Factors to be considered include, but are not limited to: timeline, the artist's experience, soundness of materials, The proposed exhibit must not impede the typical uses of the site.
- Project sponsors must pay all costs associated with the exhibit, including any Arts Commission staff time involved in assisting the sponsor with the exhibit, any required insurance, and permit fees.

## SPECIAL CRITERIA FOR TEMPORARY ART INSTALLATIONS IN THE CIVIC CENTER COMPLEX

THE ARTS COMMISSION MUST HOLD ART INSTALLATIONS PROPOSED FOR THE CIVIC CENTER ENVIRONS TO THE HIGHEST STANDARDS DUE TO THE CLOSE PROXIMITY TO CITY HALL AND BY ASSOCIATION, IDENTIFICATION WITH THE STANDARDS AND VALUES OF CCSF. IN CONSIDERING APPROVAL OF PROPOSED INSTALLATIONS, THE COMMISSION SHOULD APPLY THE CRITERIA BELOW.

1. Artwork should be of representative of highest aesthetic standards, and have merit as a work(s) of art, independent of other considerations.
2. The exhibition of the artwork should be judged to enhance the public's experience of Civic Center, and enhance the city's cultural profile and prestige.
3. The exhibition should be an opportunity to expose the public to diverse artists and artistic styles. Exhibitions in the Civic Center environs should not only emphasize Bay Area artists, styles and movements, but also present the work of artists who are nationally and internationally renowned so that local culture may be seen within a global context.
4. As the exhibition may be seen to reflect on the entire Civic Center complex, project sponsor must provide the Commission with evidence of community support, including that of the Mayor's office, Main Library and Asian Art Museum.
5. The artwork should be judged to be able to withstand unprotected display in the Civic Center environment which is characterized by strong winds.

## TEMPORARY ART TERM

Temporary public art projects are artworks that are installed for a defined, limited duration and are not intended to be permanent or become part of the City's Civic Art Collection.

Unless otherwise approved by the Arts Commission, temporary artworks are typically approved for an **initial display period of up to one year**.

### STEP BY STEP

---

## 01 DETERMINE INSTALLATION SITE PROPERTY OWNER

Determine the owner of the property you have selected for your installation site. **Will your project take place on city property or private property, or public property under the jurisdiction of another governmental agency? Determining this is the responsibility of the project sponsor. Arts Commission staff cannot assist in identifying a location for the installation.**

- Public property is defined as any property under the jurisdiction of a governmental agency; i.e. city, county, state and federal agencies all oversee property.
- City property is defined as property under the jurisdiction of the City and County of San Francisco (CCSF). Different agencies have jurisdiction over various properties; i.e. the Recreation and Park Department has jurisdiction over all parks and open space within the city. San Francisco Public Works has jurisdiction over sidewalks and public right of ways, etc.
- For temporary projects on public property, you will need permission from the agencies and departments that have jurisdiction over the property as well as the Arts Commission. Please note that usually, agencies cannot provide financial support, maintenance or staff support for any aspect of a project.

- Private Property is defined as any property owned by a person or entity other than a governmental agency.

## HOW TO DETERMINE OWNERSHIP OR JURISDICTION OF PROPOSED INSTALLATION SITE:

To determine the owners, department or agency responsible for any property, and to obtain information about permitting, please review the San Francisco Planning Department's Property Map. (<http://propertymap.sfplanning.org/>)

Please see contact information below for most frequently requested departments:

- For San Francisco Public Works, please email: [loveourneighborhoods@sfdpw.org](mailto:loveourneighborhoods@sfdpw.org) (<mailto:loveourneighborhoods@sfdpw.org>)
- For Recreation and Parks Department, please contact Dana Ketcham, Director of Property Management, Permits and Reservations, [dana.ketcham@sfgov.org](mailto:dana.ketcham@sfgov.org) (<mailto:dana.ketcham@sfgov.org>)
- For Department of Real Estate, please email: [realestateadmin@sfgov.org](mailto:realestateadmin@sfgov.org) (<mailto:realestateadmin@sfgov.org>)

## HOW TO DETERMINE IF ARTS COMMISSION APPROVAL IS NEEDED:

- If your project will take place on private property, and is not funded by the City, you do not need approval from the Arts Commission.
- If your project will take place on City-owned property, or if it is funded by City funds, regardless of its location, the project must be approved by the Arts Commission. **If either of these conditions are true, please proceed to Step Two.**

# 02 PREPARE A PROPOSAL FOR ARTS COMMISSION REVIEW

## PLEASE SUBMIT THE FOLLOWING:

- **Completed Temporary Public Art Proposal Form** ([https://docs.google.com/forms/d/e/1FAIpQLSfDSHyNgLr6G0NRDNbcPnIEIII7c\\_ZaNNtin84x1wd4icPb\\_w/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfDSHyNgLr6G0NRDNbcPnIEIII7c_ZaNNtin84x1wd4icPb_w/viewform?usp=sf_link)), which asks for the following items (but not limited to):
  - **Letter of approval from the City agency having jurisdiction of over the site, or the property owner if project is funded by City funds.**
  - **Community engagement checklist** (*Checklist of constituents to engage with and inform of your project.*)
  - **Three letters of community support.** (*Sample Community Support Letters (/sites/default/files/Sample%20Community%20Support%20Letters.pdf)*)
  - **Brief narrative description of the proposed project.** (*Please address the intent of the artwork and how it relates to the site.*)
  - **Scale drawing or model of the proposed project.** (*Visual representation of the proposed artwork, in drawing and/or three-dimensional model, with scale and color indicated.*)
  - **Image of proposed site.**
  - **Rendering of artwork in proposed site.** (*A scale drawing or digital mock-up depicting the proposed work as it will be installed.*)
  - **Materials and methods.** (*List of proposed materials, and description of assembly of materials.*)
  - **Timeline, including dates of installation and de-installation.** (*Should include: community outreach, the design process, all City reviews, installation and de-installation.*)
  - **Maintenance plan for duration of display.** (*A written plan for maintenance of the proposed work and identifying the parties responsible for maintenance.*)
  - **Resumes of all artists involved.**
  - **Signed Waiver of Proprietary Rights for Artworks Placed on City Property** ([/sites/default/files/CAPAVARA\\_WaiverCityProperty.pdf](https://sites/default/files/CAPAVARA_WaiverCityProperty.pdf)) **or Private Property** ([http://www.sfartscommission.org/sites/default/files/documents/CAPAVARA\\_WaiverPrivateProperty\\_0.pdf](http://www.sfartscommission.org/sites/default/files/documents/CAPAVARA_WaiverPrivateProperty_0.pdf)).

## SAMPLES AND EXAMPLES:

- Temporary Public Art Proposal Form ([/sites/default/files/Temporary%20Art%20Intake%20Form%20-%20Google%20Forms\\_0.pdf](https://sites/default/files/Temporary%20Art%20Intake%20Form%20-%20Google%20Forms_0.pdf)) (*in PDF form, for reference*)
- Sample Presentation to Visual Art Committee, ex. 1 ([/sites/default/files/Arts%20Commission-%20Heartfulness\\_Website.pdf](https://sites/default/files/Arts%20Commission-%20Heartfulness_Website.pdf))
- Sample Presentation to Visual Art Committee, ex. 2 ([/sites/default/files/R-Evolution%20Marco%20Cochrane%20%28002%29.pdf](https://sites/default/files/R-Evolution%20Marco%20Cochrane%20%28002%29.pdf))
- Sample Presentation to Visual Art Committee, ex. 3 ([https://media.api.sfgov.com/documents/SOMA\\_Pilipinas\\_-\\_Mumu\\_-\\_13N\\_122E.pdf](https://media.api.sfgov.com/documents/SOMA_Pilipinas_-_Mumu_-_13N_122E.pdf))

## TEMPORARY ART PRESENTATION CHECKLIST FOR VISUAL ARTS COMMITTEE

Please ensure that your presentation to Visual Arts Committee includes the following:

- How Your Project Fits the Criteria for Approval (listed above)
- Examples of Past Work / Artist Bio
- Brief Narrative Description of Proposed Project
- Scale Drawing or Model of Proposed Project
- Image of Proposed Site
- Rendering of Artwork in Proposed Site

- Materials and Methods
- Community Engagement
- Timeline
- Maintenance Plan

Note: The site property owner will have additional requirements for permitting, which will include structural engineer drawings to ensure safety and stability of proposed installation, as well as a thorough Americans for Disabilities Act (ADA) compliance review. Please contact the site owner to determine specific requirements for permitting.

## EXTENSION REQUESTS

The commission will approve projects for up to one year.

If a longer installation is requested, this requires justification and a status report from the project team.

If a project team wishes to extend the display period beyond the originally approved term, an extension request must be submitted for review by the Visual Arts Committee and approval by the Arts Commission. The project team or sponsor will present a brief status report to the Visual Arts Committee addressing the following:

- Current as-installed images of the artwork and surrounding site
- Proposed extension timeline, including the requested end date
- Justification for extension, including public benefit and alignment with the project's original goals
- Confirmation that site authorization and any required agency approvals remain valid for the requested extension period.
- Demonstration of community benefit, including community feedback or engagement outcomes, if applicable.
- Maintenance and condition report, noting any repairs, conservation needs, damage, or changes since installation
- Any other relevant updates related to the installation or site conditions
- Approval of extension requests is not guaranteed and will be evaluated based on the artwork's condition, continued public benefit, site conditions, and the project sponsor's ability to maintain the installation.

## LONGER-TERM TEMPORARY INSTALLATIONS

In some cases, project sponsors may propose a temporary artwork for a display period longer than one year. These proposals are reviewed on a case-by-case basis and may be appropriate for projects that serve an ongoing cultural, civic, placemaking, or community-driven purpose.

For installations proposed for multi-year display (e.g., 3–5 years), additional documentation may be required, including:

- A detailed maintenance and stewardship plan
- Identification of the responsible party for maintenance, conservation, and repairs
- Proof of insurance coverage if required by the host site or partnering agency.
- An annual condition review submitted to SFAC staff
- Confirmation of site permissions and agency coordination for the full duration
- A clear removal and site restoration plan at the end of the term

Project sponsors are responsible for the removal of the artwork and restoration of the site at the conclusion of the approved display period unless otherwise authorized by the Arts Commission. Any costs associated with removal and site restoration are the responsibility of the project sponsor. Temporary artworks approved for extended display periods remain classified as temporary installations and are not automatically eligible for acquisition into the City's permanent Civic Art Collection.

---

## 03 APPROVAL PROCESS AND SCHEDULE

You may be asked to meet with staff to further explain or clarify your proposal. Please submit proposal 2.5 months in advance of Visual Arts Committee approval (third Wednesday of the month).

Submit proposal package outlined in Step 2 for review by Commission staff. Submissions may be directed to:

Paris Cotz  
[paris.cotz@sfgov.org](mailto:paris.cotz@sfgov.org)  
 (415) 252-2252

---

SCHEDULE AN APPOINTMENT WITH SFAC STAFF TO DISCUSS YOUR PROPOSAL HERE  
([HTTPS://OUTLOOK.OFFICE365.COM/BOOKWITHME/USER/802336E91DE945F08937FC6A5B24104E@SFGOV.ORG/MEETINGTYPE/SVR/ANONYMOUS&EP=MLINK](https://outlook.office365.com/bookwithme/user/802336e91de945f08937fc6a5b24104e@sfgov.org/meetingtype/svr/anonymous&ep=mlink)):  
BIT.LY/SFACTEMPART ([HTTP://BIT.LY/SFACTEMPART](http://bit.ly/sfactempart))



Your proposal will be reviewed by Arts Commission Staff. You may be asked to meet with staff to further explain or clarify your proposal.

SFAC Staff will place the completed proposal package on the agenda for the Arts Commission's [Visual Arts Committee](https://www.sf.gov/departments/visual-arts-committee-arts-commission) (<https://www.sf.gov/departments/visual-arts-committee-arts-commission>), a subcommittee of the full Arts Commission for review. **For temporary sculpture installations, you will be asked to present your item in person.** This committee meets on the third Wednesday of each month at San Francisco City Hall.

If the proposal is approved by the Committee, the item will be placed on the agenda for the Full Arts Commission for approval by Resolution. Arts Commission approval is complete when the Full Arts Commission approves the project by Resolution. The Full Arts Commission meets on the first Monday of each month at San Francisco City Hall, Room 416.

**The installation of the artwork may not occur until after Full Arts Commission approval.**

**\*Exceptions to the rule...**

- ☐ **Installations lasting less than 7 days** may be approved by the Director of Cultural Affairs and do not need to be calendared for approval by resolution of the Commission.
- ☐ **Installations proposed for San Francisco International Airport:** The Arts Commission does not handle inquiries or proposals for the San Francisco International Airport. The SFO Museum has a robust curatorial program. Inquiries should be directed to [curator@flysfo.com](mailto:curator@flysfo.com) (<mailto:curator@flysfo.com>).

401 Van Ness Avenue, Suite 325

San Francisco, CA 94102

**(415) 252-2266**

[ART-Info@sfgov.org](mailto:ART-Info@sfgov.org) (<mailto:ART-Info@sfgov.org>)

(<https://www.facebook.com/sfartscommission>) (<https://twitter.com/SFAC>)

(<https://www.youtube.com/user/ArtsCommission>)

([https://www.instagram.com/sf\\_arts\\_commission/](https://www.instagram.com/sf_arts_commission/))

**WHAT'S ON THE CALENDAR (/CALENDAR) ▾**

UPCOMING EXHIBITIONS (/CALENDAR?FIELD\_EVENT\_TYPE\_TID[]=18)

WORKSHOPS (/CALENDAR?FIELD\_EVENT\_TYPE\_TID%5B%5D=20)

PUBLIC MEETINGS (/CALENDAR?FIELD\_EVENT\_TYPE\_TID%5B%5D=3)

APPLICATION DEADLINES (/CALENDAR?FIELD\_EVENT\_TYPE\_TID%5B%5D=22)

#### **SFAC MAIN GALLERY**

War Memorial Veterans Building

401 Van Ness Avenue, Suite 126

Wednesday - Saturday, 12 - 5 PM

[sfac.galleries@sfgov.org](mailto:sfac.galleries@sfgov.org) (<mailto:sfac.galleries@sfgov.org>)



CITY & COUNTY OF SAN FRANCISCO ([HTTP://SFGOV.ORG](http://sfgov.org)) | [TERMS OF USE \(/TERMS-USE\)](#) | [PRIVACY POLICY \(/PRIVACY-POLICY\)](#)  
| [ACCESSIBILITY POLICY \(/ACCESSIBILITY-POLICY\)](#)

© 2020 SAN FRANCISCO ARTS COMMISSION. ALL RIGHTS RESERVED.