



PUBLIC ART COMMISSION APPLICATION CHECKLIST AND INFORMATION

INITIAL REVIEW

Applicants must meet with the Public Art Program staff and submit a **Public Art in Private Development Application Form** prior to submitting application materials for initial review by the Public Art Commission. Public Art Commission (PAC) meetings take place the third Thursday of each month at 7PM at City Hall. Applicants must submit the following materials electronically **one week prior** to the meeting to nadya.chuprina@cityofpaloalto.org:

1. A written summary of the project: this should include an overview of the development, the approximate art budget, the art selection plan and consultant, and timeline for the project.
2. PDF files of the overall site and architectural drawings.
3. A PDF of the PowerPoint presentation of the project that will be given at the meeting.
4. Name and contact information for the person who will be presenting the project to the Commission.

What to expect:

Items 1-3 will be distributed to the PAC in advance of the meeting. You will have 15 minutes to present the project to the PAC. The Commission will then have the opportunity to ask questions and make recommendations regarding the possible placement of artwork(s), types and scale of artwork that may be appropriate to the site and point out areas of concern. The Initial Review is not an action item with an approval, but an opportunity for you to get input that will help make the final artwork more successful. The PAC may also recommend that the Applicant returns to the Commission for an interim review.

Next Steps:

Once you have completed the selection process for an artist and art proposal, then you must return to the Public Art Commission for **Final Review and Approval** before fabrication of artwork can begin. It is highly recommended that your art consultant stays in close contact with Public Art staff or that you hire staff to manage the process for you.

Questions:

Contact Elise DeMarzo 650.617.3517 or Nadya Chuprina at 650.629.2227.



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FINAL REVIEW

Applicants must have met with the Public Art Program staff, submitted a **Public Art in Private Development Application Form**, and completed an **Initial review by the PAC** prior to submitting application materials for final review by the Public Art Commission (PAC). Public Art Commission meetings take place the third Thursday of each month at 7PM at City Hall. Applicants must submit the following materials electronically **one week prior** to the meeting to nadya.chuprina@cityofpaloalto.org:

1. A written summary of the art selection process (how the artwork(s)/ artist were selected).
2. Samples of the artist's previous work and a resume.
3. Description of the proposed artwork, including dimensions, materials, method of construction.
4. Detailed drawings or photographs of the proposed artwork, including a rendering in-situ.
5. A rendering showing the artwork, along with the locations for any lighting, the identification plaque, and other elements included in the proposal associated with the art installation.
6. A detailed timeline and itemized budget, including installation, artist fees, art consultant fees.
7. A statement on the maintenance requirements for the artwork(s).

What you can expect:

Items 1-7 will be distributed to the PAC in advance of the meeting. You will have 20 minutes to present the art plan to the Commission. The Commission will then have the opportunity to ask questions and make recommendations regarding the artwork and point out areas of concern. Final review is an action item requiring the approval of the PAC prior to the issuance of a building permit.

Next Steps:

Once you have the final approval of the Public Art Commission, you may secure your building permit. Prior to the issuance of your Certificate of Occupancy, the Public Art Program staff must confirm that the artwork was installed as approved by the PAC, including an identification plaque for the piece (standards apply – inquire with the Public Art Program staff).

Questions:

Contact Elise DeMarzo 650.617.3517 or Nadya Chuprina at 650.629.2227.