



CITY OF WEST COVINA PLANNING DEPARTMENT

GENERAL INSTRUCTIONS ART IN PUBLIC PLACES APPLICATION

REQUIREMENTS: The following projects require an application for art in public places:

1. Residential subdivision of ten or more lots, or construction of ten or more dwelling units.
2. Non-residential development that has a project cost over \$499,999.
3. Expansion of non-residential buildings with a project cost over \$249,999.
4. Any mixed-use projects.
5. City projects that have a project cost over \$499,999.

The following projects are considered “exempt” from the art in public places application:

1. Residential or mixed-use construction or remodeling of dwelling units designated for low-income and/or senior citizens.
2. Civic, cultural or government facilities except those listed as city projects.
3. Reconstruction/Repair of damaged buildings.

The required in-lieu contribution for art in public places in residential areas is equal to one-half of one percent of total project costs, not including land, as determined by the Building Division. The required in-lieu contribution for art in public places in non-residential areas is equal to one percent of total project costs, not including land, as determined by the Building Division. The cost or value of the artwork contribution should approximate the amount of the in-lieu contribution.

REVIEW PROCESS: Those projects that are subject to the requirements must submit a complete application to the Planning Department and comply with the Developer Guide. The applicant has the opportunity to contribute into the Art in Public Places Fund, contribute a piece of art, or any combination thereof. The Planning Commission will review all artwork contributions during two separate stages. The first will be during the schematic stage to give direction on the project. The second review will be for the final review. The Planning Commission’s decision is considered final unless it is appealed to the City Council during the ten-day appeal period. Building permits will not be issued until the Planning Commission has approved the application, the artwork is fully installed and/or all necessary contributions have been paid.

SUBMITTAL REQUIREMENTS: The items listed below must accompany all art in public places. Plans should be folded to a maximum size of 8.5” x 13”.

1. *FILING FEE AND DEPOSIT AGREEMENT:*

- a. \$1,000 deposit
- b. Completed Deposit Agreement, as attached to this packet

NOTE: Building permits associated with this application will not be issued until all filing fees are collected and deposit accounts are settled.

2. **APPLICATION:** To process your request, the attached application sheet must be completed and include the notarized authorization of the legal owner.
3. **SCHEMATIC STAGE:** Provide ten copies of the following:
 - a. **Summary of Artist Selection Process** showing artists considered, their resumes and samples of their work, how they were selected, and why they are qualified.
 - b. **List of Team Members** Name, address, and contact information of the developer, art consultant, architect, landscape architect, and any others involved in the process.
 - c. **Narrative Statement** that responds to the visions and goals of the AIPP program as identified in the Developer Guide.
 - d. **Visual Representation of the Artist's Schematic Design** through digital images, hand-drawn renderings, computer renderings, and/or models.
 - e. **Artwork Details** including materials to be used, approximate size, colors, and textures of each artwork element.
 - f. **Art Budget** including breakdowns for on-site artwork and anticipated AIPP Fund contributions, finalist fees, anticipated artists fees, artwork fabrication, art consultant fees, and other administrative expenses. The total art budget must meet or exceed required allocation per the AIPP ordinance.
4. **FINAL SUBMITTAL:** Subsequent to schematic review by the Planning Commission, provide eight copies of the following:
 - a. **Final Narrative Statement** updating the statement submitted at the schematic stage. Include artist's budget quotes and written statement about the project.
 - b. **Contracts** between the artist and developer. Also, if applicable, between the developer and an art or special fabricator.
 - c. **Final Drawings** including final construction drawings showing any and all artwork views and details, shop drawings of all artwork elements, and engineering drawings and calculations. Include:
 - i. Title, site address, applicant's name, artist's name.
 - ii. North arrow and scale. Drawings shall be oriented to the north, at a scale no smaller than 1"=30'.
 - iii. Names of all abutting streets, including street, parkway, and sidewalk dimensions.
 - iv. Location and dimensions of all existing and proposed buildings, planters, driveways, walls, fences, parking lots, and signs. Indicate exterior building dimensions.
 - d. **Conservation and Maintenance Reports** showing that an art conservator has reviewed all artwork elements and concurred with the proposed maintenance schedule and procedures. Also, provide a maintenance manual including material data sheets on all materials used in artwork elements, paint type and color swatches, maintenance schedule, instructions on maintenance work and periodic repairs to be conducted, and warranties for any artwork parts or equipment.
 - e. **Final Detailed Art Budget** showing only allowable expenditures.
 - f. **Photographic Documentation** showing the artwork in the context of the project and detailed images of each artwork element.



Application

Case _____
(Type & No.)

Applicant's Name: _____
(owner, purchaser, lessee, representative)

Applicant's address: _____

phone _____ fax _____ pager/cell _____

e-mail _____

Project Coordinator: _____ Title: _____

Coordinator's address: _____

phone _____ fax _____ pager/cell _____

e-mail _____

Subject Property Address: _____

Assessor's Parcel Number: _____ Tract and Lot Number: _____

Total Cost of Project: _____

Percentage of Contribution Required (circle one): Residential (0.5%) Non-Residential (1.0%)

Total Amount of Contribution (Cost of Project x Percentage required): _____

Estimated Cost/Value of Artwork: _____ Amount of Contribution: _____

Name of Artist: _____

Applicant's Signature: _____

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Notarization of Owner's Permission

I (we) do hereby certify, under penalty of perjury, that I (we) am (are) the owner(s) of the real property legally described herein and hereby grant permission for which this application is made.

(Signature)

(Please Print Name Here)

(Address)

(City)

(Date)

ARTIST INFORMATION
(FOR ARTWORK CONTRIBUTIONS ONLY)

Requirements: Art will be visible by the public.
Art will be constructed of permanent materials that require a low level of maintenance.

Art Type: _____

Artist Name: _____

Prior works the Artist has completed: _____

In-lieu Contribution

Art in Public Places No. _____

This is to certify that I, _____
(applicant)

understand that the \$_____ deposited at the time of the filing of this application is to be deposited in the Art in Public Places Fund. Of this amount, \$_____ will be refunded willing that I provide artwork that approximately costs/is valued at \$_____. I also understand that prior to the issuance of any future building permit(s) associated with this application, all fees must be collected and deposit accounts settled.

Signed: _____

Date: _____

Deposit Agreement

Case _____

This is to certify that I, _____
(applicant)

understand that the \$1,000 deposited at the time of the filing of this application is to be used to cover the staff time at the hourly rate determined by City Council Resolution (rate changes effective July 1st of each year), which is currently \$96.36 per hour, and City Attorney time at current rates. Should my deposit be depleted at any time prior to the completion of the process, the process will be suspended until additional deposits, the amount of which shall be determined by the Planning Director, are made. Failure to provide additional funds within ten (10) days after notification of depletion shall be cause for withdrawal of this application. I also understand that prior to the issuance of any future building permit(s) associated with this application, all fees must be collected and deposit accounts settled.

Signed: _____

Date: _____