

City of Palm Desert, California
Art in Public Places Program

Form A: Developer Application

Date _____

I. PROJECT INFORMATION

Project Name _____
Project Address _____

Project Manager Name _____
Project Manager Address _____

Telephone/Fax _____
Email _____

Est. Public Art Fee Amount \$ _____
Total Artwork Cost \$ _____

Project Owner _____
Owner Address _____

Telephone/Fax _____
Email _____

Architect _____
Architect Address _____

Email _____
Telephone/Fax _____

II. ARTWORK INFORMATION

Program Option: Artwork on site _____ Donation _____

Artwork Title _____
Artist(s) Name _____
Artist Address _____

Telephone/Fax _____
Email _____
Est. Completion Date _____

III. ARTWORK PROPOSAL AND SPECIFICATIONS

Describe the artwork, its location on property, materials, installation requirements, and maintenance needs as completely as possible. You may use additional paper to complete this section of the application.

1. Artwork Description

2. Location on Property

3. Materials with Specifications

4. Fabrication and Installation Procedures

5. Yearly Maintenance and Conservation

6. Work Plan/Artwork Production Schedule (suggested)

Phase I Design Development

Date: _____

- a. Conceptual design approval by Art in Public Places Commission and City Council

- b. Final Design Development
- c. Landscape reviewed by Landscape Division if changes are being made. Proof of Review is required for final approval. Please complete Proof of Review Form and include with **Form B: Project Completion Notification (Form B)**

Phase II Design Completion and Commencement of Fabrication & Site Work

Date: _____

- a. Structural approval (client)
- b. Order materials
- c. Begin fabrication
- d. Acquisition of all appropriate City certificates, permits, approvals, and inspections. Proof of review is required for the public art fee reimbursement. Please complete Proof of Review Form and include with **Form B**.

Phase III Studio Fabrication Completion

Date: _____

- a. Break out fabrication points

Phase IV Installation Completion

Date: _____

- a. Site preparation
- b. Installation of artwork on site
- c. Site clean up
- d. Final inspection by the Building and Safety Department and/or Landscape Division, if appropriate
- e. Installation of identification plaque. Include artist name, artwork title, year installed.

Phase V Final Acceptance

Date: _____

- a. Notification of Completion received by City staff
- c. Application of Certificate of Occupancy
- d. Submittal of **Form B**, Public Art Agreement, and request for return of the public art fee.

The following additional paperwork must be submitted –
Proof of payment to artist, Proof of Review Form, Public Art Agreement, and Building and Safety permit fees receipt (if applicable)

7. Required Attachments

- a. One overall concept drawing showing the work in plan
- b. One rendered presentation drawing (plan and elevation)

- c. A site plan with building and grade elevation showing the placement of the proposed artwork
- d. Artist's concept statement
- e. Artist's resume or CV
- f. Examples of artist's previous work
- g. Evidence of the value of the proposed artwork (invoice or contract draft showing contract value and payment schedule will be sufficient)

Budget

Total estimated public art fee \$ _____

This worksheet is intended as a budgetary guideline to assist in developing accurate artwork cost projections. Once completed, this form should reflect all expenses associated with designing, fabricating, and installing the proposed artwork and should equal the public art fee. Differences in total expenses, which are less than the fee, will not be refunded at project completion.

Travel

Airfare _____
Car Rental _____
Per Diem@ _____
\$ _____ per day _____

Transportation

(Materials or finished artwork)

Insurance _____

Installation Costs

Labor _____
Equipment Rental _____
Security _____
Permits _____
Other _____

Office/Studio _____
(Phone, fax, postage, etc.)

Professional Fees

Architect _____
Landscape Architect _____ Engineer _____

Other Costs (List) _____

Fabrication Costs

Materials _____
Labor _____

Contingency _____

Site Preparation

Electrical _____
Foundation _____

Subtotal _____

Taxes _____

Landscaping _____
Lighting _____
Plumbing _____
Other _____

Artist Fee _____
Grand Total \$ _____

*Please note: Some public art projects may require permits and inspections by the City’s Building and Safety Department and/or the Public Works Landscape Division. Please consult with the appropriate City personnel and complete the Proof of Review Form and include with **Form B** as noted above.