



INSTRUCTIONS FOR FILING FOR ART IN PUBLIC PLACES

All of the following must be submitted before the Planning Division can process the application:

1. **Application Sheet**
2. **Owner's Permission** authenticated by a notary. The Owners Permission **MUST** be notarized or the Planning Division will not accept the application.
3. **Occupant's Permission To Enter And Investigate Site:** Submit the attached form with the ink signature of the current occupant.
4. **Filing Fee:** \$1,341.93
5. **Initial Submittal:** Ten (10) copies of the Schematic Stage review (see 2nd page for details).
 - a. Summary of Artist Selection Process
 - b. List of Team Members
 - c. Narrative Statement
 - d. Visual Representation of the Artist's Schematic Design
 - e. Artwork Details
 - f. Art Budget
6. **A digital copy** of all documents on a **flash drive**. E-mailed plans will not be accepted.
7. **Final Submittal:** Subsequent to Planning Commission Schematic review.
 - a. Final Narrative Statement
 - b. Contracts
 - c. Final Drawings
 - d. Conservation and Maintenance Reports
 - e. Final Details Art Budget
 - f. Photographic Documentation
8. **Plans MUST 24"x36" in size and be folded and stapled together in sets to maximum 8½" x 13".**



EXPLANATION OF ITEMS 1 THROUGH 7

1. Review Process

Those projects that are subject to the requirements must submit a complete application to the Planning Division 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.

1. Application

To process the Art In Public Places application, the application must include the notarized authorization of the legal owner.

2. Filing Fee

A flat fee shall be required at the time of submittal.

3. Schematic Stage

- 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** including their 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.



EXPLANATION OF ITEMS 1 THROUGH 7



4. Final Submittal

- 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 the 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. This should include:
 - ◇ Title, site address, applicant's name, artist's name.
 - ◇ North arrow and scale. Drawings shall be oriented to the north, at a scale no smaller than 1"=30'.
 - ◇ Names of all abutting streets, including street, parkway, and sidewalk dimensions.
 - ◇ 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.



ART IN PUBLIC PLACES (AIPP) APPLICATION

A. **Project Information:**

Total Cost of Project: \$_____

Percentage of Contribution Required:

☐ Residential (0.5%)

☐ Non-Residential (1.0%)

☐ Other: _____

Total Amount of Contribution (Cost of Project x Percentage Required): \$_____

Estimated Cost/Value of Artwork: \$_____

Amount of Contribution: \$_____

Case No.

B. **Property Information:**

Property Address: _____

Assessor's Identification Number (AIN): _____

Tract and Lot Number: _____

Zoning Classification of the Subject Property: _____

Lot Area Per Parcel (Square Feet): _____

Project Description: _____

C. **Project Coordinator/Applicant Information:**

Name: _____ Title: _____

Address: _____

Phone: _____ E-Mail: _____

Signature: _____



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. (Attach a supplemental sheet if necessary):

Name: _____

Address: _____

Phone: _____ E-Mail: _____

Signature: _____

Name: _____

Address: _____

Phone: _____ E-Mail: _____

Signature: _____

The Owner's Permission MUST be notarized or the Planning Division will not accept the application.



OCCUPANT'S PERMISSION TO ENTER AND INVESTIGATE SITE

I, _____ as _____
(owner or lessee)

and occupant of the property located at _____

do hereby authorize representatives of the City of West Covina to enter upon the above mentioned property for inspection purposes and to obtain photographs of the subject property to prepare reports for Art In Public Places No. _____.

This authorization terminates upon the final decision on the case made by the Planning Division, the Planning Commission, or the City Council of the City of West Covina.

Signature: _____

Date: _____

To be filled out by occupant (owner or lessee)



ARTIST INFORMATION (ARTWORK CONTRIBUTIONS ONLY)

Requirements:

- ◇ Art will be visible by the public.
- ◇ Art will be constructed of permanent materials that require low level maintenance.

Artist Name: _____

Art Type: _____

Prior Works Completed By Artist: _____
