



## City of Coachella Art in Public Places Application Form

**Purpose:** The purpose of the Public Arts Commission shall be to act in an advisory capacity to the City Council on matters pertaining to the enrichment of the community through fine arts, visual arts, performing arts, arts education, historic preservation and cultural issues; to serve as an advocate for cultural activities and programs within the City; to implement the City's Art in Public Places Program, and to encourage the integration of cultural affairs into the social and economic fabric of the City to improve the quality of life for City residents. Art in public places are intended to promote the general welfare of the public through the acquisition and installation of public art works (Municipal Code Chapter 4.48).

The completeness of this application, which includes accompanying plans, shall be subject to the review of the Planning Division and Development Services Department. If you have any questions while completing this application please ask a member of the Planning Division for assistance. Incomplete applications will not be accepted (or the process may be delayed).

Fees apply to:

1. New commercial and industrial construction
2. Remodeling or reconstruction of existing commercial or industrial property;
3. New residential development of two or more units built in the same tract by the same owner or developer;
4. New individual single-family dwelling units in an existing subdivision with a permit valuation over \$100,000.

Fees are based on a percentage of the building cost:

1. One-half of one percent (.005) for new commercial or residential construction;
2. One-half of one percent (.005) for remodel or reconstruction of existing commercial or industrial property;
3. One quarter of one percent (.0025) for new residential subdivision of two or more units;
4. One quarter or one percent (.0025) for new individual single-family units constructed in an existing subdivision with a building permit over \$100,000 for that portion of the building permit valuation in excess of \$100,000.

Guidelines for approval and maintenance of art in public places shall include, but are not limited to, the following criteria:

- A. Quality of the artwork;
- B. Media. All visual art forms may be considered, subject to limitations set by the selection jury or the Planning Commission;
- C. Style. Artworks of all schools, styles, and tastes should be considered for the city collection;
- D. Environment. Artworks and art places should be appropriate in scale, material, form and content for the immediate, general, social and physical environments with which they relate;
- E. Permanence. Consideration should be given to structural and surface integrity, permanence, and protection against theft, vandalism, weathering, excessive maintenance, and repair costs;
- F. Elements of Design. Consideration should take into account that public art, in addition to meeting aesthetic requirements, also may serve to establish focal points, terminate areas, modify, enhance, or define specific spaces, or establish identity;
- G. Diversity. The public arts program should strive for diversity of style, scale, media, artists—including ethnicity and gender and equitable distribution of artworks and art places throughout the city;
- H. Visibility. The art work shall be clearly visible and easily accessible to the public
- I. Site Plan. The application shall include a site plan showing the location of the art work, complete with landscaping, lighting and other accessories to complement and protect the art work
- J. Artist. The art work shall be designed and constructed by persons experienced in the production of such art work and recognized by critics and by his or her peers as one who produces works of art

PROJECT INFORMATION (PLEASE PRINT OR TYPE)

Project Business Name: \_\_\_\_\_

Square Footage of Proposed Development: \_\_\_\_\_

Property Address/Location: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Project Owner: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Architect: \_\_\_\_\_

Architect Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Dev. Project Completion (Estimated): \_\_\_\_\_

AIPP Fee Amount: \$ \_\_\_\_\_

Total Artwork Cost: \$ \_\_\_\_\_

#### ARTIST/ARTWORK INFORMATION

Program Option (Please check one)

- A. \_\_\_\_\_ Artwork on Site
- B. \_\_\_\_\_ Donate Artwork to City of Coachella
- C. \_\_\_\_\_ In Lieu Fee

Artwork Budget \$ \_\_\_\_\_

Artwork Title: \_\_\_\_\_

Artwork Site: \_\_\_\_\_

Artwork Material: \_\_\_\_\_

Artwork Dimension: \_\_\_\_\_

Artist Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Estimated Artwork Completion Date: \_\_\_\_\_

#### PROJECT APPLICANT REPRESENTATIVE

Applicant/Representative

Name: \_\_\_\_\_ Nickname (if any): \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

I certify under penalty of perjury that all the application information is true and correct:

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date/Time Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Amount Received: \_\_\_\_\_

A.P.P # \_\_\_\_\_ Receipt No(s): \_\_\_\_\_

#### SUBMITAL REQUIREMENTS

The Submittal Requirements provides the basic information necessary for review by the Development Services Department (staff review by City Departments). The Development Services Department may determine that additional information is required before further processing can take place.

- a. Complete and signed Art in Public Places Application Form
- b. Copy of Fee Receipt for \$ \_\_\_\_\_
- c. One overall concept drawing showing the work in plan, and;
- d. One rendered presentation drawing (plan and elevation), and;
- e. A site plan with building and grade elevation showing the placement of the proposed artwork, and;
- f. An artist concept statement, and;
- g. An artist resume or CV, and;
- h. Examples of artist's previous work, and;
- i. Evidence of the value of the proposed artwork (contract draft showing contract value and payment schedule will be sufficient).
- j. Maintenance plan (including frequency and anticipated costs of maintenance and description of materials).

## **ARTWORK PROPOSAL AND SPECIFICATIONS**

Describe the artwork, its location, 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. Siting

3. Materials with Specifications

4. Fabrication and Installation Procedures

5. Yearly Maintenance and Conservation

**Budget**

Total AIPP 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**

Landscaping \_\_\_\_\_  
Electrical \_\_\_\_\_  
Plumbing \_\_\_\_\_  
Foundation \_\_\_\_\_  
Other \_\_\_\_\_

**Subtotal** \_\_\_\_\_

**Artist Fee** \_\_\_\_\_

**Grand Total** \_\_\_\_\_

## 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. Start up meeting with client
  - c. Design Development
- Phase II      Design Completion and Commencement of Fabrication & Site Work  
Date:
- a. Structural approval (client)
  - b. Order materials
  - c. Begin fabrication
- Phase III     Studio Fabrication Completion  
Date:
- a. Break out fabrication points
- Phase IV     Installation Completion  
Date:
- a. Acquisition of all appropriate certificates and permits
  - b. Site preparation
  - c. Installation of artwork on site
  - d. Site clean up
- Phase V      Final Acceptance  
Date:
- a. Notification of Completion received by City staff
  - b. Final approval from Art in Public Places Commission and City Council (submit letter requesting approval)
  - c. Application of Certificate of Occupancy
  - d. Submittal of Project Completion Notification and request for return of funds