



Application for Installing Temporary Public Art On City-Owned Property



RICHMOND PUBLIC ART COMMISSION
Planning & Development Review
900 E. Broad Street, Room 511
Richmond, Virginia 23219
804.646.7319 | susan.glasser@richmondgov.com

Please note: These instructions apply only to *non city-funded projects*. The Public Art Commission does not typically fund community-initiated projects like road murals and neighborhood place-making installations.

You may want to begin your application process by contacting Susan Glasser, Secretary, Public Art Commission (804.646.7319 or susan.glasser@richmondgov.com) to discuss your project. She can:

- verify that the property is, in fact, City-owned;
- help identify what City agency(ies) you must contact for permits;
- answer other general questions you may have about the process.

Before starting, please read the application requirements at the end of this form.

APPLICANT INFORMATION

Applicant Name

Email

Applicant Organization (if applicable)

PROJECT INFORMATION

Project Name

Project Location/Address

Funding Source

Proposed Installation Start Date

Proposed Duration of the Project

Project Artist

Brief description of the artist's qualifications/credentials

Brief description of the project (include materials list)

Rationale for placing the art on public property

Installation plan

Maintenance plan

I understand and acknowledge that approval of this temporary art installation is not meant to confirm or represent the views or opinions of the Mayor, City Council or City Administration.

Signature

Date

REQUIRED DOCUMENTS

- Completed application form
- Site plan/map indicating location of the installation
- Scaled drawing, rendering or photo of the proposed art with dimensions
- Letter(s) of support from the director or designee of relevant City agencies and—when applicable—other community supporters. Applicants are strongly encouraged to contact the location’s City Council representative, pertinent civic associations, and/or residents or merchants who may be impacted by the proposal—the more community support the project has the stronger the proposal.

SUBMITTAL DEADLINES

A completed application and support materials must be submitted no later than 14 days prior to a scheduled meeting of the Public Art Commission. These meetings are typically scheduled on the 4th Thursday of each month though State holidays may sometimes affect this schedule. To confirm exact dates, check the City’s Legislative Calendar (<https://richmondva.legistar.com/Calendar.aspx>) or call the number at the top of this form. *Late or incomplete submissions will be deferred to the next meeting.*

SUBMITTING THE APPLICATION

The application form and supporting documents (PDF preferred) should be sent to susan.glasser@richmondgov.com.

WHAT HAPPENS NEXT?

PAC Review and Recommendation

Once an application is received, the Secretary of the PAC reviews the proposal and compiles a recommendation report, which is forwarded to the PAC along with the application packet.

At the PAC meeting, the applicant or a representative may make a brief presentation about the project and answer questions from Commissioners although this is not required.

Following a discussion, the PAC either (1) recommends the proposal, (2) recommends the proposal with contingencies (meaning the applicant may need to make specified modifications to the proposal), or (3) rejects the proposal. The proposal is then automatically placed on the agenda for the next City Planning Commission meeting; the CPC meets every first and third Monday of the month.

City Planning Commission Approval

At the CPC meeting, the applicant or a representative may be present to answer questions though the applicant is not typically invited to present the proposal. The Commission then votes to approve or reject the proposal.

Installing the Art

After receiving a final approval from the CPC—*but before installing the art*—the applicant is responsible for securing any needed permits such as street permits or electrical/plumbing/structural inspections to ensure the installed art will comply with all City regulations and necessary safety and structural precautions.

CITY REQUIREMENTS FOR TEMPORARY ART ON PUBLIC PROPERTY (a City parcel, park or right-of-way)

Temporary art on public property must be approved by the Public Art Commission, the City Planning Commission, and all relevant City Departments (e.g., Department of Public Works, the James River Park System, Department of Parks, Recreation and Community Facilities, etc.).

The duration of temporary art approved for placement on public property cannot exceed 12 months from the installation date.

A work of art placed temporarily on public property remains the property of the artist. It is considered neither a gift of art to the City nor a part of the City's Public Art Collection.

The City may require temporary art on public property to contain a disclaimer stating that the art "in no way represents the views or opinions of the City Administration, City Council or the Mayor."