



Department of Arts and Culture Public Art in Private Development Art Plan and Close-out Requirements Checklist

Developers pursuing an Art Plan in satisfaction of the Public Art in Private Development (PAPD) requirements must obtain advance approval prior to engaging in Art Plan activity.

Approval of the Art Plan is a two-step process. The first step is the establishment of an initial Art Plan. After submission by the Developer, the PAPD Program will review and approve the initial Art Plan required materials. After approval and acceptance of the required financial security, the Department of Arts and Culture will generate a Certificate of Agreement. The Certificate of Agreement must be presented to the Department of Building and Safety in order to obtain a Building and Safety construction permit.

The second step is the submission of additional detailed materials as discussed below within 90 days of the Developer obtaining the building permit. Approval of the of the additional submitted materials by the PAPD Program will establish the final Art Plan.

After the project is complete, Final Documentation will be required to confirm completion of the project, allow for the close-out of the project, and return of the financial security.

Initial Art Plan required materials:

- ☐ Selection. Indication of the Public Art option selected for compliance
- ☐ Schedule. Preliminary schedule through completion
- ☐ Budget. Preliminary budget including Art Consultant fees (if applicable)
- ☐ Other. Other information pertinent to assessment of the Art Plan as identified by the PAPD Program.
- ☐ _____
- ☐ _____
- ☐ _____

Final Art Plan required materials:

Supplemental Information will be required to be provided by the Developer within ninety (90) days of obtaining the building permit. The PAPD Program will discuss these items with the Developer and provide a list of required items as applicable. Depending on the option the

Developer elects to fulfill, the following information may be required by the PAPD Program for inclusion in the Art Plan:

1. For Newly Commissioned Work of Art:

- ☐ Developer Certification and Acknowledgment
- ☐ Location and general type of artwork (i.e., Artist-designed element such as fencing or flooring, free-standing sculpture, mural, art purchase, etc.)
- ☐ Name of Artist (Artist's resume) and selection process (Art Consultant, open call, etc.)
- ☐ Developed Budget with estimates as applicable
- ☐ Sketch or drawing of art concept with list of materials and maintenance plan
- ☐ Narrative describing the artwork's relationship to community and surroundings
- ☐ Other materials as identified by the PAPD Program:

2. For Construction, Repair, or Funding of Cultural Facilities:

- ☐ Developer Certification and Acknowledgment
- ☐ Identification of the Cultural Facility to be constructed, repaired, and/or funded
- ☐ Arts and culture programming currently being offered at the site
- ☐ Developed Budget with estimates as applicable
- ☐ If applicable, preliminary identification of new facility programming to be funded through Developer support
- ☐ If applicable, preliminary identification of facility repairs or construction.
- ☐ Other materials as identified by the PAPD Program:

3. For Conservation, Restoration, or Preservation of Existing Artwork:

- ☐ Developer Certification and Acknowledgment ☐ Identification of the Public Art to be conserved, restored, or preserved
- ☐ Images and preliminary description of the work required
- ☐ Resume or CV of selected Art Conservator conveying experience, qualifications, and training if not on the Department of Arts and Culture's Pre-qualified list
- ☐ Work plan and budget estimate as provided by qualified art conservator
- ☐ Other materials as identified by the PAPD Program:

4. For Artistic and Cultural Programs and/or Services:

- ☐ Developer Certification and Acknowledgment
- ☐ Identification of artistic and cultural programs and/or services to be supported by the Developer
- ☐ Identification of the arts organization, Artists' collective, Art Consultant, or other entity to oversee the artistic and cultural services
- ☐ Developed Budget
- ☐ Program description including timeline and list of activities, target participants, relationship to community, etc.
- ☐ Other materials as identified by the PAPD Program:

Closeout Documentation:

When the final Art Plan is established, materials will be identified by the PAPD Program for submission at the conclusion of the project as required for closeout and final acceptance. Depending on the type of option the Developer elects to fulfill, the following information may be required by the PAPD Program as project closeout documentation:

1. For Newly Commissioned Work of Art:

- ☐ Copy of Building and Safety permits as applicable
- ☐ Community engagement report of activity as applicable
- ☐ Completion of "PUBLIC ART IN PRIVATE DEVELOPMENT- PUBLIC ART CLOSEOUT DOCUMENTS", which includes:
 - Artist Biography
 - Artwork Statement/Narrative
 - Artwork Maintenance Plan
 - Photography
 - Photography Release
 - Plaque Fabrication and Installation
 - Copyright Registration
 - Employment Impact Survey
- ☐ Copy of any Agreements with the Artist
- ☐ Copy of County Recorder stamped and registered Covenant and Agreement
- ☐ Copy of Copyright ownership agreement with the Artist
- ☐ Itemized final list of expenditures
- ☐ Other pertinent materials identified by the PAPD Program

2. For Cultural Facilities:

- ☐ Facility construction plans as applicable
- ☐ Engineering and installation plans as applicable

- ☐ Copy of Building and Safety permits as applicable
- ☐ Itemized final list of expenditures
- ☐ Other pertinent materials identified by the PAPD Program

3. For Conservation:

- ☐ Final conservation report
- ☐ Before and after photos
- ☐ Conservator provided future maintenance recommendations
- ☐ Itemized final list of expenditures
- ☐ Other pertinent materials identified by the PAPD Program

4. For Artistic and Cultural Programs and/or Services:

- ☐ Community engagement report of activity
- ☐ Programming or performance materials with artists, location, outreach, target audience and outcomes
- ☐ Itemized final list of expenditures
- ☐ Other pertinent materials identified by the PAPD Program