



## PUBLIC ART PROPOSAL FORM

The Public Art Proposal Form shall be used by a member of the public seeking to either donate artwork to the City for display in a public area or to temporarily loan artwork to the City for display in a public area.

This piece is proposed to be (check one):

\_\_\_\_\_ Donated to the City permanently.

\_\_\_\_\_ Loaned to the City for a period to end \_\_\_\_\_.  
(date)

**Name of Artist:** \_\_\_\_\_

**Name of Owner:** \_\_\_\_\_

**Type of Artwork:** \_\_\_\_\_

**Title of Artwork:** \_\_\_\_\_

1. Describe the artwork. Also, please include a photograph, video, slide, drawing, model, or other representation of the artwork. \_\_\_\_\_

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2. Describe the materials comprising the artwork, its approximate dimensions, approximate weight, finish, color, and any special treatments, coatings, or protective coatings applied to the artwork. \_\_\_\_\_

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3. Describe the recommended location for the artwork. Please attach photographs, videos, drawings, models, or other representations of the area immediately surrounding the location at which the artwork will be placed \_\_\_\_\_

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4. Describe the required the method for mounting or displaying the artwork, with a description of the materials and appearance of the base, fixtures, or other physical features used to display the artwork, if visible. \_\_\_\_\_

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5. What is anticipated life of the artwork in the proposed location? \_\_\_\_\_

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6. Describe how the artwork might change appearance over time. \_\_\_\_\_

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7. Explain the required methods and techniques to maintain the artwork, including a plan/schedule for maintenance including estimated cost, and how the maintenance will be financed. \_\_\_\_\_

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8. Provide a description of any proposed assistance sought from the City or other public agencies or donors in connection with the fabrication, development, installation, or maintenance of the artwork. \_\_\_\_\_

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9. Please specify that no rights will be retained by the artist with respect to the artwork.

**Artist's Initial** \_\_\_\_\_

Or, specify rights that will be retained by the artist with respect to the artwork and any future removal of the artwork from the designated public area to be used for display of the artwork. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. **Property Owner Consent.** Consent of any property owner who intends to display artwork on private property (which is viewable by the public) as part of a public art program, with a description of the proposed terms under which the display will occur. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Address

\_\_\_\_\_  
**Property Owner Name Print**

\_\_\_\_\_  
Email and Phone

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Business Owner Name Print (if applicable)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Business Owner Signature (if applicable)**

\_\_\_\_\_  
Email and Phone

**11. Artist/Donor Contract Acknowledgement.** Artist(s) and donor(s) are prepared to execute a contract or other document which, in the estimation of the City Attorney and City Manager, protects and serves the fiscal and other interest of the City in connection with the acquisition or donation of the artwork proposed for display in a public area.

\_\_\_\_\_  
**Artist Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Donor Signature**

\_\_\_\_\_  
Date

Submitted By: \_\_\_\_\_

Address/Phone/E-mail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_