

City of Palm Desert, California  
Art in Public Places Program

Form A: Developer Application

Date \_\_\_\_\_

**I. PROJECT INFORMATION**

Project Name \_\_\_\_\_  
Project Address \_\_\_\_\_

Project Manager Name \_\_\_\_\_  
Project Manager Address \_\_\_\_\_

Telephone/Fax \_\_\_\_\_  
Email \_\_\_\_\_

Est. Public Art Fee Amount \$ \_\_\_\_\_  
Total Artwork Cost \$ \_\_\_\_\_

Project Owner \_\_\_\_\_  
Owner Address \_\_\_\_\_

Telephone/Fax \_\_\_\_\_  
Email \_\_\_\_\_

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

Email \_\_\_\_\_  
Telephone/Fax \_\_\_\_\_

**II. ARTWORK INFORMATION**

Program Option: Artwork on site \_\_\_\_\_ Donation \_\_\_\_\_

Artwork Title \_\_\_\_\_  
Artist(s) Name \_\_\_\_\_  
Artist Address \_\_\_\_\_

Telephone/Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Est. Completion Date \_\_\_\_\_

**III. ARTWORK PROPOSAL AND SPECIFICATIONS**

Describe the artwork, its location on property, 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. Location on Property**

**3. Materials with Specifications**

**4. Fabrication and Installation Procedures**

**5. Yearly Maintenance and Conservation**

**6. 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. Final Design Development
- c. Landscape reviewed by Landscape Division if changes are being made. Proof of Review is required for final approval. Please complete Proof of Review Form and include with **Form B: Project Completion Notification (Form B)**

Phase II Design Completion and Commencement of Fabrication & Site Work

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

- a. Structural approval (client)
- b. Order materials
- c. Begin fabrication
- d. Acquisition of all appropriate City certificates, permits, approvals, and inspections. Proof of review is required for the public art fee reimbursement. Please complete Proof of Review Form and include with **Form B**.

Phase III Studio Fabrication Completion

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

- a. Break out fabrication points

Phase IV Installation Completion

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

- a. Site preparation
- b. Installation of artwork on site
- c. Site clean up
- d. Final inspection by the Building and Safety Department and/or Landscape Division, if appropriate
- e. Installation of identification plaque. Include artist name, artwork title, year installed.

Phase V Final Acceptance

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

- a. Notification of Completion received by City staff
- c. Application of Certificate of Occupancy
- d. Submittal of **Form B**, Public Art Agreement, and request for return of the public art fee.

The following additional paperwork must be submitted – Proof of payment to artist, Proof of Review Form, Public Art Agreement, and Building and Safety permit fees receipt (if applicable)

**7. Required Attachments**

- a. One overall concept drawing showing the work in plan
- b. One rendered presentation drawing (plan and elevation)

- c. A site plan with building and grade elevation showing the placement of the proposed artwork
- d. Artist's concept statement
- e. Artist's resume or CV
- f. Examples of artist's previous work
- g. Evidence of the value of the proposed artwork (invoice or contract draft showing contract value and payment schedule will be sufficient)

**Budget**

Total estimated public art 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** \_\_\_\_\_

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

**Site Preparation**

Electrical \_\_\_\_\_  
Foundation \_\_\_\_\_

**Taxes** \_\_\_\_\_

Landscaping \_\_\_\_\_  
Lighting \_\_\_\_\_  
Plumbing \_\_\_\_\_  
Other \_\_\_\_\_

**Artist Fee** \_\_\_\_\_  
**Grand Total \$** \_\_\_\_\_

\*Please note: Some public art projects may require permits and inspections by the City’s Building and Safety Department and/or the Public Works Landscape Division. Please consult with the appropriate City personnel and complete the Proof of Review Form and include with **Form B** as noted above.