



The City of
OKLAHOMA CITY
PLANNING DEPARTMENT

ARTS COMMISSION REVIEW SUBMITTAL PACKET

Applicable For Review of:

- Art on Public Property
- Art on Private Property
- Mural
- 1% for Art Project

Packet Contents

- Application and Submittal Procedure
- Application Form
- Submittal Checklist

Staff Contacts

Robbie Kienzle

Arts & Cultural Affairs Liaison

(405) 297-1740 or robbie.kienzle@okc.gov

APPLICATION AND SUBMITTAL PROCEDURE

Arts Commission Review Required*

- For all art to be placed on public property.
- For all exterior public art in design review districts.
- Murals shall be submitted to the Arts Commission for review and comment. Those murals which require approval from a special Board and/or Commission shall obtain said approval following submittal of said mural to the Arts Commission.
- All public art purchased by the one percent set aside, shall first be reviewed by the Oklahoma City Arts Commission, which shall make a recommendation regarding its acquisition to the Oklahoma City Council or beneficiary public trust.

Submittal Process

You are encouraged to contact the Office of Arts & Cultural Affairs prior to submitting an application for review. Contact Robbie Kienzle at (405) 297-1740 or robbie.kienzle@okc.gov.

- ▶ Submit the following items: Application, Checklist, and required documents (as noted on the Checklist) to Robbie Kienzle, Arts & Cultural Affairs Liaison, Oklahoma City Planning Department, 420 W. Main St., 9th Floor, Oklahoma City, OK 73102. Submittals may be made in person, delivery via mail or email on or before the deadline date.
- ▶ Fees: There are currently no fees required for Arts Commission review.

Submittal Documents

Action of the Committee or Commission will be taken on the documents provided as part of the application submittal process only. Submission of late information may result in a continuance or delay in docketing an item on the current agenda.

Arts Commission Review Schedule

Upon preliminary review of a complete submittal, staff will notify the applicant as to the status of the next available hearing date for Committee or Commission review.



APPLICATION FOR ARTS COMMISSION APPROVAL

Application for:

Art on Public Property

Art on Private Property

Mural

1% for Art Project

Project Number *(General Fund or Other)* _____ **Funding source** _____

Project Address _____

Owner Name _____ Organization _____

Address _____ Phone _____

City, State, Zip _____ Email _____

Property Owner: I authorize the applicant to speak for me in matters regarding this application. Any agreement made by the applicant regarding this proposal will be binding upon me. I authorize the City of Oklahoma City Planning Staff to enter the property for the purpose of observing and taking photographs of the project area for presentation and for inspections to insure consistency between approved proposal and completed project. Owner agrees that work will be performed exactly as approved or they will apply for revisions prior to work commencing.

Property Owner's Signature _____ **Date** _____

Applicant Name _____ Organization _____

Address _____ Phone _____

City, State, Zip _____ Email _____

Applicant's Signature _____ **Date** _____

Received by _____ Date received _____

SUBMITTAL CHECKLIST

Submit this checklist with the application and supporting documents.

Drawing Standards

- 1. Scale (*The scale and size of drawings shall be appropriate to adequately display details.*)
- 2. North arrow /directional reference
- 3. Property lines
- 4. Curb lines
- 5. Street labels

Minimum Required Documents

- A. Location Description** – A written description of public site where the work will be located.
- B. Acquisition Statement** about why the work was commissioned, selected or proposed.
- C. Site plan** including the following:
 - 1. Buildings (including location of exterior doors)
 - 2. Fences, walls, dumpster enclosures
 - 3. Sidewalks, driveways
 - 4. Landscaped areas and street furniture
 - 5. Location of signs
 - 6. Parking lot layout
 - 7. Proposed location for artwork
- D. Elevations, renderings and photos**, including the features and elements it Item C. above:
- E. Statement** about how the work was selected:
 - 1. Criteria used for selection
 - 2. Selection committee members and relationship to project
 - 3. How evaluated and final decision made
- F. Title** of work.
- G. Description of Work** including dimensions and materials.
- G. Artist Bio**
- H. Artist Statement.**
- I. Value** of work.
- J. Have VARA** (Visual Arts Rights Act) Rights been waived by Artist(s)?
- K. Insurance**-Who will insure the work for vandalism and liability?
- L. Maintenance**-Plan for maintenance noting responsible party.