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## ART INSTALLATION ADMINISTRATIVE DESIGN AND SITE REVIEW CHECKLIST

The following information is required for a complete application. Please contact the Planning Division to schedule a meeting to review this checklist, to address any questions and to confirm specific requirements for your proposed project. An appointment is required prior to submittal of any Art Installation project application. Once complete, submit your digital application package with plans to the Virtual Permit Center at: <https://aca.accela.com/CONCORD>.

- 1. APPLICATION FORM.** Provide the name and contact information for the property owner, the applicant, and each consultant or artist involved with the application. The signature of the property owner or a letter authorizing submittal of this application by the property owner is required. [Standard Application Form](#)
- 2. FILING FEES.** Provide the Art Installation Review application fee. Batched applications must include the applicable fee for each mural or physical art project in the batch. Additionally, the Planning Division may determine a Public Notification fee will be required, which could necessitate the current fee amount for Public Notifications be submitted with the application for each location (See Fees and Charges Resolution for current year). Lines D 10.3 and 33 of Fees. [Fee Schedule](#)
- 3. TITLE REPORT.** Prepared within the last three months.
- 4. WRITTEN STATEMENT.** Provide a written statement including: 1) the lead artist's qualifications and examples of previous work including photographic documentation of completed projects; 2) identification of the funding source for the project and the estimated cost; 3) the individual/groups involved with the art installation's design and the approximate number of people involved, if designed through a community effort; 4) parties responsible for the subsequent maintenance of the design. A separate Maintenance Plan shall be included; and 5) written permission to proceed with the art installation from the property owner. For all art installations to be located on City-owned property, a signed [Waiver of Proprietary Rights](#), is linked.
- 5. WRITTEN DESCRIPTION.** Submit a written description of the proposed design, site wall preparation, and the materials and processes to be used, (including anti-graffiti treatment). Additionally, provide evidence of community support for the project, e.g. letters of support from neighborhood associations, neighborhood petitions, Todos Santos Business Association, Chamber of Commerce, etc. Also describe the timeline for completing the project and any other relevant information.
- 6. ACKNOWLEDGEMENT LETTER.** Submit a letter from the property owner, including acknowledgement of receipt by the property owner of the [Waiver of Proprietary Rights](#), with respect to the California Art Preservation Act ("CAPA"), California Civil Code Section 987 (2017), and Visual Artists Rights Act ("VARA"), **17 U.S.C. § 106A**, relating to preservation and removal of artworks for art installations placed upon private property.

- 7. **PHOTOS.** Several photos of the proposed location of the art installation, including the wall surface for murals and/or location for the physical art piece, providing sufficient and appropriate context of the surroundings.
- 8. **PHOTO SIMULATIONS and RENDERINGS.** Submit digital photo simulations and renderings (with and without the project) that show the site location, building façade, and the proposed art installation in context for location and scale with the surrounding area from at least two publicly accessible vantage points (i.e. public street) and include a vicinity map showing the location of each vantage point.
- 9. **ADDITIONAL INFORMATION.** Additional information deemed pertinent to process the application may be required

**PLAN SUBMITTAL REQUIREMENTS. All applications and plan submittal packages shall be submitted digitally to the VIRTUAL PERMIT CENTER link above, as described below.**

**Plans shall be fully dimensioned and are encouraged to be drawn at a consistent scale throughout all plans and formatted for printing to 11" x 17" size.**

- 10. **SITE PLAN.** Site Plan shall be completely dimensioned is encouraged to be drawn at a consistent scale of 1" = 20' scale, with scale noted, a graphic bar scale, and north arrow. The plan shall include the following:
  - a. Identification of art installation area(s), dimensioned property lines identified, adjacent street names, existing and proposed utility and access easements.
  - b. The location and use of all existing and proposed structures and surfaces to be used and/or location of the proposed art installation for the proposed project. Includes without limitation any and all poles, posts, pedestals, traffic signals, streets, sidewalks, pedestrian ramps, driveways, curbs, gutters, drains, manholes, fire hydrants, equipment cabinets, antennas, cables, trees, and other landscape features.
  - c. Location of all street furniture, fencing or other barriers defining the area.
  - d. Location and type of existing and/or proposed exterior lighting, both fixed to the building/site and free standing, and any and all lights for circulation, security, landscaping, building accents, or other purposes.
- 11. **ELEVATIONS.** Plans shall be fully dimensioned and drawn at 1/8" = 1' minimum scale and include the following:
  - a. Dimensions of existing and proposed facades showing all four sides of the existing building. Vertical dimensions shall be from adjacent grade. The elevations shall include any adjacent structures to provide a clear understanding of the building surfaces to be used and/or location of the physical art piece, and any potential conflicts or encroachments into the area.

- 12. ADDITIONAL INFORMATION:** Any additional information deemed pertinent to the application may be required.