

VISUAL ART APPLICATION



SUPPLEMENTAL APPLICATION INFORMATION

Application Request: _____

Property Address or Location: _____

SUPPLEMENTAL CHECKLIST

The following includes items required for a complete application. Some specific types of information may not apply to your project. If you are unsure, check with Planning Division Staff. A copy of this list will be returned to you if your application is determined to be incomplete.

A. Application Checklist:

- ☐ One completed copy of Universal Application form.
- ☐ One completed copy of the Environmental Review Checklist (if applicable).
- ☐ One electronic copy of the site plan and all other applicable plans/information.
- ☐ One materials sample board (if applicable).
- ☐ The appropriate non-refundable filing fee.

B. Site Plan:

- ☐ SITE PLAN; On electronic copy of the Site Plan for the property on which the sign(s) will be placed including:
 - ☐ Location of proposed artwork indicating the orientation of the art
 - ☐ Square footage of proposed artwork
 - ☐ Color elevation rendering clearly showing the artwork to scale in relation to its surroundings
 - ☐ Material specifications, including finishes
 - ☐ A written statement by the artist describing any theme or development of the art

- ☐ For more than one art installment, please give each piece of art a number starting with the number 1
- ☐ If artwork includes text, provide height of lettering and square footage of text area

E. Mounting and Lighting Details (if applicable):

- ☐ Mounting details may be placed on the Sign Plan or as a separate sheet but must include the following:
 - ☐ Description of material used in construction of artwork.
 - ☐ Means of exterior or interior lighting including shielding, type, and size of fixtures (if applicable). Should include a photometric plan.
 - ☐ For sculptures or mounted art, provide details of footings, mounting hardware, etc. as applicable.