



## Application for Installing Temporary Public Art On City-Owned Property

Richmond Planning & Development Review  
Public Art Commission  
900 E. Broad Street, Room 511  
Richmond, Virginia 23219  
804.646.7319 susan.glasser@richmondgov.com

**Please note:** These instructions apply to *non City-funded temporary projects only*. The Public Art Commission (PAC) does not typically fund community-initiated projects such as road murals and neighborhood placemaking installations.

You may want to begin your application process by contacting Susan Glasser, Public Art Coordinator (804.646.7319 or susan.glasser@richmondgov.com) to discuss your project. The Public Art Coordinator can:

- Verify that the property is, in fact, City-owned;
- Help identify what City agency(ies) you must contact for permits;
- Answer other general questions you may have about the process.

You are also strongly encouraged to contact the location's City Council representative, the pertinent civic association, and/or residents or merchants who may be affected by the proposal—the more community support your project has the stronger your proposal will be.

NAME	EMAIL

FUNDING SOURCE

PROPOSED INSTALLATION START DATE
<p><b>Please note:</b> The combined approval process by the Public Art Commission and the Planning Commission will take a <i>minimum</i> of four weeks from the time the fully completed application is submitted. Installation cannot begin until a final approval has been granted and all City permits have been secured.</p>

**PROPOSED DURATION OF THE PROJECT**

**PROJECT INFORMATION:**

**Describe the project (include materials list)**

**Rationale for placing the art on public property**

**Describe the artist's qualifications/credentials**

**Installation plan**

**Proposed maintenance plan**

**ATTACH THE FOLLOWING DOCUMENTS TO YOUR APPLICATION:**

**Required:**

- Site plan showing the lot and location;
- Scaled rendering or photo of the proposed art with dimensions;
- A copy of a letter or email from the director or designee of any relevant City agencies confirming preliminary technical approval of the project.

**Optional but strongly encouraged:**

- A copy of any letters/emails of support from the location's City Council representative, pertinent civic association, and/or residents or merchants who may be affected by the proposal

**SUBMITTING YOUR APPLICATION:**

Your application may be emailed to the contact information at the top of this page. *Only digital applications will be accepted.*

Applications must be submitted at least 10 business days in advance of the next available PAC meeting. These meetings are schedule on the 4<sup>th</sup> Thursday of most months.

**WHAT HAPPENS NEXT:**

PAC Review and Recommendation

The PAC reviews your proposal at the first available Commission meeting. You are welcome to present your proposal in person at the meeting and answer any questions posed by Commissioners (though you are not required to attend). Following a discussion, the PAC either (1) recommends the proposal, (2) recommends the proposal with contingencies (meaning you may need to make specified modifications to the proposal), or (3) rejects the proposal. The PAC then passes the proposal and its recommendation on to the Planning Commission for a final decision.

### Planning Commission Approval

The Planning Commission reviews the proposal at their next available meeting following PAC action. The Planning Commission meets the first and third Monday of the month. You are not required to attend this meeting but you may wish to attend to address any Commission questions. The Commission then votes to approve or reject the proposal.

### Installing the Art

After receiving a final approval from the Planning Commission—*but before installing the art*—you are responsible for securing any needed City permits such as work in street permits or electrical/plumbing/structural inspections to ensure the installed art complies with all City regulations and necessary safety and structural precautions.