



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](mailto:robbie.kienzle@okc.gov)

# **APPLICATION AND SUBMITTAL PROCEDURE**

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## **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](mailto: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., 9<sup>th</sup> 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

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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

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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.
- M. Art Marker**-Written description of wording for marker, materials, and location.