



# Art and Monuments in Public Space Application and Instructions

The City of Bisbee recognizes the value of public art in the community. The following application must be submitted and approved by City Council to install works of art, monuments, or memorials in public facilities or on public space.

In summary, the application process includes the following:

1. The development and submission of an application package by the applicant.
2. The review of various departments, commissions, and committees and subsequent recommendations to City Council.
3. Upon approval by the City Council, the completion of a written agreement between the City and the applicant.

**1. APPLICATION PACKAGE - *please check one***     Individual     Organization or Entity     Government Agency

## **A. Contact Information**

Name of applicant (individual, organization or department) \_\_\_\_\_

Contact person (if other than name of applicant) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

## **B. Location of Art or Memorial**

Anticipated location of art or memorial  Public Park (indicate which park below)  Public Right of way (indicate location with address, cross streets or landmarks below)  Public Facility (indicate building and address below)  City Property (indicate address or description below)

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### **C. Description of Project**

Description must address **each** of the sections below. Each section should be labeled as follows and attached behind this page:

- a. Mission or purpose of project
- b. Scope of project (type, construction, temporary, permanent, etc.) – *no fountains or objects that use un-enclosed, non-recirculating water will be approved*
- c. Primary designer(s) or applicant resume or background
- d. Design process
- e. Materials
- f. Installation requirements
- g. Public safety factors and how they are addressed
- h. Specifications
- i. Maintenance plans and requirements
- j. Timeline
- k. Budget and sources of funding
- l. Photo(s) of the anticipated site and placement of the art or memorial
- m. Photo or rendering of the completed art work or memorial – this must include all design elements and features and include color choices if applicable
- n. Signed agreement (see page four of this application)

### **CI. Submission**

The applicant will supply the Community Development Department with eight (8) copies of the complete application package (All four application pages and any attached pages, photos, etc.) Each copy will be in a separate envelope and numbered in the lower right hand corner “1 of 8” “2 of 8” etc. Each envelope will have “Public Art in Public Space Application” and the name of the applicant, the contact person, and the contact person’s phone number in the upper right corner of each envelope. Applications can be mailed in a single container to Community Development, Public Art in Public Space Applications, City Hall, 76 Erie Street, Bisbee AZ 85603 or applicants can bring the envelopes to the Community Development office. Questions regarding submissions can be directed to 520-432-6000. A fifty dollar (\$50.00), non-refundable application fee must be paid with submission. Payment can be made at the Finance Department at City Hall or the applicant can submit a check for \$50.00 with their application.

Applications will be received during regular business hours. There are no deadlines for applications. No faxed applications will be accepted. Electronic applications may be accepted with **prior** approval and must be submitted via email, complete, in a single file.

**E. Public Notice**

Once the application is received, the Community Development Department will forward the application packages to each of the City Departments and the appropriate Committees and Commissions. A Public Notice will be filed through the City Clerk’s Office and advertised in the legal advertisement section of the local paper of record. The public will be invited to comment on the application as it is agendized at the Commission and Committee level and at the City Council meeting where final approval will be decided. Applications will be available for review at City Hall and the Copper Queen Library.

**2. REVIEW**

The Community Development Staff, upon receipt of an application, will determine the level of review required and confirm the process with the applicant. Staff will forward copies of the application to the appropriate Departments, Commissions and Committees. Departments, Commissions, and Committees will have 90 days to make a written recommendation to Community Development. Once all recommendations are received, the application will be put before the City Council for discussion and possible approval. Recommendations for anything other than approval will be accompanied with a statement reflecting the basis for recommending disapproval or the basis for making no recommendation. The applicant is entitled to view these recommendations and can do so by inquiring with the Community Development Department.

**Historic District**

- Owner of property (Goar Park only)**
- Public Works**
- Community Development**
- Bisbee Arts Commission**
- Parks and Recreation Committee**
- Design Review Board**
- City Council**

**Other Districts**

- Public Works**
- Community Development**
- Bisbee Arts Commission**
- Parks and Recreation Committee**
- City Council**

**It is the responsibility of the applicant to follow up with Departments, Commissions and Committees to make sure that all parties have a full understanding of the application and project.** Scheduled meetings of all Commissions and Committees, their chairs, and staff liaisons are listed on the City’s website at [www.BisbeeAZ.gov](http://www.BisbeeAZ.gov). Departments and their contact information also are listed on the web.

**3. AGREEMENT – This agreement will be executed upon approval by City Council.**