

City of Greater Sudbury

Public Art Application



Planning Services

200 Brady Street, Tom Davies Square
Sudbury, ON P3A 5P3

T: (705) 674-4455 Ext. 4295
F: (705) 673-2200

PUBLIC ART APPLICATION GUIDE

APPLYING FOR FRONT-ENDING AGREEMENT

The City of Greater Sudbury has adopted a Public Art Policy. The policy has been developed to provide guidelines and outline policies for a coordinated approach to public art on properties under the jurisdiction of the City of Greater Sudbury. The policy can be read in its entirety at greatersudbury.ca/publicart

A Public Art Approval is required for:

1. New public art projects on rights of way, parkland or other property under the jurisdiction of the City of Greater Sudbury;
2. Art projects on private property where municipal approvals are required, i.e.: noise, emergency personnel, etc;
3. Legal graffiti walls;
4. Donations of art to the City.

Public art applications by the artist and/or production company will be accepted by the Planning Services Department and channeled through the necessary City departments for review.

All public art applications should be submitted via email to the Planning Services Division for review, at publicart@greatersudbury.ca.

Applications may also be submitted in writing at:

City of Greater Sudbury – Planning Services Division

PO Box 5000 Stn A, 200 Brady Street, Sudbury, ON P3A 5P3

The purpose of this application process is to confirm the appropriate approvals required for the public art project. This process may also identify required drawings, supporting studies and reports that are necessary for the application(s) to be deemed complete. The applicant is also providing the opportunity to find out the policies which apply to the project, processing timelines, as well as potential areas of concern. The applicant is advised that any discussion on the merit or the design of the public art project may require a separate meeting(s).

Where an applicant fails to comply with and/or satisfy the criteria outlined in the Public Art Policy, the City of Greater Sudbury reserves the right to reject the public art proposal, or if it was previously approved, to terminate the approval.

The City of Greater Sudbury also reserves the right to not display, to remove from display, or to otherwise deaccession public art, as set out in the Public Art Policy.

There is no charge for the public art application, however, all out-of-pocket expenses and fees related to the use of municipal properties and services are the responsibility of the applicant. These may relate to training, parking, roads, facilities, parks, insurance, equipment, or additional staffing such as janitorial, security and site preparation.

Upon the initial screening of the application, Planning Services will complete the Public Art Project Understanding form which will be signed by Planning Services staff and the applicant. This form will set out any additional information requirements, based on the information then available. The applicant, may for example, be asked to provide supporting documentation and materials in support of the application, or evidence of required third-party approvals. Additional terms, requirements or conditions may be imposed as the application moves through the approval process.

NOTE: All initial comments and direction offered by City staff and outside agencies are preliminary and based solely on the information available at the time of the initial application. Additional information may be required during the processing of the application.



City of Greater Sudbury PUBLIC ART APPLICATION

For Office Use Only

Date Received: _____ File Number: _____

Circulation Date: _____

Comment Deadline: _____

Applicants must submit the following information to Planning Services.

1. Name of Artist, Team or Donor _____

Telephone Numbers _____

Home _____

Mailing Address _____

Business _____

City _____ Postal Code _____ Fax _____

E-mail _____

If the application will be represented by someone other than the artist or team noted above and/or the application is prepared and submitted by someone other than the artist or team noted above, please specify:

2. Name of Agent _____

Telephone Numbers _____

Home _____

Mailing Address _____

Business _____

City _____ Postal Code _____ Fax _____

E-mail _____

3. Type of Public Art Application?

New public art on City property

Art requiring City approvals

Legal graffiti wall

Art donation

4. For new public art on City property, or art projects requiring City approvals, please submit the following:

- Artwork name
- Artwork concept (submit preliminary sketches/maquettes/ideas/themes/materials)
- Proposed location (with pictures) – Note: the City prioritizes sites that are safe, accessible, visible, compatible with proposed artwork.
- Proposed Public Art Project Plan (dates and time for installation, team, electrical needs, water needs, lighting needs, washroom needs)

5. For legal graffiti walls, please submit the following:

- Property/building owner name and contact information
- Proposed graffiti wall location (with pictures) – Note: the City prioritizes sites that are safe, accessible, visible, compatible with proposed artwork.
- Proposed maintenance plan (e.g. quarterly maintenance, twice a year, funding)
- Matters of copyright (See Part C: Image Use Permissions.)

6. For Donations of Public Art to the City, please submit the following:

- Title of piece
- Name of artist
- Name of donor (and indicate whether the donor wishes to remain anonymous)
- Monetary value of artwork
- Recommended location for display (if applicable)
- Include maintenance plan (materials, media)
- Amount of funding to be donated for the maintenance and conservation/restoration of artwork
- Matters of copyright (See Part C: Image Use Permissions)
- Artist statement (include limitations)
- Provenance (e.g. proof of purchase)
- Any other additional information and documentation as may be required by the City to process the application.

7. In consultation with the artist and or artist team, the additional information may also be required. You will be advised by the City which, if any, of the following are required:

- An artist resume or CV
- Examples of artist's previous work
- An artist concept statement
- Overall concept drawing showing the work in plan
- Rendered presentation drawing (plan and elevation)
- A site plan with building and grade elevation showing the placement of the proposed artwork
- Suggested plaque wording and translations
- Proposed budget
- Consultation plan
- Proof of insurance
- Proof of completion of the City's health and safety training
- Road Occupancy Permit
- Matters of copyright (See Part C: Image Use Permissions).
- Evidence of the value of the proposed artwork (contract draft showing contract value and payment schedule will be sufficient)
- Maintenance plan (including frequency and anticipated costs of maintenance and description of materials)
- Any other additional information and documentation as may be required by the City to process the application.

If there is any additional information which may be relevant to the request and which should be considered by the City in reviewing this application, please attach outlining the particulars of same.

NOTE: If this application form is not fully completed, signed and submitted with the required supporting documentation it will not be considered by the City.



PART B: ARTIST ACKNOWLEDGEMENT AND CONSENT

I/We, _____ (please print all names), the artist(s) of the public art project(s) described as _____

in the City of Greater Sudbury:

Collection, Use and Disclosure of Information:

- a. acknowledge that personal information collected on this form is collected pursuant to the Municipal Act, 2001, R.S.O. 1990, c.P.13 for the purpose of processing this public art application;
- b. grant the City permission to reproduce, in whole or in part, the application and Supporting Documentation for internal use, with the purpose of review and implementation of the application;

Authority to Enter Land and Photograph

- c. grant the City permission to attend, photograph and conduct inspections of the lands subject to this application as part of the City's review and processing of this application.

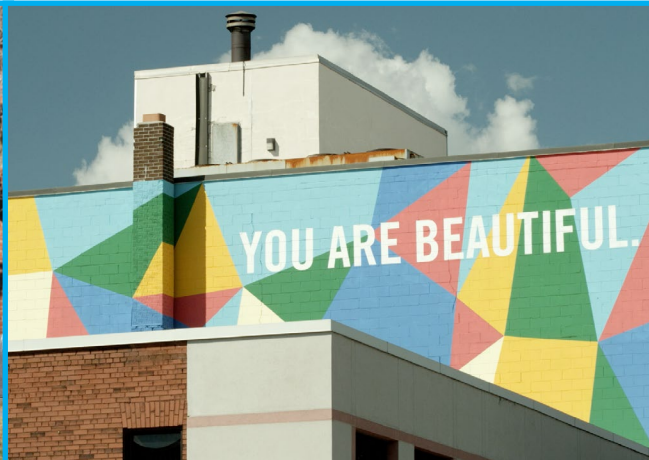
Appointment of Authorized Agent

- d. appoint and authorize _____ (please print name of Agent), to act as my/our agent with regard to this application to the City of Greater Sudbury, including but not limited to receiving all correspondence, attending at any hearings, fulfilling any conditions and providing any approvals or consents and ratify, confirm and adopt as my/our own, the acts, representations, replies and commitments made by the agent on my/our behalf.

Dated this _____ day of _____, 20____

(witness) signature of Artist(s) or Authorized Agent

Print Name: _____



PART C: ARTIST OR AUTHORIZED AGENT DECLARATION

I/We, _____ (please print all names), the artist(s) of the public art project(s) described as _____

in the City of Greater Sudbury:

solemnly declare that all of the statements contained in this application and in the Supporting Documentation are true and complete, and I/we make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Dated this _____ day of _____, 20____

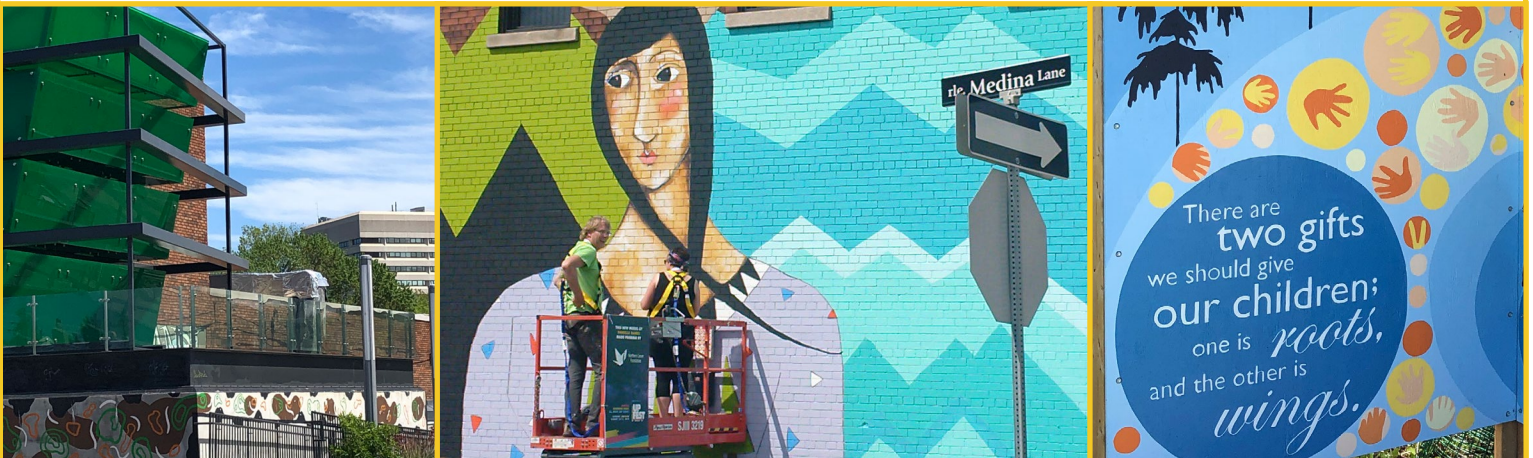
Commissioner of Oaths _____

Signature of Artist(s) or Authorized Agent _____

Print Name: _____

NOTES:

- Questions regarding the collection of personal information should be directed to the Manager of Strategic and Environmental Planning, City of Greater Sudbury, 200 Brady Street, Sudbury, ON, P3A 5P3
- An agent must be authorized in writing by the artist(s) to act on their behalf. Unless otherwise requested, all communication will be sent to the agent.



PART D: IMAGE USE PERMISSION

The Copyright Holder of the Public Art piece(s) listed in the table below grants the City of Greater Sudbury permission to do the following (checked items only):

Use images of the public art piece(s) in print or online publications

Allow others to use images of the public art piece(s) in print or online publications

Use images of the public art piece(s) for other non-commercial purposes

Use images of the public art piece(s) for commercial purposes

| Identification # | Public Art Piece Description |
|------------------|------------------------------|
| | |
| | |
| | |

I (We), _____, hold copyright for the public art piece(s)

Name of Copyright Holder (Printed) _____

listed in the table above, agree to the terms laid out in this agreement.

Signature of Copyright Holder(s)

Date

Signature of City Representative

Date