

City of Greater Sudbury

Public Art Application



Planning Services

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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 and Community Art on properties under the jurisdiction of the City of Greater Sudbury. The policy can be read in its entirety here:

<https://www.greatersudbury.ca/play/arts-culture-and-heritage/public-art/pdfs-public-art/public-art-policy/>

A Public Art Approval is required for:

1. New Public Art and Community 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 and Community Art applications by the donor, artist and/or production company will be accepted by the Public Art Curator] and channeled through the necessary City departments for review through the Interdepartmental Public Art Working Group.

All applications should be submitted via email to publicart@greatersudbury.ca.

The purpose of this application process is to confirm the appropriate approvals and that the applicant has the funding in place required for the 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 the Interdepartmental Public Art Working Group will review complete applications quarterly for compliance and the Public Art Advisory Commission will review applications deemed compliant for merit, based on Public Art Policy criteria, twice per year.

For applications that successfully pass the screening process, the Tourism and Culture Section will complete the Public Art Project Understanding form which will be signed by relevant City 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. 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 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 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.

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 the Public Art Curator.

1. Name of Applicant (Artist, Team, Donor or Agent) _____

Telephone Numbers _____

Home _____

Mailing Address _____

Business _____

City _____ **Postal Code** _____ **Fax** _____

E-mail _____

2. Type of Public Art Application?

New public art on City property **Art requiring City approvals** **Legal graffiti wall** **Art donation**

3. For new public art on City property, art projects requiring City approvals, and art donations please submit the following:

- Artist and artwork name and artwork concept (submit preliminary sketches/maquettes/ideas/themes/materials or photos of existing art) or, where an artist is not yet selected, outline the artist/artwork selection process
- 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 and needs:electrical, water, lighting, washroom, road occupancy)



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

- Specify if it is a City-owned Property or if not, provide the 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, , duration of work, funding)
- Matters of copyright (See Part C: Image Use Permissions.)

5. 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 installation, insurance, 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.

6. 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 and examples of artist's previous work
- An artist concept statement and overall concept drawing (plan and elevation) and/or rendered 3D presentation drawing showing the work
- A site plan with building and grade elevation showing the placement of the proposed artwork
- An installation plan with stamped engineering drawings, where applicable (details of foundations or attachments)
- Suggested plaque wording and translations
- Proposed budget and funding sources
- Consultation plan
- Proof of insurance
- Proof of completion of the City's health and safety training
- Road Occupancy Permit
- For art on private land, permission from the Property owner
- Matters of copyright (See Part C: Image Use Permissions).
- Evidence of the value of the proposed artwork (appraisal for existing work and/or contract draft showing contract value and payment schedule)
- 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: APPLICANT ACKNOWLEDGEMENT AND CONSENT

I/We, _____ (please print all names), the applicant 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;

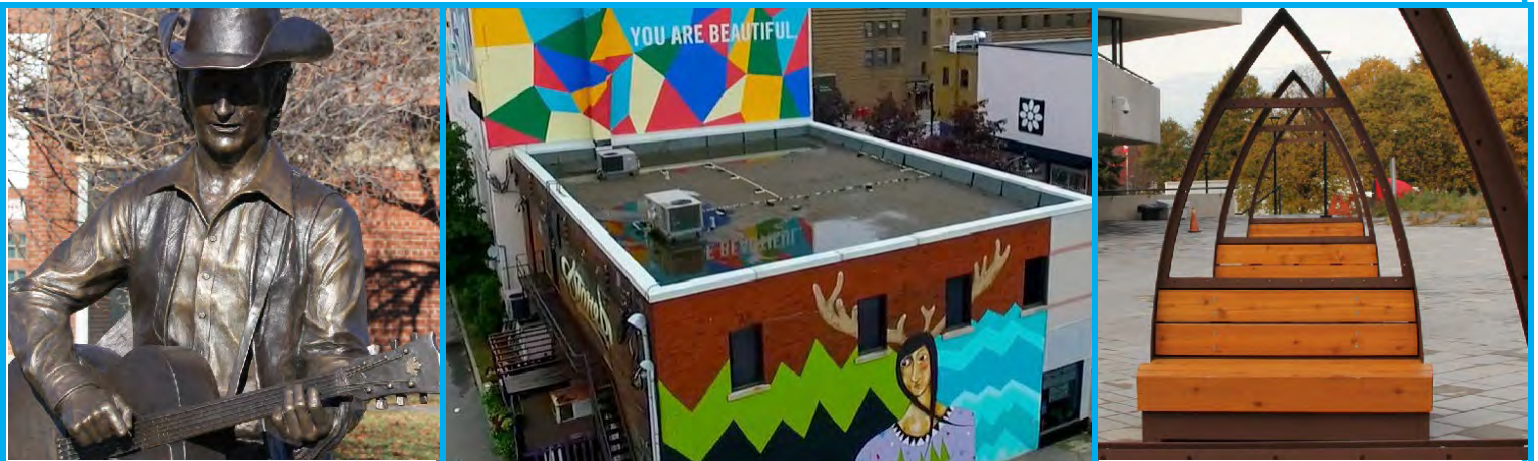
Authority to Enter Land and Photograph

- 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.

Dated this _____ day of _____, 20____

(witness) signature of Applicant

Print Name: _____



PART C: APPLICANT DECLARATION

I/We, _____ (please print all names), the applicant for 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__

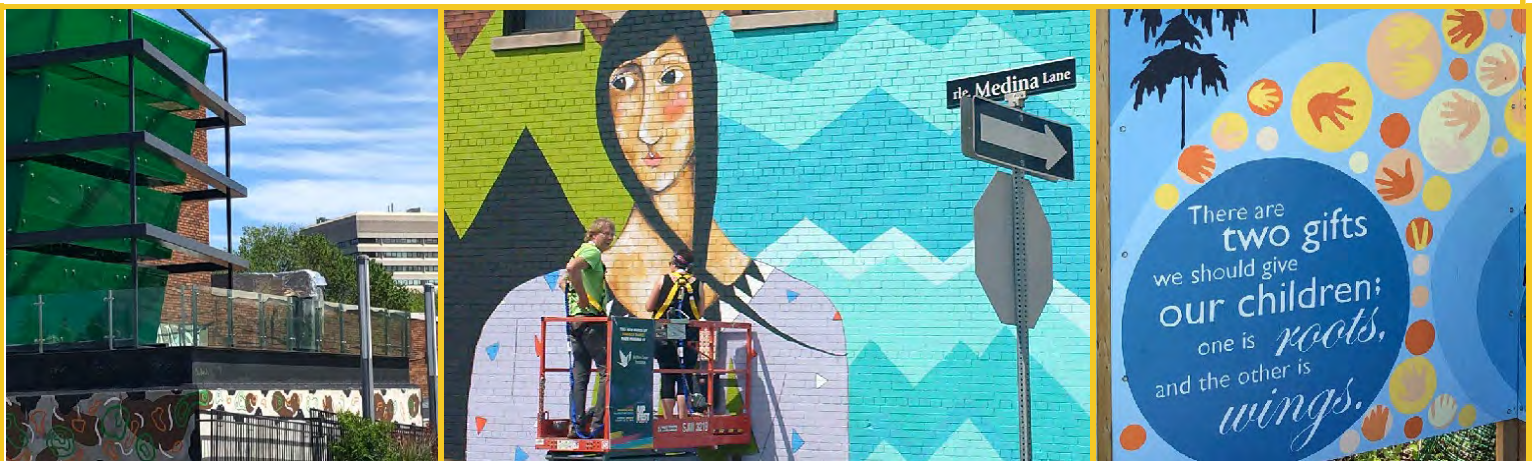
Commissioner of Oaths _____

Signature of the Applicant _____

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
- Where an applicant is not the artist or artist team, the applicant must be authorized in writing by the artist(s) to act on their behalf or in the case of existing artwork, to hold a proof of purchase and/or copyright to the work. Unless otherwise requested, all communication will be sent to the applicant.
- Where an applicant is not the Property owner, the applicant must be authorized in writing by the Property owner on their behalf. Unless otherwise requested, all communication will be sent to the applicant.



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 all media including but not limited to print or online publications for commercial and non-commercial purposes.

Allow others to use images of the public art piece(s) in all media including but

not limited to print or online publications for non-commercial

purposes only.

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