



Temporary Public Art Installation Application

Application Requirements

- \$50 Non-Refundable Application Fee
- Application Must be Submitted at Least 90 Days Prior to Proposed Installation Date
- Application Must be Complete Before Permits Office Submits to Review Committee (See Application Requirements Checklist)
- Applicant Must Obtain Insurance and provide a Certificate of Insurance of at least \$1,000,000.00 if Application is Approved by Review Committee and the project involves a public Right of Way and may be required to provide such insurance on any other project.

Applicant Information

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Artist Information (if different than Applicant)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Project Information

Project Title: _____

Form: Mural Sculpture Other (describe): _____ Dimensions: _____

Project Description: _____

Materials to be used for Project: _____

List All Project Partners/Participants: _____

Proposed Installation Date: _____ Proposed Duration: _____

Site Information

Proposed Site Location/Address: _____

Proposed Site Description (i.e. building, fence, underpass, etc.): _____

Acknowledgement and Signature

I certify that my above statements are true and complete to the best of my knowledge. I understand and acknowledge that the City of Memphis reserves the right to deny this application at any time. I understand and acknowledge that additional documentation is required with this application. Failure to submit all requested documentation may result in the denial of this application. Applicants may be required to insurance and obtain permits from various City departments to obtain final approval of this application. Failure to obtain required permits and insurance will result in the denial or revocation of this application. I understand that, if approved, applicants are responsible for the completion, installation and maintenance of the artwork proposed in this application.

Applicant Signature: _____

Date: _____

Temporary Public Art Installation Application Requirements

1. Applicant is required to submit the following documents and information with a completed Temporary Public Art Application form:

- Sample, Model, Color Photograph, and/or Drawing of Proposed Artwork
 - Brief Narrative of Messages and Themes for Proposed Artwork. Questions you may consider for narrative purposes:
 - What is the intended experience of viewers?
 - How does the proposed artwork advance a positive message, community identity and/or civic engagement?
 - If proposed artwork is part of an overarching initiative or program, please identify and discuss.
 - Photograph of Proposed Site Location, including
 - Site Plan, which must include:
 - Placement of the proposed artwork
 - Orientation of the proposed artwork
 - Distance between proposed artwork and public street(s)
 - Landscape Plan (if applicable), which must include:
 - Location(s) of trees and shrubbery
 - Type(s) of trees and shrubbery
 - Installation Plan and Timeline, which must include:
 - Description of materials
 - Description of method of installation
 - Estimated timeframe to complete installation
 - Maintenance Plan, which must include:
 - Durability of proposed artwork
 - Anticipated maintenance needs
 - Anticipated frequency of maintenance needs
 - Maintenance milestones
 - Resume and/or Biography of Proposed Artist
2. Applicant must attend meeting with Engineering or other requesting City department, if required, before application is set for Public Meeting.
3. Once application is set for Public Meeting, Applicant must provide the following notices of the Public Meeting outlining date, time and location of the Public Meeting and provide proof of such notices to the Permits Office:
- Posted written notice on proposed location (REQUIRED);
 - Written notice to adjacent or adjoining property owners (REQUIRED); and
 - Written notice to any church and/or school located within 500 feet from the proposed location when measured along a center line of streets from point to point or within a 250-foot radius in any other direction from the proposed location. (REQUIRED IF APPLICABLE).
4. The following must be signed and submitted by Applicant PRIOR TO APPROVAL FOR INSTALLATION:
- Installation and Maintenance Agreement (signed by Applicant and Proposed Artist(s))
 - Waiver of Rights under the Visual Artists Rights Act (a waiver for each artist contributing to the proposed work and each participant in installation of the proposed work is required)
 - Certificate of Insurance if artwork involves a public right of way, or is otherwise requires by the Committee.

BE SURE TO SUBMIT ALL REQUIRED DOCUMENTS. ONLY COMPLETE APPLICATIONS WILL BE SUBMITTED TO THE REVIEW COMMITTEE FOR CONSIDERATION.