

**City of Los Angeles**  
**Department of Cultural Affairs**  
**Public Art Division**  
**Approval Process**

All public art projects located on or over City property must be submitted to the Cultural Affairs Commission for approval prior to installation. Public art projects include any artwork placed in, upon or extending over any City building, street, avenue, park or other City-owned or City-controlled location.

Following is the application material needed to schedule a presentation to the Cultural Affairs Commission. As part of the approval process, the art project must be presented to the Public Art Committee, an advisory committee to the Commission. The Public Art Committee reviews all public art projects and recommends them for approval by the Cultural Affairs Commission. Any comments made by the Public Art Committee must be addressed before the presentation to the Cultural Affairs Commission.

The approval process consists of:

- 1) Completing the Application for Approval of Public Artwork, and gathering requested supporting materials;
- 2) Submitting an application to the Public Art Division;
- 3) Scheduling dates to present the art project to the Public Art Committee and Cultural Affairs Commission;
- 4) Appearing before the Public Art Committee to receive feedback and be recommended for approval to the Cultural Affairs Commission; and
- 5) Appearing before the Cultural Affairs Commission to receive a conceptual and/or final approval.

If you have any questions please contact the Public Art Division staff at (213) 202-5544.

Public Art Division  
Department of Cultural Affairs  
201 North Figueroa Street, Suite 1400  
Los Angeles, California 90012  
213.202.5544 Phone  
213.202.5512 Fax

**City of Los Angeles – Department of Cultural Affairs - Public Art Division**  
**Application for Approval of Public Artwork**

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**Applicant:** (Individual Name or Organization Name, Address, Phone Number)

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**Proposed Meeting/Hearing Date:** (Refer to Public Art staff for the meeting schedule)

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**Project Location/Street Address:** (Also list major cross street in parentheses)

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**Location/Project Owner:** (Name, Address, Phone Number)

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**Location Contact Person:** (Name, Address, Phone Number)

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**Council District of Location:**

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**Project Amount/Funding Source(s):**

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**Artist:** (Name, Address, Phone Number)

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**Project Title:**

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**\* This completed Application must accompany all materials submitted to the Public Art Division for both the Public Art Committee and Cultural Affairs Commission.**

**Required Materials for application and presentation to the Public Art Committee and Cultural Affairs Commission** – All materials must be completed and submitted to Public Art staff by 12 noon on the Wednesday fifteen (15) days prior to the desired review date/meeting.

**Public Art Committee** – Must be arranged through Public Art staff.

The following materials must be submitted to Public Art staff one (1) week prior to the submission deadline date of the Committee Meeting Date:

Eleven (11) copies of each of the following:

- Completed Application for Approval of Public Artwork
- Written narrative (one page maximum), including design concept, materials and dimensions of artwork, and artist selection process
- Drawings, renderings, material samples
- Construction drawings, architectural site plans and/or color photographs showing location of artwork in building site or from street view
- Fabrication & Installation Timeline
- Itemized Budget
- Evidence of community input, including community meeting date(s) and outcome(s)
- Letter of Permission from the Location/Project Owner (*if applicable*)
- Letters of Support from the Community (*optional*)
- Maintenance Plan
- Location Map indicating the area of the City in which the project is located
- Material and color samples of surrounding architecture (*obtain from architect*)
- Additional supporting documents to contextualize the project (*as needed*)

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**Cultural Affairs Commission** (Conceptual and/or Final Approval) – Must be arranged through the Public Art Division.

The following materials must be submitted to the Public Art Project Manager one (1) week prior to the submission deadline date of the Commission Meeting Date:

Eleven (11) copies of each of the following:

- Completed Application for Approval of Public Artwork
- Written narrative (one page maximum), including design concept, materials and dimensions of artwork, and artist selection process
- Written response to any conditions or comments made by the Public Art Committee
- **Final** drawings, renderings, material samples
- Construction drawings, architectural site plans and/or color photographs showing location of artwork in building site or from street view
- **Final** Fabrication & Installation Timeline
- **Final** Itemized Budget
- Evidence of community input, including community meeting date(s) and outcome(s)
- Letter of Permission from the Location/Project Owner (*if applicable*)
- Letters of Support from the Community (*optional*)
- Maintenance Plan
- Location Map indicating the area of the City in which the project is located
- Material and color samples of surrounding architecture (*obtain from architect*)
- Additional supporting documents to contextualize the project (*as needed*)

### **City Department Fees and Fee Exemption Requirements**

Submissions presented to the Cultural Affairs Commission from other City departments are exempt from fees if they conform to the conditions provided in L.A.M.C. Section 11.08. To be exempt, submit a letter or call the staff at (213) 202-5544. All City department submissions shall pay a fee if reimbursable from Revolving, Trust, Bond or Capital Improvement Funds. If all or part of the proposed project is being funded in this manner, please state on your fee payment documents the fund number, type and percentage of project that is being used to calculate fees.

### **Regulation for Submission of Proposals**

- 1) All materials must be completed and submitted before 12 noon on the Wednesday fifteen (15) days prior to the desired review date/meeting. Late packages will not be accepted. Applications will not be processed and scheduled for a hearing/agenda until the Public Art Division receives all required submittal components.
- 2) The presentation fee, based on the project cost, is required and covers conceptual and final review levels.
- 3) A presentation by the applicant, artist or community representative is required at each of the two hearings.
- 4) The Public Art Committee meets on the 3<sup>rd</sup> Thursday of every month at 11:00 a.m., except holidays. Unless otherwise noted, all Committee meetings are held at 201 North Figueroa Street, Suite 1400, in downtown Los Angeles.
- 5) The Cultural Affairs Commission meets on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of every month, 1:30 p.m., except holidays. Unless otherwise noted, all Commission meetings are held at 201 N. Figueroa Street, Suite 1400, in downtown Los Angeles.
- 6) The Commission minutes will be your only official record of Final Approval. Request a copy from Public Art staff.
- 7) Final approval by the Cultural Affairs Commission is granted for the specific design and one-time production presented. **Please note: any changes to the artwork design as approved by the Commission may constitute another community meeting and/or presentation to the Public Art Committee and Cultural Affairs Commission. A "significant change" is considered one that affects the design, color, size, material, texture, installation, site preparation and/or maintenance of the artwork. Significant changes must be presented for another round of review and approval.**

### **Helpful Hints for Presentation of Materials in Front of a Review Board**

- 1) Arrive on time and sign in. Find the Public Art Division staff member who is handling your agenda item and let them know you are present and ready. Understand that agenda items may be taken out of order, therefore you may be asked to present earlier or wait patiently to present later.
- 2) Bring larger/enlarged photocopies of the artist's rendering or a series of images placed together to make one large display on a board at least two feet tall or wide. Glue or affix your presentation materials to a firm piece of cardboard or foam-core board. When you are called, place your large display(s) on the meeting room easels so the commissioners can view them from six feet away. Avoid passing around small images (unless a board member asks to see something closer), since passing things wastes times, creates confusion and often distracts people from the presentation.
- 3) Prepare a quick (3 minutes maximum) introduction to your project. A staff person will introduce you, the project, the project location, the artist's name and selection process, the funding source(s) for the project and summarize the community's involvement with the project. Therefore you should speak only and directly about the project's aesthetics, concept, materials and color theory.
- 4) Stop speaking after the facts are presented. Ask the public board if they have any questions or concerns. Allow the board to direct the remaining 5-10 minutes of dialogue. If they have no questions or concerns, you will receive quick approval. Try to answer as many of their questions with "Yes" or "No", or very brief descriptions.
- 5) It is best to remember these public board members of the Public Art Committee and Cultural Affairs Commission are also part of your community and have a great sense of whether your project is excellent, unique and/or safe; therefore, although your project might be ready for approval in the presenter's opinion, and with the neighborhood and project supporters, be open to changes and compromises and be willing to promise alterations that do not directly contradict the choices and needs of the artist's style, the community and the project sponsors.