



City of Sebastopol

Monument and Public Art

Application Checklist

Purpose:

This application provides information in supplemental information needed for monument and public art donation proposals involving placement on City property.

Incomplete applications will not be able to proceed in the review process.

Scheduling of review by City boards will be determined by City staff, and may be affected by processing of other projects and applications, holiday schedules, or other factors.

Applicants are advised that there is a demanding and lengthy review process regarding proposals for placement of monuments or artworks on public property.

Some proposals that may have artistic, historical, or other merits, may also compromise functions of public spaces, may not be suitable for the site or for public property, may create unacceptable maintenance burdens, or may raise other issues, and therefore be declined.

Master Planning Application:

Completion of the Master Planning Application form is required. Please provide all relevant information requested. If you have questions as to whether a particular item pertains to your project, please consult the Planning Department.

Master Planning Application Form

- Completed and signed by the applicant.

Project Description:

Written Statement: The written statement shall include the following information:

- Description of the proposed monument or artwork, including intent, general design, materials, colors, and any other pertinent aspects
- Whether the work is intended to be *permanent*, or *temporary* (2 years or less)
- Description of the proposed location
- Description of how installation would be accomplished
- Description of long-term maintenance needs and how they would be addressed
- Your proposal may affect others, and it is anticipated that you will have provided outreach prior to submittal of your application. Provide description of your public outreach efforts, including contact with existing users of the public property, neighboring businesses or residents, or with City staff
- Confirmation that you have reviewed City Council Resolutions 6099 and 6038.

Site and Design Information:

The following information shall be provided to the Planning Department with the application:

- Dimensioned site plan of the installation area and location of the proposed monument or artwork and location of existing improvements or utilities in the installation area

- Dimensioned drawings of the proposed monument or artwork
- Photographs of the proposed site, and of any other relevant aspects, such as a model or mock-up of the proposed monument or artwork. Photographs should clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to take a series of overlapping photographs which when taped together show a panoramic view. Digital photos on a CD are acceptable.
- Location Map. Indicate the location in the general neighborhood on an 8½” by 11” map.

Analysis of Conformance with Resolution 6012:

- Conformance with City policy. Provide a written analysis of how the project conforms with provisions of Resolution 6099, specifically items D.1. – D.18.

Note: Applicants are advised that after the initial application submittal, the City may require provision of additional copies of materials.