

PUBLIC ART PROPOSAL CHECKLIST

To be reviewed with the Manager of Culture prior to proceeding to Council for approval.

Public Art projects are subject to the City of Orillia's Art in Public Places Policy 1.12.6.1. and require a written proposal prior to being forwarded to Council for approval.

Murals are further subject to Chapter 832 of the City of Orillia's Municipal Code and must be approved by Council to be exempt from the requirements of a sign permit.

APPLICANT INFORMATION

Name of Applicant: _____

Address: _____ Postal Code: _____

Telephone number: (____) ____ - _____

Email Address: _____

PROPOSAL INFORMATION

Please ensure your proposal includes the following information, where applicable:

- A brief overview of the project – *rationale, artistic medium*
- Conceptual drawings – *what will be the end result?*
- Dimensions - *length, width, depth, weight*
- Installation method/hardware and installer
- Artist bio
- Project timeline - *what are the major milestones of the project? Is call to artist, award of contract, date of installation, unveiling, longevity of installation*
- Budget and funding sources – *Are there adequate resources to complete the project?*
- Proposed location. If the owner is not the applicant, please include written authorization from the property owner
- Maintenance requirements and plan - for permanent installations
- Letters of support i) if project abuts other property owners; ii) if within the boundaries of the DOMB

AUTHORIZATIONS

I _____ agree to provide the City with a certificate of insurance naming the Corporation of the City of Orillia as additional insured, in an amount of not less than two million (\$2,000,000) dollars per occurrence for personal injury and for property damage. Proof of new or renewed insurance shall be filed with the City (30) days before termination of the existing coverage.

Is this an original piece of work? Yes No
If no, please provide proof that permission has been sought from the artist.

IMPORTANT

Once complete, staff will prepare a report to Council on behalf of the applicant requesting an exemption from the requirements of a sign permit under the City of Orillia Municipal Code Chapter 832.

Depending on the nature of the project, other permits may be required including, but not limited to, a building permit and road occupancy permit.

It is the applicant's responsibility to review relevant policies and by-laws, and apply for any necessary permits resulting from this proposal.