

PUBLIC ART PROPOSAL CHECKLIST



Please submit your completed application or inquiries to the Manager of Culture of the City of Orillia.

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Orillia ON, L3V 7T5

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 to be vetted by the Art in Public Places Committee.

Murals are 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.

The Checklist is to be submitted to the Manager of Culture at the City of Orillia. Please allow 3 to 6 months following your submission for the Committee to review.

APPLICANT INFORMATION

Name of Applicant: _____

Address: _____ Postal Code: _____

Telephone number: (____) ____ - _____

Email Address: _____

REQUIRED INFORMATION:

Please ensure your proposal includes the following.

- A brief overview of the project (250 – 500 words) – *rationale, artistic medium*
- Project timeline¹ - *what are the major milestones of the project? i.e. call to artist, award of contract, installation, unveiling*
- Dimensions - *length, width, depth, weight*
- Conceptual drawings – *a visual of the final piece(s)*
- Installation method/hardware and installer
- Artist(s) bio or description – *(50-100 words)*
- Budget and funding sources¹ – *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.*

SUBJECT TO PROPOSAL:

Depending on the nature of the proposal, this additional information may be required. If in doubt, please review your proposal with staff prior to submission.

- Maintenance requirements and plan
- Letter(s) of Support – *i) if project abuts other property owners ii) if within the boundaries of the [Downtown Orillia Management Board](#)*
- Permits²
- Insurance³

¹ Staff can provide templates and examples upon request to aid in your submission.

² 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.*

³ Insurance coverage for personal injury and property damage may be required depending on the level of risk and longevity of the installation.