

## FORMS SECTION – Application Checklist

### **Pre-application** (See page 5 of Instructions for more information)

- \_\_\_\_\_ Email the proposed locations/intersections with addresses of adjacent properties
- \_\_\_\_\_ Map of the locations
- \_\_\_\_\_ Photos and image list of the locations

### **Design Council Application** (See page 5 of Instructions for more information)

- \_\_\_\_\_ Application Form
- \_\_\_\_\_ Images of the final design
- \_\_\_\_\_ Resumes of participating artists
- \_\_\_\_\_ Letter of support from neighborhood organization(s)
- \_\_\_\_\_ For applicants with previous permits: Photos documenting current condition of the artwork(s)
- \_\_\_\_\_ VARA Waiver signed by each artist

### **Encroachment Permit Application** (See page 6 of Instructions for more information)

- \_\_\_\_\_ Completed Encroachment Permit: (city web address here)
- \_\_\_\_\_ Certificate of General Liability
- \_\_\_\_\_ Art Consent Form completed by nearby property owner(s)
- \_\_\_\_\_ Letter of Credit

# DESIGN COUNCIL APPLICATION FORM

Date Submitted \_\_\_\_\_

Title of Project \_\_\_\_\_

Applicant Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City/St/Zip \_\_\_\_\_

Phone (day) \_\_\_\_\_

Phone (evening) \_\_\_\_\_

Email Address (required) \_\_\_\_\_

(Please type or print legibly. If you need more space, additional pages may be added. Be sure to identify your responses.)

## Short Description of Project

**A. Proposed Location:** What is the location of the project? If no address, include information on the adjacent address(es). Why was this location chosen? (For Utility/Traffic Signal Box projects, please complete the *Utility Box Submission Form* attached at the end of this application form. Be certain to include it with your application.)

**B. Artist Selection:** How was/were the artist/artists selected for your project? What criteria did you use for this selection? Who was the selection panel for the project?

- C. Design Development:** What was the process for developing the design(s)? Was the community involved? If the process involves youth working with the artist(s) to develop the design, how have they been trained or educated? What are the themes and ideas represented in the design(s)? How do these themes relate to the site, design of adjacent sites and the community? (Note: if you have approval to submit this application prior to having a complete design, please submit information on how you plan to do the above.)
- D. Connection between Designs & Locations (Utility Boxes):** If the project involves more than one utility box, how was the match made between locations and designs? How do the individual boxes connect to their individual surroundings? If any of the boxes are near existing works of public art (including murals), how are the selected designs sensitive to those works of art, both in content and aesthetics? (Note: if you have approval to submit this application prior to having a complete design, please submit information on how you plan to do the above.)
- E. Community Involvement:** What was the process for notifying and engaging the community, both in planning the project and, if appropriate, creating the artwork?
- F. Who will be doing the painting?** Include information on who will be working with the artist to paint the project (e.g., youth – including ages, neighborhood residents, etc.). How are these participants being identified and selected? What materials will you be using? Include information about why these materials were selected, safety precautions that will be taken and method(s) of safely disposing of materials.

**G. Timeline:** What is your timeline? Include milestones for artist selection, design, fabrication, community engagement, publicity, approvals, installation and celebration.

**H. Maintenance:** What are your plans for ongoing maintenance and final removal? What is needed for maintenance? Who have you consulted in estimating these needs (i.e., art conservator, fabricator, or artist)? Who will be conducting maintenance and graffiti removal? How often do you estimate that maintenance will need to occur? How quickly can you respond to requests for graffiti removal? (If you have a maintenance plan, please attach it. The City does not fund ongoing maintenance or removal for such projects).

**I. Copyright:** What is your copyright agreement with the artist? (If you do not have a copyright agreement with the artist, an example is attached.)

**J. Traffic Management:** What are your detailed plans for staffing and logistics for managing traffic during installation? Who is responsible for traffic management during the activity? How will this ensure the safety of the participants?

**K. Public Education:** How will the public be informed about the project? Will there be a plaque-like acknowledgement near the site? Is their information on your website?

**L. Project Budget:** What is your project budget? (Note: Although the City does not fund such projects, the City does require a budget submittal as a demonstration that the applicant has the capacity to implement the project, has raised the necessary funds and has budgeted for artist fees, insurance and ongoing maintenance.) Include the following information, and include in-kind contributions for key required items.

Artist Fees: \_\_\_\_\_

Graphic Designer Fees: \_\_\_\_\_

Materials/Fabrication: \_\_\_\_\_

Installation: \_\_\_\_\_

Liability Insurance: \_\_\_\_\_

Maintenance: \_\_\_\_\_

Other: \_\_\_\_\_

**K. Attachments:** Be certain to include the other required forms and attachments with your application and to combine them in one PDF document.

- Utility Box Submission Form (if applicable)
- Images of the final design
- Resumes of participating artists
- Letter of support from neighborhood organization(s)
- For applicants with previous permits: Photos documenting current condition of the artwork(s)
- VARA Waiver signed by each artist

I/We understand that the materials we submit are public information under the Kansas Open Records Act (KORA) and may be shared by the City of Hutchinson with members of the public or the media for informational purposes or as otherwise required by KORA.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Utility Box Submission Form

Attach this completed form to your Design Council Application form if project includes artist-designed utility/traffic signal boxes.

	Location (if intersection, note corner)	Color	Approx. Dimensions	Distinguishing Features (meter, side box, etc.)	Area: Commercial, residential or greenspace	Is it within 100 ft of a public artwork?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Attach two photos of each box from two different views. Each view should show the box in context of the surrounding streetscape. Each photo should be labeled with a number corresponding to the table. Also attach a map of the locations.

# Encroachment Permit Application – Public Art Projects

## Property Information

Property Owner \_\_\_\_\_

Property Address \_\_\_\_\_

Property ID \_\_\_\_\_

Legal Description (if applicable)  
\_\_\_\_\_  
\_\_\_\_\_

## Applicant Information

Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email (required) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## Encroachment Description

Please identify the type of encroachment being requested, and describe the materials to be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROVIDE A SURVEY/SITE PLAN WHICH SHOWS THE DETAILS AND DIMENSIONS OF THE ENCROACHMENT. THE DRAWING MUST SHOW ACCURATE PROPERTY LINES AND THE LOCATION OF ELEMENTS OF THE RIGHT OF WAY, SUCH AS STREETS, SIDEWALKS, CURBS-CUTS, TREES, HYDRANTS, LIGHTS AND SIGNS, BUS STOPS, UTILITIES. PHOTOS OF THE SITE SHOWING CURRENT CONDITIONS ARE REQUESTED (DIGITAL JPG FORMAT BY EMAIL IS BEST)**