



# HISTORIC SITE AND MONUMENT COMMISSION

## Board Review Checklist

### Public Art (*excluding murals*) on Private or Public Property

HSMC reviews all historical markers, monuments, and public art on public property; markers, monuments, and public art visible from the public right-of-way on private property within all local historic districts; murals visible from the public right-of-way.

**Applications that do not provide documentation or required materials will be noted as incomplete** and may result in delays in the Commission or Staff's review of the application and/or denial of the request. Revisions made to the applications after the submittal deadline and prior to the Commission hearing may be continued to the following month's hearing. The Commission reserves the right to require additional information if it believes that the submission of such information is necessary to understand the nature of the intended activity.

**Submissions will only be accepted when emailed to [historic@thempc.org](mailto:historic@thempc.org). Ensure the PDF file size does not exceed 10 MB. For questions, email [preservationquestions@thempc.org](mailto:preservationquestions@thempc.org) or call 912-651-1440.**

**Do not email questions to [historic@thempc.org](mailto:historic@thempc.org).** If email is not available, contact the office for alternate arrangements.

#### **PUBLIC ART ON PRIVATE AND PUBLIC PROPERTY**

**REQUIRED** Pre-Application Conference:

Date attended and with which staff member: \_\_\_\_\_

Provide one (1) electronic copy of the entire submittal packet. (Email to [historic@thempc.org](mailto:historic@thempc.org) – max **PDF** file size 10 MB)

Page No. \_\_\_\_\_: Provide the title for the work of art.

Page No. \_\_\_\_\_: Provide a written description of the proposed work of art. At a minimum, include: the format (sculpture, fountain, etc.), materials, and dimensions.

Page No. \_\_\_\_\_: Provide color photographs of the proposed location for the work of art (site conditions from all sides).

Page No. \_\_\_\_\_: If the work of art is an existing piece, provide photographs of all sides.

Page No. \_\_\_\_\_: Provide a map for the location of the work of art.

Page No. \_\_\_\_\_: Provide a scaled, dimensioned site plan. Indicate: property lines, the exact location proposed for the work of art, the proposed footprint for the work of art, adjacent structures, significant vegetation, existing and proposed sidewalks, vegetation, lighting, benches, utilities, other markers, monuments, and public art, and any other objects which may be affected by or art a part of the overall design.

Page No. \_\_\_\_\_: Provide scaled, dimensioned elevations of the proposed work of art (minimally from the north, south, east, and west.) On the elevations, indicate materials, colors, location of all text, and relationship to any adjacent structures or other markers, monuments, and public art.

Page No. \_\_\_\_\_: Provide a drawing indicating how the work of art will be installed.

Page No. \_\_\_\_\_: Provide the exact text for the work of art. Indicate the text size and font style. Should quotations be a part of the proposed text, include a written permission letter from the appropriate authority. Include footnotes and a bibliography. Ensure that primary resources are utilized and documented when possible. Final wording of the text will rest with the HSMC.

Page No. \_\_\_\_\_: If available, provide 3D color renderings of the proposed monument.

Page No. \_\_\_\_\_: Provide a statement indicating how the proposed work of art will enhance the space and relate to its surroundings.

Page No. \_\_\_\_\_: Provide a list and images of recent works of art of similar size and scale in the public arena completed by the designer/artist.

Page No. \_\_\_\_\_: Provide an estimated timeframe for fabrication, construction, and installation of the work of art.

- Page No. \_\_\_\_\_: Provide a detailed, realistic budget for all elements of the project and demonstrate the ability to secure the necessary funding. The applicant/owner is fully responsible for funding the design, construction, installation, and any necessary landscaping, paving, and lighting required as The Mayor and Aldermen do not fund new works of art.
- Page No. \_\_\_\_\_: Provide a statement indicating the amount of funds currently secured for the project and a plan for securing the remainder of the funds (if not fully funded).
- Page No. \_\_\_\_\_: Provide a list and images of recent monuments of similar size and scale in the public arena completed by the designer/artist.
- Page No. \_\_\_\_\_: Provide an estimated timeframe for fabrication, construction, and installation of the monument.
- Page No. \_\_\_\_\_: Provide a statement of understanding that an Escrow Payment is required for any work of art erected on public property and that the work of art becomes the property of The Mayor and Aldermen who become responsible for all future maintenance of the monument. An initial Escrow Payment is required of the applicant/owner after approval by HSMC; The Mayor and Aldermen will determine the appropriate Escrow Payment and will notify the applicant/owner.
- Page No. \_\_\_\_\_: Provide a maintenance schedule and maintenance instructions for the proposed work of art.
- Page No. \_\_\_\_\_: If the work of art will be located on private property, provide a consent letter from the property owner.

**Affidavit Certifying Completeness of Application:**

I hereby acknowledge that I understand the requirements listed above for what constitutes a complete application. I have checked off each box and included a page number where the item is located. I confirm that the requirements for a complete application have been met.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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A complete application submission consists of:

1. Complete, signed application
2. Complete, signed checklist(s) for each request
3. Checklist documentation

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