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## Public Art Proposal Checklist

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For proposed public art installations in public spaces.

*Use the following as a guide to make sure that your application and proposal is complete when submitted. Details on each component are outlined in the Public Art review Guidelines.*

*Reach out to City Recreation staff for assistance with the process!*

- ☐ **Public Art Proposal Application Form**
- ☐ **Detailed description of proposed art work**
- ☐ **Narrative intent of the piece**
- ☐ **Photographs, sketches, and/or model of artwork**
- ☐ **Detailed drawing of site plan**
- ☐ **Plan for construction, installation, and maintenance**
- ☐ **Ability to meet insurance requirements (see page 2)**
- ☐ **Submit application to the Recreation Division Office:  
736 F Street Arcata, Ca 95521  
*The office can be reached by phone at (707) 822-7091***

***Once applications are submitted, please allow 30 days for the application to be routed through City departments for comments and conditions. After staff have reviewed and amended your proposal as necessary, applications will go before a City Content Review Panel (meetings held quarterly) before moving on to the Parks and Recreation Committee for final review and approval.***