

ART IN PUBLIC RIGHT-OF-WAY PLAN SUBMITTAL CHECKLIST

**Additional documentation may be requested by BNS and/or DPW once a review has occurred.
Failure to provide required documentation may result in the delay of permit issuance.**

Public Art

Public art includes, but is not limited to, any paintings, sculptures, or other two- or three-dimensional special aesthetic enhancements placed in or along public spaces or on public structures, including but not limited to pavement, retaining walls, slope walls, bridge structures, medians, or traffic signal boxes.

Eligible Applicants

Any person or organization may propose public art in the public right-of-way by making an application for a public art permit. The applicant must be the person or organization who will be the permit holder, the sponsor of the public art project and the party responsible for the installation and maintenance of the proposed public art (the "Sponsor"). The Sponsor will install and maintain the public art project solely at its own expense.

Minimum submittal documents shall include:

- A signed and completed permit application from eligible applicant.
- A written description of the location using landmarks or GPS coordinates.
- An aerial image or site plan indicating the location of the placement of proposed art.
- Photographs of existing site conditions of the location at time of application submission.
- A visual depiction of the proposed public art in sufficient detail to convey what the proposed public art will look like once installed, including detailed measurements.
- A detailed design plan, including detailed measurements, which depicts the proposed public art in relation to the public right-of-way and its components, including the roadway, shoulder, curbs, sidewalks, crosswalks, traffic control devices, signage, drainage facilities and utility facilities, as well as reasonably detailed information sufficient to determine the proposed public art's exact placement in relation to the surroundings.
 - **Note:** A scalable site plan may be requested if documentation provided does not clearly delineate the public art's placement in relation to its surroundings.
- Design plans for proposed public art that includes structural components **must** be signed and sealed by an Indiana-licensed Professional Engineer.
- A written plan detailing the installation of the proposed public art including:
 - A schedule with an estimate of the time it will take to complete installation; **and,**
 - A temporary traffic control plan for duration of installation, which shall comply with all applicable federal, state and local standards regarding maintenance of traffic during work in the public right-of-way.
- A written plan detailing the maintenance of the proposed public art during its expected service life, including:
 - A description of all foreseeable components of maintaining the proposed public art, including inspection of structural elements, litter removal and vegetation control; **and,**
 - The frequency of proposed maintenance activities; **and,**
 - A plan for responding to unforeseeable needs for maintenance, such as the removal of graffiti and repairs due to vandalism or weather events; **and,**
 - A description of the Sponsor's financial ability to fund regular and unexpected maintenance expenses.
- A written description of the Sponsor's efforts to obtain input from the owner(s) of property(s) abutting or will be affected by the proposed public art and any registered neighborhood organization covering the location of proposed public art.

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