



ART COMMISSION OF PITTSBURGH
Application for Review
COVER FORM

Hearing Date: / /

ADDRESS OF PROJECT PROPERTY: _____

TYPE OF REVIEW: **Conceptual Review** **Final Review** **Courtesy Review**

HAS THIS PROJECT EVER COME BEFORE ART COMMISSION? **yes** **no** (check one)
If yes, when? month year

APPLICANT NAME: _____

ADDRESS: _____

City _____

State, Zip _____

PHONE: _____

FAX: _____

E-MAIL: _____

RELATIONSHIP OR ROLE IN PROJECT: _____

CO- APPLICANT NAME: _____

ADDRESS: _____

City _____

State, Zip _____

PHONE: _____

FAX: _____

E-MAIL: _____

RELATIONSHIP OR ROLE IN PROJECT: _____

BRIEF DESCRIPTION OF PROPOSED PROJECT: _____



Public Art Division
City of Pittsburgh, Department of City Planning
200 Ross Street, Fourth Floor
Pittsburgh, Pennsylvania 15219

Letter of Intent

Please submit with the application a formal letter of intent stating the name of your project, asking to be placed on the agenda for the Art Commission Hearing (specify month and year) and which type of review you are seeking (Conceptual, Final, Conceptual and Final, or Courtesy).



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Narrative

Please provide a concise, yet thorough explanation of your proposed project.

You should include and/or address:

- a description of the history of the project (how the project came to be, if applicable)
- a list of project partners/producers
- a description of the project duration
- a description of the project location
- intended permanence or impermanence of project (Is this a temporary project?)
- statement of who will maintain the project, and how maintenance will be funded (What is the expected life span of the project, and what kind of maintenance will it require?)
- project's impact on the community
- description of community inclusion and support



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Images

Please send all necessary images, drawings, contextual renderings digitally along with your application. If this is not possible, please contact the Zoning Office. Each image should be accompanied by a caption for presentation purposes, describing what the image is and its relation to the project. If images are sent as separate files, please use appropriately descriptive file names.

Example of caption: *Detail of lower section of sculpture illustrating its mount to the base.*

Possible images include:

- Site plan
- Drawings in situ (renderings done in elevation, isometric, as appl.)
- Photographs of the proposed project location and the adjacent uses/surroundings
- Description or samples of ideas/suggestions of materials/colors for project
- Landscaping plan (as applicable)



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Project Budget

Please provide a simple budget that describes costs of materials, artist fees, maintenance, installation, etc., as it pertains to your specific project.

TOTAL BUDGET: _____

SAMPLE BUDGET BREAKDOWN:

ITEM	COST



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Letters of Support

Include any proof that you have alerted and received at least tentative support and/or approval from any persons, community organizations and/or City agencies that will be directly affected by your proposed project. Your application should include:

- Letters of support from community stakeholders (residents, property owners, and frequent users of the project area)
- A letter of support/approval from pertinent City agencies or other governmental officials that have purview or maintenance responsibilities to the proposed project location (ie: Department of Public Works, Department of Parks and Recreation, PA Department of Transportation, etc.)

Completed Applications

To be included on the Art Commission's monthly public agenda, an application from the project leader(s) requesting to be placed on the agenda and the documents outlined above must be received by **4:00PM on the Wednesday two (2) weeks prior** to an upcoming Commission meeting. The cover form must state the type of review being sought from the Commission. The application must indicate who will be presenting the project to the Commission, who will be attending the review, and the name of the client(s).

All application materials (cover form, narrative, images, letters of support, etc.) should be combined into a single PDF document and delivered via email. If application files are too large to be sent via email, please contact staff to arrange another option. Presentation boards, material samples, color swatches, etc, are allowed as well on the day of the hearing. Should you have questions or have special needs for presentation materials, please email or call the Zoning Office.

All applications must be submitted via email to the Zoning Office at zoning@pittsburghpa.gov.