

**Project Processing Steps
Public Art in Private Development**

1. Developer is advised at the initial planning meeting of the City's Public Art ordinance and receives Public Art in Private Development information Guide and Art in Private Development Application from Building Department, Room 3 at City Hall.
2. Developer makes a self-determination based on the proposed use and cost of the project about the application of the ordinance.
3. Developer may elect to fulfill the art requirement with installation of the public art on the development site or to pay the in lieu contribution amount to the Santa Rosa Public Art Fund as administered by the AIPPC.
4. If the developer decides to pursue inclusion of public art as part of the project, the developer should select an artist early in the discretionary review process, as approval of the proposed public art and budget to assure compliance with the ordinance is required prior to issuance of a building permit for the project.
5. Prior to submittal of the building permit application, the developer should submit a completed Application for Art in Private Development Packet to the Recreation and Parks Department for review to assure that the proposed public art meets the objective criteria and that the proposed budget includes allowable expenses.
6. Recreation and Parks staff will check completion of the application packet, artwork and budget requirements and will either approve the application or advise the developer on the public art requirements and request modifications and re-submittal.
7. At the time of building permit application, the City's Chief Building Officer will determine the construction costs for project and the resulting amount of the public art contribution (½% until 2/ 26/08 and 1% thereafter).
8. Developer should submit the building permit application to Community Development with a copy of the Recreation and Parks approved Application for Art in Private Development, along with a conformed copy of the Covenant to Maintain Public Art, which has been recorded against the property upon which the project is located (21-08-070 (d)).
9. The public artwork or payment of the in-lieu fee must be complete prior to final inspection and issuance of certificate of occupancy for the project.
10. Alternately, the developer may request a deferral of this obligation for a period of up to six months. Any deferral request should be made at least 60 days prior to the anticipated date of the final inspection so as to avoid delay, as deferral obligations must be completed prior to final inspection. In order to defer the obligation under the ordinance, the developer must enter into an agreement with the City, in a form acceptable to the City Attorney, and provide adequate security for performance or payment of the obligations (21-08-060 (c)).