



Please include eight hard copies and one electronic version in PDF format (DVD/CD) of the check list materials, unless otherwise indicated.

- Artist/organization project description, including how the project originated and who was involved.
- Current photographs of artwork that completely show the piece and a contextual photo(s) of the site. Please note whether the site/building is listed as historic, or is located in a historic district.
- Specific fabrication and installation materials, including any special maintenance or relocation considerations, if any.
- Artist name and contact information (if not provided on page one of the application).
- A copy of the artist contract or agreement, if executed and available.
- A copy of the donating organization contract or agreement, if executed and available.
- Describe in detail the changes being proposed (alteration, relocation, demolition) and the reason why these changes are proposed.
- If relocation is proposed, provide a site plan, including foundation/support attachment, and contextual photo of relocation site. If storage is proposed, explain why and provide a discussion of issues and rationale for storage vs. relocation.
- Include a strategy for maintenance, including a complete list of all maintenance requirements.
- If alterations are being proposed, provide a detailed description of the alterations proposed (drawings may be requested) and an explanation as to why the alterations are proposed.
- If demolition is being proposed, provided a detailed explanation as to why it is believed necessary.
- A timeframe for the work to be completed.
- Documentation of community process, including input and responses from neighborhood organizations, such as city commissions, civic associations and societies, if applicable.

**NOTE:** Columbus Art Commission Approval shall be required **in addition** to any other approval or permit that may be required by the City of Columbus prior to such placement or to allow continued placement. This includes, but is not limited to, the issuance or renewal of a Special Right-of-Way Permit pursuant to Chapter 910.

Please submit this form to:  
Luis Teba, Principal Planner  
Planning Division  
111 N. Front Street, 3rd floor  
Columbus, OH 43215  
12-01-22