



2001 City Hall
65 Niagara Square
Buffalo, New York 14201
716.851.5027
ebarr@city-Buffalo.com

Date Received By Commission:

Application for the Acceptance of Public Art and/or Monuments

1. Must be fully completed prior to presentation at a Buffalo Arts Commission meeting
2. The Buffalo Arts Commission requires a 60 day period to act on an item
3. Until written approval has been obtained, do not execute the project
4. No official contract with a vendor should be done prior to approval
5. Installations must be approved by the Public Works Division of Engineering
6. Incomplete applications will not be reviewed.

Date _____

Contact Information

Group or Organization _____

Address _____

City _____ State _____ Zip code _____

Telephone number _____

Email address _____

Contact Name _____

Title or role in project _____

Contact phone number(s) _____

Nature of Request

- Commissioning or donating a work of art for the public inventory
- Adding to (or altering) an existing work of art in the public inventory
- Memorial, monument or historical marker
- Other (relocation, conservation/preservation treatments, etc.)

Details of the Project

Feel free to attach additional sheets as necessary

For the application to be considered you must include the following

- Accurate technical drawings including measurements, specific media and materials, photographs and/or renderings of the proposed work of art.

This should include:

1. multiple views of the artwork as well as
2. a digital photographic image of how the proposed art/monument would appear in the proposed location.

- Name of the artist(s) _____

Is the work of art a:

- Plaque/historical marker
- Sculpture or statue
- Mural or painting
- Decorative Object
- Other _____

Is there any text/copy associated with the project? If so please include exact wording, placement and font

What is the significance of the proposed work of art, plaque or marker?

1. Please attach a typewritten description.
2. If the work is to be a memorial, please refer to the back page.

Location

Where is the specific location of the proposed addition to the public art inventory?

Please include:

1. a photograph and description of the proposed location
2. as well as a map of the area (a printed map, such as one obtained from the internet, is preferable).

If there is more than one potential choice, please include all locations that are under consideration.

Who is the owner of the site?

City of Buffalo
Buffalo Urban Renewal Agency
Other _____

Is the site in a designated preservation district? Yes No

If yes, please contact the City of Buffalo Preservation Board at (716) 851-4064.

Will the project require lighting, water service or other utility connections? Yes No

If yes, please contact the City of Buffalo Traffic Engineering at (716) 851-5366.

Is the site in a public street, sidewalk or right of way? Yes No

If yes, please contact the City of Buffalo Traffic Engineering at (716) 851-5366.

Is the site in the City of Buffalo parks system? Yes No

If yes, please contact the City of Buffalo Division of Parks at (716) 851-5553.

Is the site in a City of Buffalo building or structure? Yes No

If yes, please contact the City of Buffalo Division of Buildings (716) 851-5850.

All specifications for installations, additions to monuments or conservation treatments are subject to the approval of the applicable City of Buffalo departments, boards and agencies.

If from the Preservation Board, please provide the meeting date of approval. Also, Preservation Board approval may be acquired after the Arts Commission has approved the design.

If approval has been given from the Department of Public Works, Parks and Streets please include signature. Also, DPW approval may be acquired after the Arts Commission has approved the design.

Signature

Title

Telephone

Timetable

1. Timetable for the execution of the project
 - Design finalization _____
 - Execution of the design _____
 - Installation _____
 - Dedication _____
2. An estimate of complete costs associated with the work , be sure to include monies for the ongoing maintenance of the proposed donation (10%) _____
3. Source of funding _____
4. How are the funds being raised ? (grant, donations) _____
5. Is there a deadline for the expenditure of funding? _____ If yes, by when? _____

City Ownership

Accepted works of art become part of the inventory under the custodial care of the City of Buffalo. The City of Buffalo reserves the right to remove, or relocate, any work of art that is on City of Buffalo property.

Memorials

The City of Buffalo Charter empowers the Buffalo Arts Commission to regulate the process of the installation of commemorative objects on City of Buffalo property.

The Buffalo Arts Commission supports the strategic installation of memorials to commemorate people, places and events significant to Buffalo's history and unique identity.

Unless they are of exceptional importance to the City of Buffalo as a whole, the Buffalo Arts Commission will not approve memorials for people, places and events before 30 years after.

Along with your application for a memorial please include:

1. A written statement on the significance of the person, group, organization, place or event to the City of Buffalo.
2. Provide historical evidence of significance to the City of Buffalo via a bibliography citing sources such as books, newspapers articles, medals and citations.

Buffalo Arts Commission Application Checklist

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The Buffalo Arts Commission has provided this checklist of the following items to ensure that your application will be complete and eligible for review by the Commission. **If there are questions, please contact Emerson Barr at 716.851.5027 or ebarr@city-buffalo.com.**

- Completed all components of the application
- Provided measurements and technical drawings
- Provided a digital photographic representation of the art at the location
- Contacted all applicable City departments
- Informed the Commission of the time and place of the dedication ceremony