

Public Art & Easement Request Application Packet

1. **Application Packet.** *Be sure to complete and submit all the required materials that are part of this Application Packet. Failure to do so will result in a delay in accepting your Application until it is complete.* Applicants are encouraged to meet with City staff prior to submitting.
2. **Approval Process.**
 - Submit request to the Public Art Commission to receive a Recommendation of Approval for both the Artwork and the requested Location (Applicant)
 - Complete the Public Art Easement Application (Applicant)
 - Submit Application to the Planning & Housing Department (Applicant)
 - A Legal Description and optional drawing of the Easement will be prepared (City Public Works)
 - Completion of the draft Public Art Easement document (City Legal)
 - Draft Public Art Easement Signed by the Property Owner (Property Owner)
 - City Council Concurrent Approval (City Planning)
 - Approval of Artwork for display within the easement area (Public Art Commission)
 - Approval of the Public Art Easement (City Planning)
 - Recording of Easement (City Clerk)
 - Installation of Concrete Base and Public Art (City Parks & Recreation)
 - Landscaping Completed Around the Public Art (Property Owner)
3. **Where should submittals be made?**
Submit the completed *Application* to:

Department of Planning & Housing
515 Clark Avenue
P.O. Box 811
Ames, Iowa 50010

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,
PLEASE CONTACT THE DEPARTMENT OF PLANNING & HOUSING.**

Phone: 515-239-5400
E-mail: planning@cityofames.org

Public Art Easement Request

(Request to have the Easement Defined)

Application Form

This request provides authorization from the property owner to the City for the purpose of proceeding with the establishment (including the defining, approving, and recording) of a nonexclusive Easement over a portion of the property described herein, for the placement of approved Public Art within the setback area of privately owned property. The property owner is willing to make the property available to the City for placement of Public Art, as defined by Chapter 29 of the Ames Municipal Code.

This application does not replace the Public Art approval process. Approval of a piece of artwork to be displayed as Public Art is under the discretion of the Public Art Commission. A separate request is required for that approval. Please contact the City Manager's office to be placed on their agenda.

This Application must be filled out completely, before it can be accepted for review and action.

1. Property Location (Address) _____

2. Legal Description of the lot, tract or parcel where the Public Art will be located

3. Has the Public Art Commission reviewed and made a recommendation regarding the installation of the requested Artwork on this property?

☐ If Yes, Date of Recommendation _____

☐ If Yes, Dimensions of the Artwork _____

☐ Who is the Owner of the Artwork? ☐ City ☐ Artist ☐ Property Owner

☐ If No, Please contact the City Manager's office to be placed on the agenda for the Public Art Commission, *prior to proceeding with this Application.*

4. Has the City Council approved and formally accepted the requested artwork as Public Art?

☐ If Yes, Date of Approval _____

☐ If No, the request will be placed on the City Council agenda for concurrent review and approval of the Public Art Easement request.

5. Brief Description of the Location for the Public Art (Attach Aerial or Site Plan with location designated)

Indicate the portion of the property intended for the location of the Public Art. Please provide descriptive text as well as a drawing. The drawing can be an aerial or site plan, a minimum of 8-1/2" x 11" in size, but no larger than 11" x 17", clearly legible with the area for the public art identified.

6. Property Owner (Add a person's name if owner is a corporation or other type of group)

Name / Business: _____

Address: _____

Telephone (Cell): _____(Other): _____

E-mail address: _____

7. Applicant Name (enter "Same" if same as contact person)

Name / Business: _____

Address: _____

Telephone (Cell): _____(Other): _____

E-mail address: _____

8. Contact Person

Name / Business: _____

Address: _____

Telephone (Cell): _____(Other): _____

E-mail address: _____

I (We) wish to apply for an Easement, to be available for the purpose of placing, installing, maintaining, operating, and exhibiting Public Art for public viewing, including any structure, footing or pad thereon required (hereinafter referred to as the "Artwork Base"), together with a right of reasonable ingress and egress to the Easement Area. By signing below, I (we) grant City staff the right to enter onto the property for purposes associated with this request.

I (We) certify that the above information is true, to the best of my (our) knowledge and understanding. A signature is needed from each Property Owner. Add additional signature pages as needed.

(Note: No other signature may be substituted for the Property Owner's Signature, unless accompanied by an affidavit of agent authority.

Signature (Property Owner of Record)

Date

Print Name