

Art Plan Process Guide

Process and Submittal Requirements

Town of Oro Valley
Community and Economic Development Department - Planning Division
Questions: 520.229.4800 | orovalleyaz.gov



APPLICABILITY

An Art Plan is required for all private and public non-residential projects in Oro Valley as specified in the Oro Valley Zoning Code Revised.

FEES

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application. Fees related to Art Plans are \$220.

SUBMISSIONS

To avoid delays in review, please be aware of the following:

- All applications must be submitted online.
- Project resubmittals are to be uploaded through the portal using the same project number the first application was provided. Please do not e-mail documents directly to staff as this may delay the submittal review process.
- All items must be submitted in PDF format.
- Please name PDF files in a self-explanatory manner such as "*Document Type – Date.*"
- All fees must be paid upon submitting. Reviews will not begin until all fees are paid. Fees may be paid online.

SUBMITTAL CHECKLIST

- Narrative
- Site plan showing art location
- Budget for the artwork and documentation or preliminary estimate showing the 1% of the building permit valuation
- Maintenance Plan
- Text, size and location for the required plaque
- Proof of insurance for showing the proposed artwork is covered for the amount of purchase and installation (if applicable, may be provided with the final art submittal)
- Artist biography
- Implementation schedule

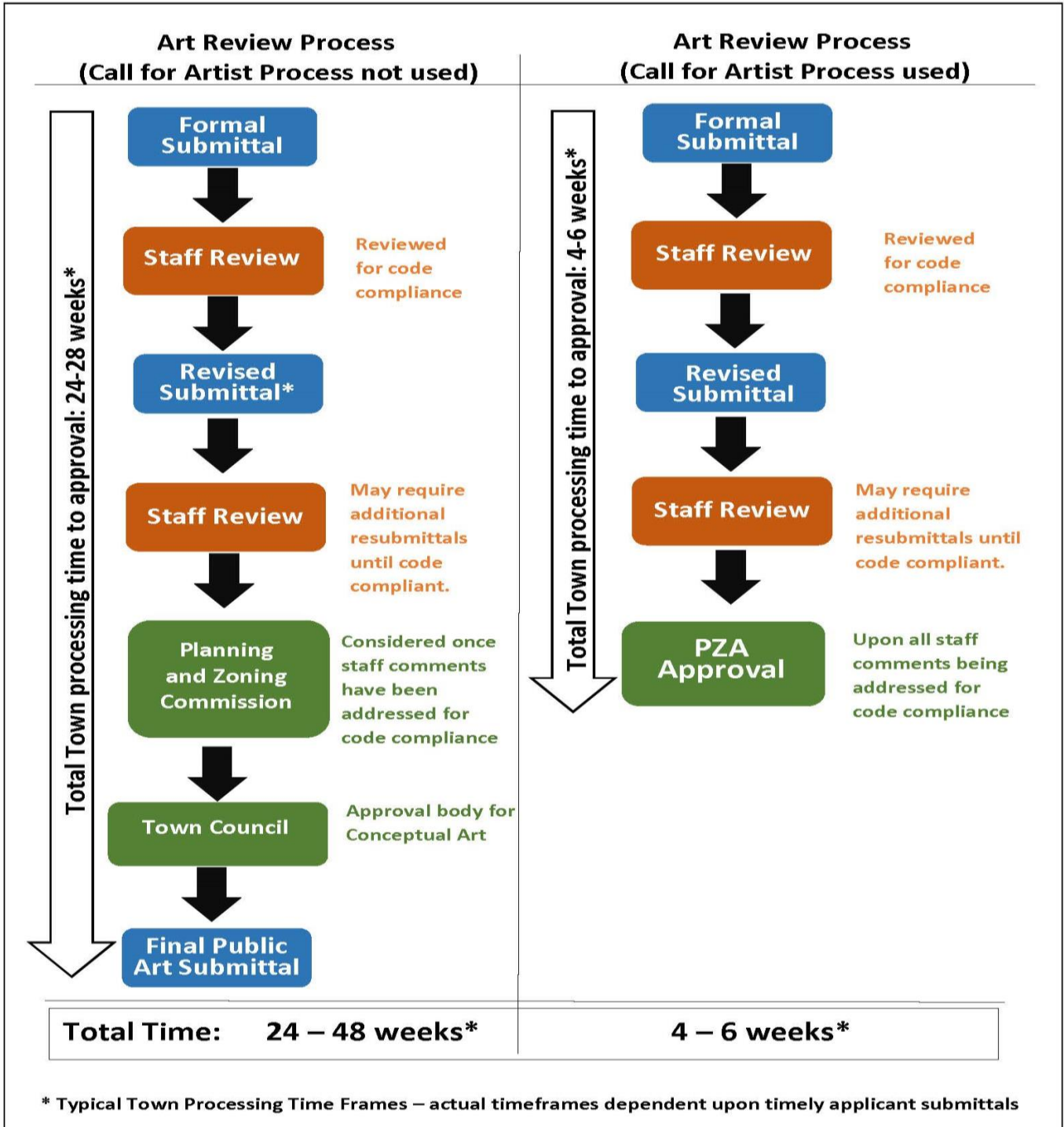
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1. ART PLAN

REVIEW

Applications for art require consideration by the Planning and Zoning Commission (PZC) and approval by Town Council, unless a “call for artist” process used. If applicable, the applicant and/or property owner will be expected to speak at the meetings and provide a PowerPoint presentation about the project. Art that uses a “call for artist” process can be administratively approved. The following items must be submitted online to complete the artwork plan application.

Art is reviewed for conformance with the Design Principles (Section 27.3) and applicable Design Standards in Addendum A, of the Zoning Code. To avoid delays, applicants should review all applicable provisions of the Zoning Code and ensure the formal submittal is complete. Incomplete submittals will be returned for additional information.

SUBMITTAL ITEMS AND REQUIREMENTS

All items must be submitted in PDF format. Please name PDF files in a self-explanatory manner such as “*Document Type – Date.*”

- Narrative:
 - Description of the proposed art project including intent and vision of the design, placement of art, and the process used for commissioning of a project artist, as well as how the proposed artwork fits into the site plan and overall design theme of the project.
 - Information addressing compliance with each of the review criteria specified in the Oro Valley Zoning Code Section 27.3.G and Section 27.3.H must be included. Please note, conformance with the Oro Valley Zoning Code definition of “public artwork” must be achieved.
 - If the applicant used a Call for Artist process, a summary of the process should be included. The summary should explain when, where and for how long, the Call for Artist advertisement was listed or published, the number of applicants and finalists and the panel composition as stated in the Public Art Guidelines.
 - Identify typical art characteristics that illustrate the use and style of the art, including scale drawing, dimension, height, materials and color palette, and if the art is to be freestanding, integrated, and/or functional.
- Site plan: The location of public artwork shall be indicated on the Conceptual Site Plan (on 11”x17” paper). If the artwork is incorporated on or adjacent to an exterior building elevation, provide architecture renderings. Copies of the applicable plan are required.
- Budget: Preliminary estimate of art commitment calculated with 1% of the building permit valuation (construction cost) for the total project, including all phases of a multi-phase project.

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The building official shall review and approve all preliminary estimates for building permit valuations used as the basis for determining the public art calculation. The final calculation shall be reconciled at the time of building permit issuance and the art budget revised if there is a differential of 10%, or more, between the preliminary estimate of public art commitment calculated with 1% of the building permit valuation (construction cost) and the final building permit's construction cost valuation.

- Note: According to the International Building Code (IBC), valuations shall include total value of work, including material and labor, for which the permit is being issued, such as electrical equipment, plumbing equipment and permanent systems. If in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official.
- Maintenance Plan: Provide a Maintenance Plan detailing the installation of the artwork, how the artwork will be protected and provide for public safety. Include who will be the responsible party for maintenance and how often maintenance tasks need to be performed. Please submit a graphic if necessary.
- Plaque: Text, size and location of required plaque (Section 27.3.1.5 of the Zoning Code). The plaque should not exceed eighty (80) square inches in size and identify the title, date and artist. The plaque must also contain the words "Oro Valley 1% for Public Art Program."
- Artist(s) Biography – Please note, conformance with the Oro Valley Zoning Code Revised, definition of "artist" must be depicted.
- Implementation schedule - Please note, art must be installed and certified as complete prior to Certificate of Occupancy.
- Proof of insurance showing the proposed artwork is covered for the amount of purchase and installation (if applicable, may be submitted with the final art application).

3. NEXT STEPS

If applicable, a final art plan submittal is required to address any conditions from the Planning and Zoning Commission or Town Council. Once the art plan is stamped for approval, the art piece can be installed or if applicable, building plans can be submitted for staff approval.