



Application # \_\_\_\_\_ (For office use)

# Columbus Art Commission

## Certificate of Approval Application EXISTING WORKS OF ART

Project Name \_\_\_\_\_ Date \_\_\_\_\_

Exact Location of the Subject Artwork  
\_\_\_\_\_  
\_\_\_\_\_

Type of Art Work \_\_\_\_\_  
(e.g. sculpture, mural, installation, video, etc.)

### Type of Action Requested (Check as many as apply)

- Alteration
- Removal/Relocation
- Removal/Storage
- Removal/Demolition

### Subject Artwork is (Check as many as apply)

- Long-term - Duration greater than five years to indefinitely
- Individual work(s)
- Integrated into the design and physical development of a building, capital improvement, park, plaza, etc.
- On property owned or leased by the City of Columbus
- In, on or over the public right-of-way

### Ownership

- Art is owned by the City of Columbus
- Art was donated to the City of Columbus
- Art is privately owned with no affiliation to the City of Columbus and will be maintained by the applicant.

List the City Department responsible for artwork, if applicable.

\_\_\_\_\_

City Staff Contact _____	_____	_____	_____
	Name	Email	Phone

### Applicant Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Supporting City Department Signature (If applicable)



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:

Lori Baudro, AICP  
Program Coordinator  
Columbus Planning Division  
109 N. Front Street, gr. fl.  
Columbus, Ohio 43215  
p. 614.645.6986  
f. 614.645.1483  
lsbaudro@columbus.gov