



**SAN ANTONIO ARTS COMMISSION – PUBLIC ART REVIEW APPLICATION**

**CITY OF SAN ANTONIO**

DEPARTMENT FOR CULTURE & CREATIVE DEVELOPMENT

PUBLIC ART SAN ANTONIO

115 PLAZA DE ARMAS, STE. 102

SAN ANTONIO, TEXAS 78205

p: 210.206.ARTS e: PASA@SANANTONIO.GOV

Print Form

DATE RECEIVED

Date Complete: \_\_\_\_\_

Staffs Initials: \_\_\_\_\_

Date of Scheduled Arts

Commission Meeting: \_\_\_\_\_

60 Day Review: \_\_\_\_\_

Location Address

Council District

Location Type

☐ Library or City Facility ☐ Park ☐ Private Property ☐ Riverwalk ☐ Streetscape ☐ Other \_\_\_\_\_

Name of Property Owner

Mailing Address:

Zip Code

Phone Number:

Email Address:

Name of Applicant/Authorized Representative

Mailing Address:

Zip Code

Phone Number:

Email Address:

**BELOW PROVIDE A DETAILED DESCRIPTION OF THE PROJECT (USE AN ADDITIONAL PAGE IF NECESSARY)**

**Action Requested:**

- ☐ Artist Selection  
☐ Design Review \_\_\_\_\_  
☐ Briefing  
☐ Donation  
☐ Restoration or Relocation

Description (100 words or less):

SEE THE FOLLOWING PAGE FOR REQUIRED EXHIBITS. NO CASE WILL BE SCHEDULED FOR A HEARING  
UNTIL ALL SUPPORTING MATERIALS ARE RECEIVED.

This completed form and attachments are to be emailed to [PASA@SANANTONIO.GOV](mailto:PASA@SANANTONIO.GOV)

**REQUIRED ATTACHMENTS:** (No case will be scheduled for a hearing until all supporting materials are received.)

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- ☐ ONE ORIGINAL PRINTED COPY OF ALL MATERIALS LISTED BELOW
- ☐ COPY OF ALL EXHIBITS, DRAWINGS, AND PHOTOS ON A USB FLASH DRIVE IN PDF OR JPEG FORMAT
- ☐ Completed San Antonio Arts Commission Public Art Review Application
- ☐ Photos of all sides of the structure and site (color photos no smaller than 4" X 6")
- ☐ Written narrative explaining the proposed work
- ☐ Site plan
- ☐ Elevation drawings and floor plans of planned addition or alterations (8 1/2" X 11" reproducible sheets)
- ☐ Specifications of materials to be used
- ☐ Samples of all materials, finishes, and/or fabrics
- ☐ Signage mock-up

**TIP:** Submit sufficient materials and information so that someone would be able to understand your project without speaking with you.

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**LETTER OF AUTHORIZATION**

IF THE APPLICANT OR PROPERTY OWNER DOES NOT APPEAR PERSONALLY BEFORE THE COMMISSION, A LETTER OR SIGNATURE OF AUTHORIZATION MUST BE PRESENTED TO THE SAN ANTONIO ARTS COMMISSION OR THE CASE WILL NOT BE HEARD.

I hereby authorize \_\_\_\_\_ of \_\_\_\_\_  
(Name of Representative) (company or agency)

\_\_\_\_\_ to represent me in the matters pertaining to this case.  
(Address)

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PLEASE BE ADVISED THAT THE COMMISSION HAS A POLICY OF ONLY HEARING A CASE WHEN THE APPLICANT IS PRESENT TO PRESENT THE CASE.

PUBLIC ART SAN ANTONIO MAY VIDEO TAPE OR PHOTOGRAPH YOUR PROPERTY FOR THE SAN ANTONIO ARTS COMMISSION MEETING AND PLACE A NOTICE SIGN ON THE PROPERTY.

Applicant understands the following:

1. If the Commission fails to approve any portion of a request and recommends that changes be made in the plans and specifications, the applicant will have (5) days in which to inform the DEPARTMENT FOR CULTURE & CREATIVE DEVELOPMENT as to whether the applicant agrees to recommended changes.
2. Following each meeting, the Public Art Manager or designee is notified of the Commission's action. Within ten (10) days from receipt of the recommendation, the Public Art Manager or designee shall notify the applicant as to whether their request has been approved, conditionally approved, or denied.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION AND I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT ALL INFORMATION PROVIDED IN THIS APPLICATION AND ATTACHMENTS IS CORRECT.

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**SIGNATURE OF APPLICANT**

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**DATE**