



# CITY OF HUNTINGTON MAYOR'S COUNCIL ON THE ARTS

## PUBLIC ART PROJECT: APPLICATION

Adopted 7/13/16; Amended 5/10/24

Prior to submitting this application, you must submit a concept paper for the project for review and approval by the Public Art Policy Subcommittee. Once this concept paper has been reviewed, this application may be completed. If you have questions concerning the concept paper or completing this application, please email the Chair of the Mayor's Council on the Arts.

This form is required to be completed for any request to install any art in a public venue owned or controlled by the City of Huntington, WV. There is an application fee of \$50 and a special right-of-way permit fee of \$25 if the proposal is approved. An insurance rider showing liability coverage with the City of Huntington listed as a co-insured is required with these fees. This application will be reviewed by the Public Art Policy Subcommittee of the Mayor's Council on the Arts. After review and a vote, the Subcommittee will submit the application with its recommendations for either approval or rejection to the Mayor of the City of Huntington for final decision making.

Please mail or email to: Margaret Mary Layne, Chair | Mayor's Council on the Arts  
916 5th Ave, Ste 410 | Huntington, WV 25701  
margaretmarylayne@gmail.com

1. List the name, contact person, address, phone number and email of the individual or organization submitting this application:

Applicant name: \_\_\_\_\_

Sponsor organization, if any: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name of project: \_\_\_\_\_

3. Day of concept paper submitted: \_\_\_\_\_

4. Describe the selection or jurying process for this project, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Describe the type of artwork and number of pieces.

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6. List proposed site or sites for the public art project (a map of approved locations is available on the City's website). Include dimensions of each artwork for each site. If you wish to have an additional City-owned or controlled site that is not on the website considered, please list it below and attach a photograph.

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7. All artwork must be free standing and there are no guide wires or anchors allowed. Please describe A) how the artwork will be installed and any safety measures that will be taken to ensure the artwork is stable, B) secure in its location. C) If any subcontractors will be used for the installation process, please list their names and contact information.

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8. List the proposed installation dates, beginning and ending dates of the project and dates for de-installation.

Installation date(s): \_\_\_\_\_

Project date(s): \_\_\_\_\_

De-install date(s): \_\_\_\_\_

9. Describe plans for maintenance of the artwork during the project, including the responsible party and funding available for maintenance. (Include maintenance funding in your budget).

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10. List your total budget amount for this project below and attach a full copy of your budget including all income and expenses to this application, including installation and maintenance.

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11. List name, address, phone number and email of owner of the artwork. If there is more than one owner, please list the name of the artwork and the owner beside it. Attach an additional sheet if necessary.

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12. Indicate your plans for an opening (if any) and all your marketing and promotion plans. Please note that any marketing must include recognition of the Mayor's Council on the Arts and the City of Huntington's Public Art Policy.

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**Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

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**Signature of Applicant**

**ACTION TAKEN BY PUBLIC ART POLICY SUBCOMMITTEE:**

Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_ Tabled: \_\_\_\_\_

**ACTION BY THE MAYOR OF THE CITY OF HUNTINGTON:**

Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_ Tabled: \_\_\_\_\_

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Mayor, City of Huntington

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Date