City of Palm Desert, California
Art in Public Places Program

Form B: Project Completion Notification

Date ____________________

Form B should be submitted by the Developer upon installation of artwork on site or donation of artwork to City of Palm Desert.

I. PROJECT INFORMATION

Project Name ____________________________________________
Project Address __________________________________________
Project Manager Name _____________________________________
Project Manager Address ________________________________
Telephone/Fax ____________________________________________
Email ___________________________________________________

Project Owner ____________________________________________
Owner Address ___________________________________________
Telephone/Fax ____________________________________________
Email ___________________________________________________

Project Completion Date ________________________________
Public Art Fee Amount $ ________________________________
Total Artwork Cost $ _________________________________
Requested Public Art Fee Reimbursement Amount $ __________

II. ARTWORK INFORMATION

Program Option: Artwork on site ___________ Donation ____________
Artwork Title _____________________________________________
Artwork Site _____________________________________________
Artwork Material __________________________________________
Artwork Dimensions ________________________________________
III. **ARTWORK DOCUMENTATION**

1. Three digital images via email, CD, or flash drive showing the work from at least two different viewpoints, and one image of the work in detail.

2. One digital image of the artwork identification plaque as installed.

3. A final accounting of expenses incurred in creating the artwork including copies of the artist’s invoices and receipts for all expenditures related to the artwork.

4. Proof of payment of the public art fee from the Building and Safety Department.

5. Proof that appropriate permits and certificates were acquired (Proof of Review Form and Proof of all appropriate inspections).

6. Public Art Agreement.

7. Letter to City Council requesting return of the public art fee for submission to and approval by City Council.