



INTERNAL USE – Application No.
Date received:

COMMUNITY ART SUBMISSION FORM - NON-PERMANENT PROJECTS

All applications are reviewed at the beginning the month. Please allow a minimum of three (3) months prior to the commencement of the project.

Address & Contact Information

Applicant First name	Applicant Last name
Contact Name (if different from above)	
Company/Organization	
Address (street number, name)	
City	Postal Code
Email	Phone

Project Summary

Is your proposed project a mural? Yes No
(If “Yes”, the project is subject to the requirements outlined in the [sign bylaw](#) and [associated fee schedule](#))

Is your mural to be installed in [Downtown Brockville?](#) Yes No
(If “Yes”, further stipulations are identified in the [sign bylaw](#) with regards to themes and materials used in the Downtown area)

Provide an overview of the project including rationale/objective/goals. (Max 1,000 words)

Provide a description as to how the project meets the [criteria](#) as outlined in the Public Arts Policy and [themes](#) as outlined in the Official Plan, Downtown & Waterfront Master Plan and Urban Strategy (see Appendix A for a list of criteria and themes.)

Please attach drawings with measurements

Installation

Proposed location (Number, street name)

Description of installation site (e.g. fence, north side wall of building, etc.):

Is the proposed project located on public or private property? Public Private

If on private property, written permission from the property owner is required.

Permission letter attached Yes No

Provide an overview
of the project timeline

Fabrication date(s)
YYYY/MM/DD

Installation date(s)
YYYY/MM/DD

Removal date(s)
YYYY/MM/DD

Provide a description of the material to be used, structural considerations and installation method and hardware to be used

Do you require assistance from City staff for any part of this project? Yes No

Describe what City resources you anticipate will be required (installation, removal, etc.)

Provide a maintenance plan including a description of maintenance requirements and associated costs

Please attach an Artist's statement and bio (if applicable)

Insurance

Insurance will be required for any project located on public property. Information below is to provide a guideline of what may be required. Once the application is reviewed and risk assessed, we will provide information on exact coverage that will be required.

INSURANCE

Insurance, naming the Corporation of the City of Brockville as an additional insured, is required for ***all installations***. Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5 million per occurrence / \$5 million annual aggregate for any negligent acts or omissions relating to their activities/ event.

Such insurance shall include, but is not limited to, bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; occurrence property damage; products; broad form completed operations; employees and volunteers as Additional Insured(s); tenants' legal liability; cross liability and severability of interest clause. Where applicable, the City will also require owners & contractors protective and/or contingent employers' liability extensions.

Such insurance shall add the Corporation of the City of Brockville as Additional Insured subject to a waiver of subrogation with respect to the operations of the artist(s) and/or installation contractor. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the City.

All deductibles applicable to the above noted insurance shall be the sole responsibility of the Named Insured and the City shall bear no cost towards such deductible.

The Named Insured is responsible to keep their property/assets insured – failure to do so shall not impose any liability on the City.

The Named Insured shall provide The Corporation of the City of Brockville with a certificate of insurance evidencing coverage as noted above. Such policies shall not be cancelled, changed or lapsed unless the Insurer notifies the City in writing at least thirty (30) days prior to the effective date of such cancellation, material change or lapse. The insurance policy will be in a form and with a company licensed to write business in the Province of Ontario and which are, in all respects, acceptable to the City.

The City also reserves the right to request additional insurance and/or higher limits of insurance or otherwise alter the types of insurance coverage requirements as the City may reasonably require from time to time.

INDEMNIFICATION

The Applicant/Artist(s) shall defend, indemnify and save harmless the Corporation of the City of Brockville, their elected officials, officers, employees and others who the City is responsible from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence acts, errors, omissions, whether willful or otherwise by the Applicant, their officers, employees, agents, or others who the Applicant is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Applicant/artist(s) in accordance with this agreement and shall survive this agreement.

Contact Information

All inquiries can be directed to:

Anne Shropshire, Manager of Cultural Services
613-342-8772 x. 4484
ashropshire@brockville.com

Checklist

Please ensure all items are complete and application signed prior to submission. Incomplete applications will not be considered.

- Completed and signed application
- Written permission from property owner (if applicable)
- Conceptual drawings showing measurements of proposed project
- Photo of the existing site for the proposed project
- Written permission from owner (if proposed project is on private property)
- Artist statement and bio (if applicable)
- Supplemental information (if applicable)

Signature

- I confirm that I have read and understand all responsibilities as outlined in the Public Art Policy
- I confirm all information provided is accurate and complete.

Applicant/Agent Signature

Date

Appendix A - Criteria

City of Brockville Public Policies, Plans and Bylaws in relation to Public Art Installations.

Public Art Policy

Public Art Strategic Priorities:

• In reference to the official plan and downtown and waterfront master plan, public art proposals should be assessed according to:

- Cultural significance
- Enhancing the character of place
- Consistency with other built and natural elements
- How the piece will conserve and enhance the historical and cultural heritage of the City
- Encourages beautification, improvement and/or redevelopment of the City
- Revitalizes underused land in the City.
- Public Art in the City shall generally be encouraged to incorporate themes supporting and promoting local history, civic pride, creativity, businesses, and technology.

Downtown Waterfront Master Plan and Urban Strategy

Official Plan

Section 3.4.1

14. Public art in the City shall generally be encouraged to incorporate themes supporting and promoting:

- local history
- civic pride
- creativity
- businesses
- technology

The provision of public art in the Downtown and Central Waterfront Area shall be encouraged, particularly with larger development proposals. The City may consider granting increases in height or density for a particular development proposal in exchange for the provision of public art, in accordance with Section 6.4.3.

Section 6.4.3

It shall be the policy of the City that:

1. In accordance with the Planning Act, the City may pass, at its sole discretion, a site-specific Zoning By-law amendment to authorize increases in the height and density of development above what is permitted in the Zoning By-law, in return for, which may include, but not be limited to, the following:

ix. public art.

Sign Bylaw

Section 7.3 General Provisions - Signs in the Downtown Core Area

Prohibited sign content - Lewd, suggestive, profane content

“Downtown Core Area” with regard to the Sign By-law means those lands contained within the following boundaries:

- Butlers Creek and Gilmour Street on the west
- Church Street between Gilmour Street and Perth Street, James Street between Perth Street and Orchard Street on the north
- Orchard Street on the east; and
- The St. Lawrence River on the south.

“Mural” means a graphic representation applied directly to an exterior building face or to another surface and mounted on a building, regardless of media or application technique, the primary purpose of which is decorative. All murals are subject to final approval by Brockville City Council.

Section 7.10 Provisions for Murals - Downtown Core Area

No person shall erect a mural in the Downtown Core Area except upon receiving approval of Council for the Corporation of the City of Brockville and obtaining the appropriate permit(s).

No person shall erect a mural in the Downtown Core Area except in accordance with the provisions outlined in this subsection and in Subsection 7.3 - General Provisions - Signs in the Downtown Core Area, and with all other applicable provisions of this By-law.

	CHARACTERISTIC	REQUIREMENT	OTHER
a)	Application	Applied directly to the wall/ fascia.	No limitation on media or application technique.
b)	Shape	No limitation.	Shape reflective of business type acceptable.
c)	Size / Sign Area	No limitation.	
d)	Text/Content	7.3 g)	
e)	Graphics	"Heritage Theme" only.	
f)	Lettering/Font	Professional quality. Clearly legible.	Consistent with "Heritage Theme"*.
g)	Advertising Content	Limited to a maximum of one percent (1%) direct advertising of an existing company/ organization.	Related information is permitted (i.e. Owner / Operator, date of establishment, graphics, etc.).
h)	Number	One per building face.	
i)	Location	No limitation.	Strongly recommended to incorporate existing openings, architectural details, etc. Clear of openings.

* "Heritage Theme" means a design that incorporates shape, colour, materials, graphics and lettering consistent with the predominant traditional architectural style of the downtown core area.

[Sign permit fees](#)

Permit fees can be found on the City website at <https://brockville.com/userfees>. Click on General Fees & Charges and scroll to Planning – Building Division, Class 19, Signs.