

Guide to Augusta Public Art Permitting Process

1. **STEP 1: PUBLIC ART PROJECT PROPOSAL**

- Is the proposed artwork going to be placed on government-owned property?
- Will the proposed artwork use taxpayer money for funding?
 - If **yes to either**, proceed with **Arts Council Approval (STEP 2)**
 - If **no to both**, proceed with **Application Submission (STEP 3)**

2. **STEP 2: ARTS COUNCIL APPROVAL**

Applicant(s) present their proposals to the Public Art Advisory Panel. Meetings are held on the second Wednesday of every month at 4:00PM. Council assists applicant(s) in finalizing design and explains city application processes. Contact the Arts Council to get onto the next meeting agenda at admin@augustaarts.com or 706.826.4702.

- Proceed to **Application Submission (STEP 3)** upon final approval of concept by Arts Council.

3. **STEP 3: APPLICATION SUBMISSION**

Applicant will turn in completed application along with the required attachments and proof of insurance to the **Planning & Development Department**. All applications must be complete and contain proper dates and signatures. Any request deemed incomplete will delay the review process.

3a: The Public Right of Way

- Is the project located in the public right-of-way*?
- Or does the project require the use of the right-of-way* for installation?
 - If **yes to either**, proceed to **(STEP 3a)** completing an **Encroachment Permit****
 - If **no to both**, proceed to **(STEP 3b) Certificate of Appropriateness**

STEP 3a - Encroachment Permit Requirements:

- 1 - Completed Encroachment Application <https://www.augustaga.gov/2296/Engineering-Documents-and-Forms>
- 2 - Site plan drawing showing location of encroachment** relative to existing street; minimum size of drawing to be 8.5"x11"; digital overlay of the design onto an image of the façade is sufficient; see application sheet for more detail
- 3 - Appropriate Insurance Certificate with liability coverage and additional insured

3b: The Historic Districts

- Is the project located in a historic district, including Summerville, Olde Town, or Downtown? (See maps of historic district boundaries at <https://www.augustaga.gov/357/Historic-Preservation>)
- Will the project affect a historic facade?
 - If **yes to either**, proceed to **(STEP 3b) Certificate of Appropriateness**
 - If **no to both**, proceed to **(STEP 3c) Sign Permit Requirements**

STEP 3b - Certificate of Appropriateness Requirements:

- 1 - Completed COA application form <https://www.augustaga.gov/368/Certificate-of-Appropriateness>
- 2 - COA criteria checklist <https://www.augustaga.gov/DocumentCenter/View/282/COA-Checklist-Criteria?bidId=>
- 3 - Drawings, photographs, plans and related documents; drawings to be shown in scale 1/4" preferred***
- 4 - Application fee: staff approval is \$25
- 5 - Letter of Intent****
- 6 - Any other additional information needed by Planning & Development staff

3c: Signs

- Does the project contain any advertisement for a business including but not limited to a business name, logo, and/or an associated slogan?
 - If **yes**, proceed with **(STEP 3c)** completing a **Sign Permit Requirements**
 - If **no**, proceed to **(STEP 4) City Department Staff Review / Approval**

STEP 3c - Sign Permit Requirements:

- 1 - Completed Sign Permit application <https://www.augustaga.gov/2101/Building-Permits>
- 2 - Spec sheet with materials and dimensions demarcated; including thickness and distance from edifice if wall-mounted
- 3 - Installation drawings/anchorage methods described in detail
- 4 - Rendering showing proposal to scale

4. STEP 4: CITY DEPARTMENT STAFF REVIEW / APPROVAL

- Application will be reviewed at a minimum by the Planning & Development Department, the Traffic Engineering Department, and the Recreation & Parks Department. Other department reviews may be necessary based on the proposed encroachment.
- Once all the applicable departments approve any and all permit applications, the applicant will be notified and the proposed project may proceed with installation.

NOTES:

- Application will be processed within 14 days of submittal to Augusta Planning and Development.
- If the public art proposal does not meet any of the listed criteria, it is advised the applicant still be in communication with the Planning and Development Department regarding any other miscellaneous permits needed, especially regarding larger hung pieces requiring substantial anchorage.
- For permits or more information, please call Augusta Planning and Development -- (706) 821-1796
- The Greater Augusta Arts Council will assist on permit process for all public art projects run by the Arts Council.

* Right-of-way: the stretch of government-owned land between two private property lines, which typically includes streets and sidewalks.

** Encroachment: using any part of the road right-of-way (from property line to property line) for storing materials, detouring traffic, or parking equipment in the street or sidewalk on a temporary basis.

*** An independently published, online description of scale drawings can be found at <https://probuildersslo.com/scale/>

**** Letter of Intent: a basic summary of what you are requesting permission to do, where, and in what time frame, in business letter format.

