



Sausalito Art in Public Places

Proposal Application

Proposal Applications must be submitted to the Parks and Recreation Department and include the artist, artwork description, materials, size, proposed location, visual renderings, installation requirements, and anticipated maintenance needs. As part of the application, the applicant shall submit signed agreements, in a form acceptable to the City Attorney:

- A standardized agreement with the original artist covering intellectual property rights and waiver of artist moral rights under CAPA (California Art Preservation Act of 1979) and VARA (Visual Artists Rights Act of 1990) and the City's right to relocate or remove the artwork in the future; and
- The standardized agreement covering ownership, installation responsibilities, maintenance obligations.

Applicant Information

Name: _____ Organization (if applicable): _____

Mailing address: _____ Email: _____

Phone Number: _____

Please identify if the proposal is being submitted by an individual artist, a donor, or a nonprofit organization

Please identify any potential authors and holders of any copyright or intellectual property rights

Artist Information

Name of artist or artist team: _____

Brief biography describing professional experience, public art experience, and previous installations.
(Include a portfolio or links to past work, if available)

Project Description

Provide a clear description of the proposed artwork (Include concept, artistic intent, and how the artwork contributes to the cultural or visual character of Sausalito's public spaces)

Proposed Location

Proposed installation site, including park or public space name and specific placement within the site. (Explain why the location was selected and how the artwork relates to the surrounding environment)

Artwork Specifications

Size:		Weight:	
Scale:		Materials:	
Structural components:			

Permanent or Temporary Installation

Identify whether the proposed artwork is intended as a permanent, temporary, or seasonal installation.

☐

Permanent

☐

Temporary

☐

Seasonal

For permanent installations, describe the intended lifespan, materials selected for long-term durability, and any structural anchoring or foundation requirements.

For temporary installations, identify the requested display term in days, months, or years, provide a defined end date, and the applicant shall include a removal plan describing how the artwork will be safely taken down and the site restored to its original condition.

(Temporary installations shall also indicate whether ownership of artwork will be transferred to the City or licensed to the City, and whether return to the artist is required)

Installation Plan

How will the artwork will be installed
(Include any foundation work, utilities, lighting, or construction required)

Identify whether professional contractors or engineers will be involved.

Maintenance and Durability

Expected lifespan of the artwork

Ongoing maintenance requirements
(Include recommended cleaning, repairs, or conservation needs)

Funding

Identify funding source for fabrication and installation

Identify any request for City support

Provide Supporting Documentation

- Site plans
- Structural engineering documentation, if required
- Conceptual drawings, renderings, photographs, or models illustrating the artwork and how it will appear within the proposed site.
- Community support or partnership agreements (Optional)
Provide three letters of support from Sausalito residents, community organizations, or businesses should be submitted with the proposal. Letters should speak to the artwork's benefit to the community, its relationship to the proposed site, or the artist's contribution to Sausalito's cultural life. These letters demonstrate that the proposal has a foundation of community support prior to Commission review.

I certify that to the best of my knowledge, the provided proposal information is true and accurate.

Printed Name	Signature	Date

Disqualification Criteria

During initial staff review, a proposal may be determined ineligible to proceed to the Commission for one of the following conditions:

Commercial Advertising

The artwork primarily promotes a private business, commercial product, political campaign, or brand identity rather than functioning as a public art installation.

Safety Risks

The artwork presents a foreseeable safety hazard due to unstable construction, sharp elements, climbable hazards, obstructed sight lines, or interference with pedestrian circulation.

Incompatible Materials

The proposal includes materials that are fragile, hazardous, flammable, toxic, or unsuitable for long-term outdoor exposure.

Maintenance Burden

The artwork requires ongoing maintenance that exceeds the City's operational or financial capacity, or the proposal does not include a reasonable maintenance plan.

Infrastructure Conflicts

The installation interferes with utilities, emergency access, accessibility routes, or park operations.

Environmental Impact

The installation may negatively affect sensitive environmental areas, landscaping, shoreline resources, or protected habitats.

Incomplete Submission

The proposal does not include sufficient documentation, visual representations, installation details, or other information necessary for staff and the Commission to evaluate it.

No Removal Plan

Proposals for temporary artwork that do not include a defined display term and removal plan.

Insufficient Intellectual Property Rights

Work where the proponent is unable to demonstrate appropriate rights from the original artist to display the work, unable to identify the original artist, or unable to obtain a waiver of artist moral rights under the CAPA and VARA from the original artist.

Proposal Timeline - from submission to Commission recommendation - Estimated 6 - 8 weeks

Stage	Who	Typical Duration
Proposal submission	Applicant	—
Staff completeness review	City staff	2–4 weeks
Public Notice Period	Public / City website	Minimum 14 days
Commission review	Parks & Recreation Commission	2–4 weeks
City Council approval	City Council	2–6 weeks
Agreement and installation	City and donor	Varies