

**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 _____

Artist(s) Name _____
Address _____
Telephone/Fax _____
Email _____
Artwork Installation Date _____

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.