

**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..