

CITY OF ASBURY PARK
ONE MUNICIPAL PLAZA
ASBURY PARK, NEW JERSEY 07712

PHONE: (732) 775-2100
WWW.CITYOFASBURY PARK.COM



JOHN MOOR, MAYOR
AMY QUINN, DEPUTY MAYOR
EILEEN CHAPMAN, COUNCILPERSON
YVONNE CLAYTON, COUNCILPERSON
JESSE KENDLE, COUNCILPERSON

MICHAEL N. CAPABIANCO, CITY MANAGER
CINDY A. DYE, RMC, CITY CLERK

Public Art Application

To schedule a meeting with the Asbury Park Public Arts Commission to review your application, please complete and submit this form, along with all required documents. It is recommended that both the lead artist and the project coordinator attend the review meeting.

Date _____

Proposed Site of Public Art (Block, Lot, Address/Cross Street)	Block _____	Lot _____
Address/Cross Street _____		
Funding Source _____		

Lead Artist Name _____
Project Coordinator Name _____
Organization _____
Phone _____ Cell _____
Email _____
Mailing Address _____
City _____ State _____ Zip Code _____

Property Owner Name _____
Phone _____ Cell _____
Email _____
Mailing Address _____
City _____ State _____ Zip Code _____

Project Details (You may attach a separate document if necessary)

1. Description of proposed project design _____

2. Processes to be used (please be specific) _____

3. Names of other individuals/groups involved in public art preparation/design/implementation

Required Documents to Submit with Application

- **Project Details** including description, processes to be used, participants (see above)
- **Written Permission from Property Owner**, including acknowledgement of responsibilities
- **Timeline**, including start and end dates
- **Photos of Site**, including elevation drawings, and /or jpeg
- **Lead Artist Qualifications** and work samples
- **Color Scale Rendering** of public art or jpeg
- **Evidence of Community Support**, if applicable
- **Signed Wavier of Proprietary Rights**
- **Maintenance Plan**, including parties responsible for maintenance
- **Artist Agreement**
- **Proof of Insurance**

Return application, along with all required documents, by mail, email, fax or in person to:

Michelle Alonso, Director of Planning and Redevelopment
City of Asbury Park
One Municipal Plaza, 2nd Floor
Asbury Park, NJ 07712
Phone 732-502-5711 / Fax 732-502-XXXX
michele.alonso@cityofasburypark.com

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Public Art Application Checklist

- Pick up the Asbury Park Public Art Application from City Clerk Cindy Dye (City Hall, One Municipal Plaza, 1st Floor, Asbury Park NJ, 07712, Phone 732-502-5718) or download the application from www.CityofAsburyPark.com/PublicArt
- Secure a letter from the Property Owner providing permission for use of their space and acknowledging responsibilities.
- Schedule a meeting with Michele Alonso, Director of Planning & Redevelopment (Phone 732-502-5711), to step you through the process and ensure all points of the application are complete.
- Secure a list of all property owners within 200 feet from the proposed public art location from Tax Assessor Erick Aguiar (City Hall, One Municipal Plaza, 2nd Floor, Asbury Park NJ, 07712, Phone 732-502-5750). Sample request letter attached.
- Prepare a letter to all property owners on the list explaining that you are applying for approval from the Asbury Park Public Arts Commission to create public art at the specified location. Include a copy of the completed Public Art Application with the letter. Sample letter attached.
- Notify Michele Alonso that you are ready to send the mailings, and prepared to present your application to the Commission. Michele will provide you with the exact date of your scheduled review with the Public Arts Commission, which meets the third Monday of every month. It is recommended that both the lead artist and project coordinator attend the review meeting.
- Mail prepared letters by certified mail/return receipt to all property owners on the list at least 10 business days before your scheduled Asbury Park Public Arts Commission review meeting.
- Prepare your presentation to include a written explanation of what you are proposing to do, a sample design of the mural in color, the reasoning behind the design, materials to be used, timetable for completion, etc.

For questions, contact:

Michelle Alonso, Director of Planning and Redevelopment
City of Asbury Park
One Municipal Plaza, 2nd Floor
Asbury Park, NJ 07712
Phone 732-502-5711 / Fax 732-502-XXXX
michele.alonso@cityofasburypark.com

SAMPLE LETTER TO PROPERTY OWNER LIST

(DATE)

Dear _____(NAME)_____

Please be advised that I/we have submitted a Public Art Application to the City of Asbury Park to create public art/a mural on the façade of a building located at _____(ADDRESS)_____.

Notice is hereby given in accordance with the "Open Meeting Act, Chapter 231, P.L. 1975" that the Asbury Park Public Arts Commission will hold a meeting at _____(TIME, DAY, MONTH, YEAR) _____ at Parlor Gallery (717 Cookman Avenue, Asbury Park, NJ, 07712) to review the application and render a decision to approve or deny it.

The application is on file at City Hall (1 Municipal Plaza, Asbury Park, NJ 07712), in the office of the City Clerk, if you would like to review the application. If you would like to speak to me directly, I can be reached at _____(PHONE, EMAIL)_____.

Sincerely,

REQUEST FOR PROPERTY OWNERS WITHIN 200 FOOT CERTIFIED LIST

Date _____

Erick Aguiar, CTA, Tax Assessor
City of Asbury Park
One Municipal Plaza
Asbury Park, NJ 07712

Dear Mr. Aguiar,

Would you kindly provide a listing of those property owners within 200 feet of the following property:

BLOCK _____ LOT _____

ADDRESS _____

This list is being requested in connection with an application before the:

- Asbury Park Public Arts Commission

Sincerely,

Name _____

Address _____

Phone _____

Email _____