



City of New York Department of Cultural Affairs

TO: Charlotte Cohen, Director
Department of Cultural Affairs
330 West 42nd Street, 11th Floor
New York, NY 10036

FROM: Michael Cetera, Director of Architecture
Department of Design and Construction
30-30 Thomson Avenue, 5th Floor
Long Island City, NY 11101

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PROJECT NAME(S):

BUDGET CODE:

PROJECT ADDRESS:

COMMUNITY BOARD:

BLOCK #:

LOT #:

IS THIS A LANDMARK BUILDING?

CONSTRUCTION BUDGET:

ART ALLOCATION:

(The Art allocation equals not less than 1% of the first \$20,000,000 of the City capital funds appropriated, not less than 1/2% of the amount exceeding \$20,000,000. The maximum expenditure for one project is \$400,000 (234.12A))

PROJECT SCOPE: (Please attach a copy of the completed scope.)

- Is this project _____ new construction
- _____ addition to existing facility
- _____ substantial reconstruction

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SCHEDULE	DATE	ANTICIPATED/ACTUAL
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- a. Scope approval _____
- b. Consultant Contract _____
- c. Art Commission _____
- preliminary design approval _____
- final design approval _____
- d. Bid's & Commitment _____
- e. Construction _____
- f. Completion _____

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ARCHITECT: _____

ADDRESS: _____

CONTACT: _____

PUBLIC IMPACT

Visibility of the site:

Nature of the activity at the site, services performed, etc:

Reasons for public to visit the site:

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ARTIST/ARTWORK CONSIDERATIONS

Is the artwork to be _____ commissioned
_____ purchased
_____ restored
_____ exists at site
_____ City-owned artwork to be relocated to the site

Optimum sites for artwork:

Can more than one artist be involved?

Name/Type of artwork sought:

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SUGGESTED ARTISTS (Optional)

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COMMISSIONER OR AUTHORIZED SIGNATORY **DATE**

As per Chapter 9, Section 234.14A of the City Charter, the Design Agency, in consultation with the architect, shall submit the above form to the DCA Commissioner.