CULTURAL DEVELOPMENT PROGRAM

STEPS FOR DEVELOPERS

01
- **Obtain Cultural Development Application** from *Department of Planning and Building Safety* during plan check
- Review Ordinance & Administrative Guidelines
- If project exceeds $2 million, choose an option (On-site Art or Cultural Development Fund Contribution) within 90 days of plan submittal
- For *On-site Art* option, $75K or larger budget is recommended (consider hiring a professional public art consultant too)
- Obtain 1% Cultural Development Requirement from El Segundo Building Official
- Refer any questions regarding the program to the *Library Director*

02
- **Submit Application** to *Department of Planning and Building Safety*
- A signed agreement with city is needed for either option prior to issuance of building permit
- If contributing to Cultural Development Fund, submit payment to Finance Department

03
- For On-site Art option, submit **Public Art Plan** to the *Library Services Department* Be sure to include:
  - Context within the project
  - Artist Selection Process and Artist Qualifications
  - Schematic Designs by Artist
  - Budget Breakdown
  - Art appraisal by pre-approved public art consultant
  - Signed agreements with the artist and city, including provisions for long-term maintenance of the art work

04
- **Obtain Public Art Plan Approval** by Arts and Culture Advisory Committee (ACC)
- Once approval is received, proceed with project
- Contact the Library Director before making changes to the Public Art Plan
- Additional approval by the ACC is needed for significant changes

05
- **Project Implementation & Closeout**
- For *On-site Art* option:
  - Submit a Complete Record
  - Install approved Art Plaque
  - Complete successful On-site Inspection of Art with *Library Director*

To meet the Cultural Development Program requirement, final approval by Library Director is needed to obtain Certificate of Occupancy.