

H 600 ARCHITECTURE

(This section is being written and prepared for future distribution and inclusion in this manual. The following article is included on an interim basis.)

CULTURAL AFFAIRS COMMISSION APPROVAL FOR DESIGN OF STRUCTURES LOCATED ON CITY PROPERTY:

Article XV, Section 165 of the City Charter outlines the jurisdiction of the Board of Cultural Affairs Commissioners (formerly the Board of Municipal Arts Commissioners). In general, this section requires their approval of all City-owned structures, wherever located, and of all private structures in or extending into land owned by or under the control of the City.

The Structural Engineering Division has been designated as the liaison between the Bureau of Engineering and the Department of Cultural Affairs.

Bureau policy requires that Cultural Affairs Commission approval shall be obtained for bridges, buildings, retaining walls, and other structures greater than 8 feet in visible height or having more than 500 square feet of exposed vertical surface.

The Structural Engineering Division's Architectural Section is responsible for obtaining Cultural Affairs Commission approval for structures designed in that office. Engineering District offices and private developers are responsible for obtaining Cultural Affairs Commission approval for their own designs. However, the Structural Engineering Divisions' Architectural Section will advise and assist in this procedure upon request.

Plans submitted to the Structural Engineering Division for structural checking, review, or routine plan processing should not be approved until Cultural Affairs Commission approval has been obtained by the prime office or the permittee.

Application forms ("Application for Approval of Design Structure, Marquee, Canopy, or Sign") and fee schedules are available from the Department of Cultural Affairs. Fees are paid by the applicant (or by I.D.O. for City projects which are not exempt).

The following procedures and materials are required in order to submit a project to the Cultural Affairs Commission:

- a. Request I.D.O. (Interdepartment Disbursement Order) from Project Management Division (written memo). For required fee, see back of application form for schedule based on valuation. (Note: Valuation is for construction of the portion being submitted, not the total project cost.) Determine if project is fee exempt, and if so, prepare fee exempt letter ([Figure H 600.1](#)).
- b. Fill out application form ([Figure H 600.2](#) is an example with comments as shown).
- c. Obtain photographs of the project site and the surrounding areas--sufficient to show what exists. Polaroid photos are okay; however, 5 x 7 color prints are preferred. 8 x 10 aerials have also been used in the past. Obtain rendering from the Architectural Section for use by the Commission during the hearing.
- d. Obtain two sets of prints of the project plans and forward them to the Architectural Section with Items 2 through 4 with a memo requesting that the necessary approval be obtained. They should be advised at this time as to whether or not the I.D.O. for fees has been taken care of or if they are to arrange for it. Prints should be stapled in sets and rolled together with print face out and each set contained at least the following sheets:
 1. Cover sheet with vicinity map
 2. Plan.
 3. Elevation.
 4. Typical section.
 5. Special detail sheets which deal with architectural finish (if in doubt, contact the architectural Section for further information).
 6. Railing sheet.
 7. Copy of the architectural rendering--Architectural Section will provide.
 8. Landscape planting plan sheet(s)--only at final stage.

Cultural Affairs Commission approval is required at various stages during the design process, depending on the scope of the work involved. For large scale projects (over \$1,000,000),

review is required at Schematic, Preliminary, and Final Design phases. For projects whose valuation is between \$50,001 and \$999,999, review is required at Preliminary and Final Design. Projects whose valuation is less than \$50,000 require review only upon completion of Final Design drawings. When the day of the hearing comes, the Architect is responsible for presenting the project to the Commissioners and to answer any pertinent questions. A representative of the prime office should also be at the hearing to assist the Architect should any technical questions arise.

If the project is approved, the submitted plans will be stamped and may be picked up after the hearing. Disapproved plans may also be picked up after the hearing.