



CITY OF LAGUNA BEACH
Artists' Work/Live
Artist Occupancy Permit Application

The following information explains the procedures applicable to obtaining an Artist Occupancy Permit to reside in an Artist Work/Live facility.

Under the City's Zoning Codes, certification as a working artist is necessary in order for an individual to qualify for an Artist Work/Live space in one of the following zoning districts: M-1A and M-1B light industrial, C-N commercial-neighborhood, LBP local business professional, downtown specific plan—CBD-civic art district, CBD-office, CBD-central bluffs, R-2 residential medium density and R-3 residential high density. An artist is defined as a person who produces art as a primary occupation and is engaged and active in one of the following fields:

- (1) Fine arts, including, but not limited to, painting drawing, sculpture, book arts, printmaking and mixed media.
- (2) Imaginative works, including, but not limited to, literature, poetry, photography, music composition, choreography, cinematography and computer arts.
- (3) Functional arts, including, but not limited to, metal, textiles, paper, wood, ceramic, glass and/or plastic objects.
- (4) Performing arts, including, but not limited to, singers, dancers, musicians, actors, performance artists, costume lighting, sound and set designers.

The procedure in determining applications for artist certification is as follows:

- a) A written confirmation is required from the Community Development Department that the use of the space is compatible and complies with the purpose of the Artist Work/Live regulations prior to submitting an Artist Occupancy Permit application.
- b) A completed Artist Occupancy Permit application is submitted to the Cultural Arts Department.
- c) The Artist Review Panel considers the application.
- d) If the application is approved, tenant improvements (if any) are submitted to the Community Development Department for approval of a building permit.

The Artist Review Panel consists of three members of the City's Arts Commission, one of whom shall be a working artist. Review of an Artist Occupancy Permit application will be undertaken at a noticed public meeting. The Artist Review Panel will evaluate the criteria described below in considering the applicant's eligibility for certification. The applicant must comply with a minimum of three of the following:

- (A) Submit evidence of a body of work, created in the last three years, as documented in support materials such as compact disks (CDs), slides, video and/or audio tapes, production photographs, scripts or works of fiction, nonfiction or poetry. Support materials shall be labeled with the artist's name, date of work and any other required information;
- (B) Submit evidence that the artist has formal training in the arts, as documented in a resume that summarizes such training;
- (C) Submit evidence that the artist has presented his or her work in exhibition, performance, readings or comparable public programming, as documented in a resume, sample programs/invitations, catalogs, press clips or similar official documentation;
- (D) Submit three letters of recommendation from artists and/or arts professionals (such as curators, producers or teachers) who are recognized within the arts community and who will attest that the applicant is a working artist as defined below.

The Artist Review Panel will meet within 30 days of an application being deemed complete. If the Panel approves the application, a letter of certification will be sent to the applicant. Should the application be denied, the applicant is given the opportunity to submit additional information, or may appeal the decision to the City Council in accordance with Section 25.05.070 of the Municipal Code. Artists must apply for and be granted certification prior to occupancy. The City is not responsible for costs incurred by applicants moving into an Artist Work/Live unit before receiving certification.

The certification is valid for as long as the certified artist resides at the Artist Work/Live facility for which he/she has made the application. If the artist moves within one year following the date of certification, the applicant can request a change of address. If more than a year has elapsed, the individual must apply for recertification, but need only submit information relevant to the period of time which has elapsed since original certification.

The failure of the occupant of an Artist Work/Live unit to comply with the definition of an “artist” shall be grounds for revocation of the Artist Occupancy Permit and the commencement of appropriate code enforcement proceedings against the occupant, the owner or both. Also, upon reasonable notice, the City shall have the right to perform on-site inspections to determine compliance with the provisions of Municipal Code Chapter 25.16 and the approved Artist Occupancy Permit and/or Conditional Use Permit.

The Artist Occupancy Permit is designed to provide as complete a description of the applicant’s qualifications and need for Artist Work/Live space. The purpose of the application is not for the Arts Review Panel to make aesthetic judgments as to the applicant’s work, but to enable the Panel to evaluate the applicant’s commitment as a working artist.

To apply for artist certification, please complete the attached application and submit it and three copies to:

City of Laguna Beach
Cultural Arts Department
505 Forest Avenue
Laguna Beach, CA 92651

For additional information please contact: Siân Poeschl, Cultural Arts Manager spoeschl@lagunabeachcity.net



CITY OF LAGUNA BEACH
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Artist Occupancy Permit Application

Property Owner Information:

Date _____

Legal Owner _____

Telephone _____

Address _____

Property Information:

Location _____

Studio # _____

Artist Information

Name _____

Telephone _____

E-Mail _____

Web-site _____

Media

- Media selection checkboxes: Fine Arts, Imaginative Arts, Functional Arts, Performing Arts

Describe media in which you work:

Blank lines for describing media

Please provide the following documentation. The applicant must comply with a minimum of three (3) of the following requirements:

- 1) Examples of work created in the last 3 years. Provide support materials on CD, flash drive, slides, and/or video, audio tapes, photographs, scripts or works of fiction, nonfiction or poetry. Support materials shall be labeled with the artist's name and date of work.
2) Professional resume noting formal training and education in the arts.
3) Evidence of exhibition, performance, readings or comparable public programming, as documented in a resume, sample programs/invitations, catalogs, press clips or similar official documentation.
4) Submit three letters of recommendation from artists and/or arts professionals (such as curators, producers or teachers) who are recognized within the arts community and who will attest that the applicant is a working artist.

Affidavit

I hereby certify that all of the above information and attachments contained in this application is to the best of my knowledge and belief, true and correctly represented and that I have read and understand Chapter 25.16 of the Laguna Beach Municipal Code.

Artist Signature

Property Owner's Signature