



## How-To Guide: **Community-Initiated Public Artwork Applications**

Prince Edward County  
Public Art Program



## **Want to install Public Art in Prince Edward County?**

This Guide will help you understand:

- 1) If your project needs approval from the County
- 2) how to apply through the **Community-Initiated Public Artwork** process

This guide was created by the Prince Edward County Arts Council ([County Arts](#)), who manages the Public Art Program on behalf of [the County](#) (the Corporation of the County of Prince Edward).

## **What is a “Community-Initiated” project?**

**What does “community-initiated” mean?** This guide is for public art projects that are started and paid for by an individual or community group, not by the County. If you’re commissioning or installing your own artwork in a public space, this guide is for you.

## **Step 1: Does your project need approval?**

### **1 - Is your project considered “Public Art”?**

**Public Art can include murals, sculptures, sound art, augmented reality, and more. It means art that:**

- is made by an artist (or an artist is leading the project)
- is created with the intent to be located in or on public space (like a wall, sidewalk, park, etc.)
- can be viewed and enjoyed by the public, and is meant to improve or help people reflect on or connect with a public space

**If you’re not sure if your idea counts as Public Art, ask us!** We’re here to help.



## 2 - Where will the art be?

### You need County approval if your artwork will be:

- In a public space owned by the County (like a park or sidewalk)
- On a private outdoor space within Picton or Wellington's Heritage Conservation District (HCD)

### Not sure about your location?

- Contact [info@pecounty.on.ca](mailto:info@pecounty.on.ca) or 613-476-2148 x1023 to confirm if your location is on property **owned by the County**
- Contact County Planning staff at [aaa-planning@pecounty.on.ca](mailto:aaa-planning@pecounty.on.ca) to confirm if your location is **within a Heritage Conservation District**
- You can also consult this [List of municipally-owned designated heritage spaces](#) or the [Picton](#) (see p. 21) and [Wellington](#) Heritage Conservation District maps

## 3 - When you do NOT need to apply:

### You do not need to go through this process if:

- Your artwork is temporary and only part of a festival or event
- It's a mass-produced object like a bench or fountain (unless artist-designed)
- It's a commemorative plaque or advertising sign
- It's not in the locations mentioned above

But you might **still need other permits** like road closures or sign permits – check the County's [Permits Page](#) and [Heritage Conservation Page](#) for more info.

No matter where your public art project is located, we encourage you to follow the spirit of the County of Prince Edward's [2025-30 Public Art Plan](#),

## Step 2 - Submit your application

**To apply, go to the County's Public Art Page where you'll find the:**

- **Application Form**
- **Terms & Conditions** for all phases of the project

**You'll need to provide:**

- Artwork details: size, materials, how long it will stay, installation+ maintenance plans
- Project info: your goals, budget, and location
- Supporting documents: design mockups, site photos, and permission from the property owner (if installing on private property in an HCD)

### **Important Notes**

- **Ownership:** You will still own the artwork and be responsible for any long-term costs (insurance, repairs, etc.) unless the County agrees to take ownership.
- **Insurance:** Insurance requirements vary. You'll be informed about what's needed as part of the review process.
- **Funding:** There is no funding from the Public Art Program for community-initiated projects. In rare cases, a cost-sharing partnership might be available with local groups or the County.
- **Other Permits/Permissions:** You may still need permits like Road Closures or Heritage Permits depending on your location and medium.
- **Timing:** Submit your application at least 60 days before your planned install date. Some reviews may take longer.



## Step 3 - Sign the Agreement

### After your application is submitted:

- The Public Art Coordinator and County staff will assess it based on the Terms & Conditions (e.g., safety, environmental impact, location, alignment with the County's Public Art Plan).
- If more info is needed (like insurance documents), you'll be contacted.
- If your project is not approved, you'll receive feedback and can revise and reapply.

### Final Step:

Once your application is approved, you'll sign an Agreement with the County. This document outlines everyone's responsibilities, including maintenance requirements.

After signing, your project is officially ready to go!

### Questions or Need Help?

We're here to support you throughout this process.

Contact Stacey Sproule,  
Public Art Coordinator at:

✉ [stacey@countyarts.ca](mailto:stacey@countyarts.ca).

