



**Art in Public Places | City of Key West | Planning Department  
1300 White St. | Key West, Florida 33040 | (305) 809-3779  
vboguszewski@cityofkeywest-fl.gov**

**Refunds from the AIPP refund request for:**

The AIPP eligible project located at  
elected to contribute 1% of the total construction costs to the AIPP Fund in lieu of installing Public Art.

The Applicant has changed its intention and plans to include Public Art within the development project. The Applicant is requesting a refund of the collected fees from the AIPP fund to the Project for the expressed purpose of the implementation of a Board approved Art Plan.

This document serves as written notice to the AIPP Administrator of the developer's intent to revise their decision. Based on the following circumstances:

AIPP Administrator has verified the collection of the payment of the 1% of the total construction costs through the values assessed at the issuance of the project's building permits and documented the receipt of the 1% fees into the AIPP fund, as collected by the City in the amount of \$

The AIPP Administrator has notified the developer's AIPP project contact of the amount of funding available to be refunded from the AIPP fund.

The requested amount or percent of the available funds to be refunded for Public Art based on the budget developed with in the proposed Art Plan is \$

The developer's AIPP Board approved Art Plan is attached and meets the Art Plan requirements as specified in Sec2-487, (c), (3) of the City of Key West's Municipal Code of Ordinances. The attached Art Plan was approved at the AIPP Board meeting, as per the meeting minutes, and is intended to be installed at .

The projected date for the completion of the Public Art installation is  
and the AIPP identifying Plaque is to be in place at the installation no later than

In the event of project delays, the developer will notify the AIPP Administrator in writing of the new projected installation date a minimum of 21 days prior to the originally intended completion date.

In order to secure compliance with the approved Art Plan's scheduled installation, the developer shall provide a performance bond to the City equal to the amount of the requested refund.



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In the event that the Public Art is not installed in accordance with the approved Art Plan, then said performance bond shall be transferred to the City's Art in Public Places Fund.

The AIPP Administrator will submit the refund request packet to the Finance Director for processing based on this documentation. The refund request packet shall include the following:

- Narrative of the circumstances prompting the requested refund
- Proof of the receipt of payments to the City's AIPP Fund, verified by AIPP Administrator
- AIPP Board minutes demonstrating Board approval of the project's proposed Art Plan
- AIPP Board approved Art Plan, as per Sec2-487, (c), (3)
- Name of the Company to be refunded
- Payment address and designee
- Amount to be refunded
- Signatures of the Project Contact, the AIPP Administrator, and the Planning Director

Upon receipt of the completed packet, the Finance Director will also provide a signature authorizing the refund and issue the refund in the form of a check payable to the developer for the sole purposes described in the approved Art Plan to participate in the City of Key West's AIPP Program in compliance with Sec. 2-487 of the City of Key West's Municipal Code of Ordinances.

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Project Contact

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Date

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AIPP Administrator

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Planning Director

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Finance Director