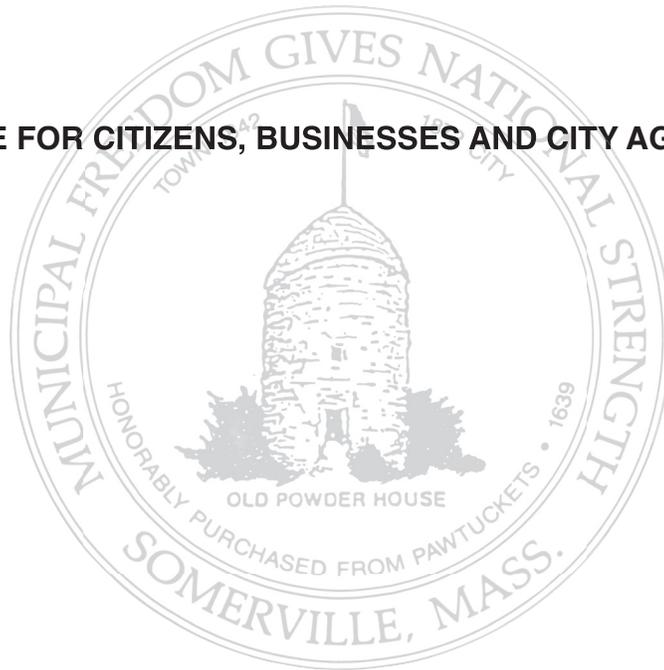


REZONING UNION SQUARE

THE ARTS PERSPECTIVE

A GUIDE FOR CITIZENS, BUSINESSES AND CITY AGENCIES



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Mayor

The Mayor's Office of Strategic Planning and Community Development
&
Somerville Arts Council

City of Somerville
Somerville, MA

with assistance from ArtistLink and the Massachusetts Cultural Council

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SUMMARY

The Mayor's Office of Strategic Planning and Community Development (OSPCD) and the Somerville Arts Council have recently completed a joint project to include and enhance arts-related uses within the overall rezoning of Union Square. This document updates a previous summary of the proposed rezoning of Union Square from the perspective of artists and those seeking to create or encourage the creation of space for arts-related uses. At the time of this revision, the zoning is final, having been formally adopted on April 23, 2009

The focus of the Arts Council effort has been to protect existing arts-related uses in the Union Square area, and to advance Union Square as a working arts district. The zoning changes assist in this goal by providing incentives for new arts-related uses of all varieties, with emphasis on making these spaces permanent, affordable, and a significant part of the public experience of being in the Square.

The focus of the OSPCD effort has been to anticipate and guide growth and change resulting from extension of the Green Line to Union Square. The OSPCD's goals include increasing the commercial tax base, adding to housing stock, creating affordable housing, protecting historic neighborhoods, spurring development of vacant and underutilized properties, creating an Arts District, and maintaining and augmenting the square as a pedestrian friendly, multi-ethnic district with an economically diverse population.

Here is a summary of the key changes incorporated in the new zoning that are of particular importance to the arts community:

- Citywide, the zoning provides greater clarity and predictability for live/work artists housing and work-only studios by adding or amending definitions of these uses in the Zoning Code.
- A new Union Square Arts Overlay District defines the area within which arts-related zoning changes would apply, to ensure that benefits are focused on the study area and to avoid negative effects on abutting areas or other parts of the city. Within the Overlay District, the zoning provides incentives for conversion of infill lots and underused space in existing buildings for arts-related uses, by regularizing and streamlining existing requirements for use, density, parking, and review procedures.
- Transit Oriented Districts (TOD's) are created at the eastern end of the Union Square district that are oriented to proposed Green Line transit stops. These areas will typically be built to higher density than most existing zoning districts allow, and will be subject to their own design guidelines. Most of these districts will include, by mandate, arts-related spaces which total at least 5% of their gross floor area.

GOAL #1: CITYWIDE, SUPPORT THE CREATION OF LIVE/WORK AND WORK-ONLY ARTISTS STUDIOS

Somerville is home to one of the highest concentrations of artists of any American city. However, ambiguities in the former citywide zoning discouraged the construction or reuse of structures for arts-related uses in areas that could profit by these activities.

Zoning codes are intended to give predictability to property owners, investors, and neighbors, by setting out clear rules on which specific uses are allowed in specific areas of the community. The former zoning was vague on the definition of live-work artists housing, and it contained no definition of work-only artist studios as an allowable use. This uncertainty discouraged the construction or reuse of structures for arts-related uses in areas that could profit by these activities.

The challenge: Uncertainty whether artists' living and working spaces are allowed uses due to ambiguities in the definition of arts spaces within the zoning code and exclusion of solo offices of architects and landscape architects from allowed home occupancy.

Formerly under the Somerville Zoning Code, there was a vague definition of "Artists Housing" for live-work spaces. Up to 3 units of Artists Housing was allowed as-of-right in the Multi-Family Residential (RC), Commercial (BA), and Commercial Residential (BB) districts. A special permit was required for more than 3 units in these districts, and for any number of units in the Central Business District (CBD) and Industrial A (IA) districts.

(Artists Live/Work Housing remains the only residential use allowed in the Industrial IA or IP district.)

(The former zoning also contains a general definition of an artist's studio as a type of "Accessory Residential Use: Home Occupation." This use is allowable in every district except Industrial IB, if it is located on the same property as the artist's residence.)

The former zoning did not contain any definition of artists' work-only studio spaces as a allowable use. If an artist's studio were located in a separate building from the artist's residence, it might fall into any of a number of commercial categories, such as office, crafts-related store, or light manufacturing. In addition there was no clear definition of a performing arts studio space that would be used for lessons, rehearsals, and limited performances. Such a space might fall into any of a number of categories, such as community center, commercial health or exercise facility, or school for instruction in arts. Many of the above use categories were barred, or limited in size, within Union Square.

The Solution: To give greater certainty and predictability under the Zoning Code, several definitional changes have been adopted that apply to the entire zoning code.

- 2.2.11.b creates the overall category of Arts-Related Uses within which there are a number of different use types including the following:
 - Artist Live/Work Space
 - Artist Studio Space
 - Arts-related educational facility

- Crafts-related retail store
 - Museum/Gallery
 - Retail sales of art and arts supplies
 - Office of creative design professional (e.g., architect, landscape architect, industrial designer)
 - Theater or performance space
 - Other bona-fide arts-related uses, subject to SPGA approval.
- 2.2.11 clarifies the definition of "Live/Work Space" as an official use category.
 - 2.2.11A defines a new use category for work-only "Artist's Studio" space, which recognizes a wide variety of creative uses.
 - 2.2.69 clarifies the former definition of "artist's studio space" as a "Home Occupation," to allow such uses within garages, carriage houses, and other accessory buildings on residential lots. Home offices of architects and landscape architects are also allowed under the new definition. This is basically an accessory residential use and is separate from the Artist's Studio Space zoning category.

Here is the new text in the Definitions section of the Zoning Code:

"2.2.11. **Artist Live/Work Space** – a building or any portion thereof containing at least 750 s.f. in size that is used by the occupant(s) therein for both residential use and Artist Studio Space. Such households must include at least one artist certified by the City of Somerville. Inclusionary Units in Artist Live/Work Space projects will be made available to households in which at least one member is an artist certified by the City of Somerville subject to inclusionary household income eligibility requirements. Retail sales of art produced on-site that does not take place more than twelve (12) hours per week will be an allowable accessory use. [note that "inclusionary uses" refers to projects that are for one reason or another required to provide some affordable units]

"2.2.11A. **Artist's Studio Space**. Space used for the creation, production, rehearsal or teaching of any visual art or craft, including but not limited to painting, drawing, graphic design, photography, video, film, sculpture, and pottery; of written works of fiction or nonfiction; or of any performing art, whether for live or recorded performance, including music, dance, and theater, and accessory sales of such art." [The definition also requires the indoor storage of materials, and it prohibits offensive noise, vibration, dust, and other objectionable impacts, and limits accessory sales of art produced on-site to no more than twelve hours per week.]

"2.2.69. **Home Occupation**. . . . A home occupation shall include, but is not limited to: the studio of a visual artist, craftsman, musician or other performing artist, photographer, or writer; and the office of an architect, landscape architect..."

The Challenge: To ensure that the art spaces are occupied and used by working artists.

The Solution: Require artist certification and deed restrictions.

- The City of Somerville has created a process to certify artists in order to verify that Artists Live/Work Space and Artist's Studio Space is actually occupied by the artists that it is intended to benefit. To address this issue, the City has created a peer-reviewed program of artists' certification. This program will ensure that projects built under the new zoning classifications are preserved for the use of bona-fide artists.
- Deed restrictions are required for "Arts Related Uses" that are declared as part of the building permit process, or in administrative review, or both. As a for-instance, an as-of-right retail space used as a gallery that was not restricted by its review to an arts related use would not require a deed restriction, but Artist Live/Work space located above it that used any of the special provisions of the new zoning would need to be deed restricted.

*(See **Appendix B** for the description of the Artist Certification process that will be used in Somerville)*

GOAL #2: SUPPORT ARTS-RELATED USES IN UNION SQUARE THROUGH CREATION OF ARTS OVERLAY DISTRICT

Preserving and enhancing the character of Union Square for arts-related uses provides benefits to the area and the entire city. The new Arts Overlay District protects existing arts-related uses, and provide incentives for the creation of new ones, including artists' housing, artists' studios, theaters, galleries, and crafts stores. The new zoning:

- Provides incentives for conversion of underutilized space in existing buildings for “Arts-Related Uses”
- Grants density bonuses of from 25% to 50% for creation of “Arts Related Uses”
- Provides incentives for reuse of existing buildings (and encourages the arts in Union Square) by giving parking relief for continued or new reuse of those building for “Arts Related Uses”
- Imposes design guidelines to assure that new projects reinforce the livable, walk-able character of Union Square

The Challenge: The Union Square Arts Overlay District is made up of many different use districts or zones. Each zone has its own separate standards for permitted uses, dimensional restrictions, off-street parking and loading requirements, and other provisions as well.

The Solution: Make standards for art-related uses consistent throughout the new Arts Overlay District. Within the various sub-zones of the Overlay District, the new zoning regularizes the permitted use standards and review thresholds that apply to arts-related uses.

- In *Section 7.11, Table of Permitted Uses*, a new line is inserted for Artist Studio Space which allows it as a permitted use throughout the AOD when less than 5000 s.f. in gross floor area, and makes it subject to Special Permit (SP) when more than 5000 s.f.
- Also in *Section 7.11, Table of Permitted Uses*, a new line is inserted for Artist Live/Work Space which allows it as a permitted use throughout the AOD when 6 units or less, and subject to Special Permit Site Plan Review (SPSR) when 7 or more units.
- Within the Arts Overlay District, all other Arts Related Uses (besides Artist Live/Work and Artist Studio Space) are governed by the underlying zoning. Therefore uses such as galleries, theatres, crafts stores, etc would not be allowed within the RB and RC areas within the Arts Overlay District.,
- Another significant change is that all development plans (a broad term that basically includes every project that requires a building permit) within the Union Square Arts Overlay District must undergo Site Plan Approval (SPA). Therefore, even the allowable uses must be reviewed for compliance with the Design Guidelines of the Arts Overlay District prior to receiving a building permit. This will have the effect of ensuring that the overall goals of the district are enforced via a review process. At the discretion of the planning office “Minor Projects” within the AOD may be administratively reviewed by planning staff. Larger projects will typically require Planning Board Approval, which

follows the administrative review. “Minor Projects” is a defined term (insert here the official definition of minor)

- New Structures or additions/extensions to existing structures of up to five hundred (500) gross square feet in area.
- Applications for façade alterations only, up to five hundred (500) linear feet of building face.
- Mechanical enclosures and horizontal improvements (parking lots, accessways, walkways, landscaping and the like), unless the horizontal improvement involves a new or relocated curb cut into a public street or significant changes in vehicle circulation.
- Establishment or change in use within a lawfully existing structure, where there is no increase in the structure’s square footage in area.
- Subdivision resulting in the creation of only one (1) additional lot (e.g. an existing lot divided into two lots—creating one new lot).
-
- Note that wherever arts related spaces are included in mixed use projects, the zoning (and review process) encourages clustering of the arts spaces. This is to reinforce the sense of community and to make it more likely that the public will be able to locate and visit the artists. This is a guideline, not a hard and fast mandate.

The Challenge: The former CBD zoning did not facilitate a continuous street edge throughout the district, and had no incentives for rebuilding the upper floors of key commercial structures.

The Solution: The new Commercial Corridor zoning district (CCD) replaces the former CBD district within the Union Square Area. It runs along Somerville Avenue and Washington Street. It is governed largely by new Use Cluster regulations which are complex, but actually allow many types of arts related uses. Details are in *Section 6.1.22.E - Use Regulations in the CCD*. Dimensional regulations for the CCD zone are amended in *Dimensional Requirements, Section 8.5* of the zoning code. Maximum height is 55 feet and there is no minimum lot size. An *Historic Development Incentive* is included in *Section 6.1.22.F*. that may have ramifications for some of the commercial structures in the center of Union Square that were “lopped off” decades ago, reduced from their original height to one or two stories to decrease property taxes. If historic guidelines and approvals are followed and granted, it is possible to reconstruct to the historic bulk of such buildings without meeting current dimensional standards and parking requirements for the restored original floors.

The Challenge: Parking requirements discouraged reuse of existing buildings. Although ground floor retail uses are generally strong throughout Union Square, there is a significant amount of unused space on the upper floors of existing buildings that are well suited for conversion to Artist’s Live/Work or Artist’s Studio space. There are also a number of vacant infill parcels that could be redeveloped for similar uses. As well as use restrictions and overly stringent requirements for special permits, parking constraints under former zoning impeded these projects, as well as the reuse of vacant ground-floor spaces for new retail uses.

The Solutions: Reduce parking requirements for existing uses and for arts-related uses.

- The adopted changes do not require increased parking for continuation of existing *non-residential* uses within the Arts Overlay District or in Commercial Corridor Districts. Addition of a new *Section 9.4.1* within the parking regulations section of the zoning code states that if a non-residential use was present (or had obtained a building permit or Special Permit) before November 19, 2008., the building does not need any more parking than that already provided on its site of changing to another non-residential use. Additions to the building require parking in the same ratios that would apply to new buildings.
- *Per the Off-Street Parking and Loading Section 9.5*, Artists Live/Work Space requires one parking space per unit city-wide, the same ratio that applies to efficiency/studio units. (compared to higher parking requirements for regular one, two and three bedroom residential uses in most other zoning districts)
- *Per the Off-Street Parking and Loading Section 9.5*, Artists Studio Space requires one parking space per 400 square feet city-wide (with the exception of studios developed in the Arts Overlay District within a structure existing prior to the zoning adoption, in which case no additional parking is required)

The Challenge: The existing FAR and lot area/unit regulations discourage deed-restricted arts-related uses, by requiring the same density ratios as market-rate housing and office space.

The Solutions: Provide incentives for building new art spaces. *Per Section 6.1.23.F* the new AOD zoning will encourage arts-related reuse of existing buildings, and the redevelopment of small infill parcels, by granting density bonuses for arts-related projects, described below:

- Within the residential RB portions of the AOD, a 25% density bonus for projects consisting solely of deed-restricted Artist Live/Work Space is granted, raising the FAR for such projects from 1 to 1.25. The required lot area for such projects is reduced from 1500 s.f. per unit to 750 s.f. per unit.
- Within the residential RC portions of the AOD, a 25% density bonus for projects consisting solely of deed-restricted Artist Live/Work Space is granted, raising the FAR for such projects from 2 to 2.5. The required lot area for such projects is reduced from 875 s.f. per unit to 750 s.f. per unit for projects up to 9 units. For projects over 9 units, the required lot area for such projects is also reduced from 1000 s.f. per unit to 750 s.f. per unit.
- Within the non-residential portions of the AOD, a 25% density bonus for projects consisting solely of deed-restricted arts-related uses *above the ground floor* is granted, raising the FAR for such projects from 2 to 2.5. The required lot area for such projects is reduced from 875 s.f. per dwelling unit to 750 s.f. per unit for projects up to 9 units. For projects over 9 units, the required lot area for such projects is reduced from 1000 s.f. per unit to 750 s.f. per dwelling unit.
- Within the non-residential portions of the AOD, a 50% density bonus for projects consisting 100% of deed-restricted arts-related uses is granted, raising the FAR for such

projects from 2 to 3. The required lot area for such projects is reduced from 875 s.f. per dwelling unit to 750 s.f. per unit for projects up to 9 units. For projects over 9 units, the required lot area for such projects is reduced from 1000 s.f. per unit to 750 s.f. per dwelling unit.

The Challenge: The Arts Overlay District extends one-half mile from east to west and includes many different building typologies and cityscapes. To be cohesive as a district, the AOD requires urban design consistency of both regulation and review.

The Solution: The Design Guidelines for the Arts Overlay District are listed in *Section 6.1.23.G.* and are intended to enhance the streetscape, encourage active retail use, and encourage pedestrian activity by specifically reviewing planning decisions regarding street walls, entrances, compatibility with neighboring structures, concealed parking areas, and signage. The planners will also review the design of proposed arts spaces for compatibility with the “Design Guidelines for Artist Live/Work Space” established by the Somerville Arts Council, as *attached here in Appendix A.*

GOAL #3: INCLUDE ARTS-RELATED USES IN NEW TRANSIT ORIENTED DEVELOPMENT PARCELS (TOD'S)

One of the benefits of the new zoning for the City of Somerville is inclusion of several TOD's in areas close to the future Union Square Green Line transit stop. These TOD's are zoned with urban densities and heights. The regulations governing these new mixed-use districts are necessarily both complex and flexible, and arts advocates sought to include a simple, fixed baseline for arts uses that all parties could agree to. Also, since the TOD's are excluded from the Arts Overlay District boundaries, a means was sought to continue the district's overall arts presence within the TOD's.

The Challenge: To ensure that arts related uses are included in high density Transit Oriented Development parcels (TOD's).

The Solutions:

Mandated art space inclusion: Most TOD's are required to include Arts Related Uses at 5% of TOD gross square footage (g.s.f.) per line J in *Table 6.5.F – TOD Dimensional & Use Standards*. Three of the four TOD's have this inclusion, with only TOD-55 *not* mandating some arts use. Ultimately this provision will provide 5,000 s.f. of arts uses for every 100,000 square feet of TOD development. Since the total TOD build-out within the new Union Square zoning area can potentially exceed 1,000,000 s.f., the potential amount of arts-related space is significant.

Inclusion of Arts Related Uses within certain "Use Clusters": Use Clusters are a new concept in the zoning code and apply to projects in the CCD and TOD districts. A Use Cluster is a "basket" of similar uses that can be substituted within a cluster without re-starting the approval process. Similarly sized clusters can also be exchanged for like-sized clusters with caveats about parking and allowable uses. Suffice it to say that clusters are "professional-level" in their nuanced complexity. Arts-related uses are included in some of the clusters found in *Table 7.13 – Table of Use Clusters*. Both mandated and non-mandated arts-related uses may be included in clusters. The cluster concept can allow a developer to propose a variety of uses in the original approval process without fully committing to all of them. This will allow uses to be explored as the project progresses, and should make arts uses more likely to be considered, since issues of demand, cost and income can be worked out as information and artist participation emerges. The following Clusters are relevant to the arts community:

- *Use Cluster B. Small Retail and Service* lists "art and art supplies", within its basket of uses.
- *Use Cluster C. Large Retail and Service* lists "art and art supplies" and "crafts supply where production may occur", within its basket of uses.
- *Use Cluster E. Residential* lists "artist live/work space – multiple units", "home occupation (no additional parking required other than for residential)" and "Office, within a primary residence (no additional parking required other than for residential)" within its basket of uses.
- *Use Cluster G. Educational/Recreational/Institutional Services* lists "theatre, cinema, or other public assembly", "museum/gallery", and "artist studio" within its basket of uses.
- *Use Cluster H. Light Industrial* lists "audio visual studio and production facility" within its basket of uses.

The Challenge: To continue the arts focus in new TOD public exterior spaces as well as within the new buildings

The Solution: Inclusion of public art within mandated landscaped areas: TOD's require landscaped open space. Public art is not mandatory in the open spaces, but its voluntary inclusion is encouraged within TOD's per *Design Guideline 6.5.H.18*

Appendix A: Art Space Design Guidelines

City of Somerville Somerville Artist Live/Work & Artist Studio Design Guidelines

These guidelines reflect recommended attributes for developments that contain Artist Live/Work and Artist Studio spaces. These guidelines may be applied during the course of site plan review, special permit review, or any other procedure involving zoning relief. The purpose of the guidelines is to ensure that when Artist Live/Work or Artist Studio use is allowed under such a procedure, that the development is designed to meet the specific needs of the artist occupants, and to ensure that any potential impacts on adjacent uses in excess of what would have occurred under as-of-right uses have been adequately minimized or mitigated. It is understood that many existing buildings that may be converted to such use will have some but not all of these attributes. These guidelines do not supersede in any way the requirements of the State Building Code, as it shall be enforced by building code officials.

1. Space Requirements

- a. A minimum of 750 gross square feet is required but 1,000 gross square feet of artist live/work space for one artist is encouraged.
- b. Studio space should be at least 150 sq. ft.

2. Accessibility

- a. Doorways and hallways should be oversize width to accommodate the moving of large objects.
- b. Elevators should have a higher weight capacity than typical residential units.

3. Lighting

- a. The window-to-room ratio should be adequate for natural light. The ideal source of light is from the north.

4. Noise

- a. Wall and floor construction should have appropriate “sound transmission co-efficients” to prevent the transmission of sounds from machinery, equipment or repetitive tasks.

5. Indoor air quality

- a. Special ventilation and air handling techniques should be tailored to ensure the safety and health of residents, visitors, and neighbors,
- b. All spaces should provided venting via an outside wall, while providing a central ventilation system to the roof.

6. Ceiling heights

- a. Should allow for the creation of large works and equipment, including machinery and lighting.

7. Floors

- a. Should be constructed to provide extra weight-bearing capacity. Floors need not be finished, concrete flooring preferred.
- b. Upgrade flooring packages may be provided for dancers or performers.

Appendix B: Certification of Artists Studios

Draft Form - Not Instituted

SOMERVILLE ARTS COUNCIL ARTIST CERTIFICATION APPLICATION¹

WHAT IS AN ARTIST CERTIFICATE?

An Artist Certificate is a letter from the City of Somerville to an artist that confirms that the artist has been reviewed by a committee of peers and is “certified” as a working artist. An approved Artist Certificate application qualifies an artist to be eligible to purchase or lease spaces categorized in the zoning code as “live/work or artist studio” per agreement between a developer and the City of Somerville. If such spaces are re-rented or re-sold, the incoming tenant or owner also needs to be a certified artist. A certificate is valid for a period of five years. Any artist seeking to rent or purchase such a space for the first time will need a valid certificate. **However, once occupying or leasing a space, the artist is not required to maintain a current certification.**

WHO IS ELIGIBLE FOR A SOMERVILLE ARTIST CERTIFICATE?

Any artist, who either lives or works in Somerville, and who can demonstrate to a committee of peers that they have a recent body of work as an artist, and who requires space to support that work, is eligible. Applicants must be at least 18 years of age.

WHY DO I NEED AN ARTIST CERTIFICATE?

The City of Somerville has established a zoning amendment that allows for the creation of artist housing permanently dedicated to artists through deed restrictions or other legally binding covenants. An individual who seeks to rent or purchase one of these artist housing units will be required to submit a current Artist Certificate as proof of eligibility.

WHO REVIEWS THE APPLICATION AND MAKES DECISIONS REGARDING CERTIFICATION?

Each application and related attachments is presented to a peer review committee. The committee is comprised from a pool of Somerville artists and arts professionals who have been nominated to serve in this capacity. To make a nomination contact Gregory Jenkins at (617) 625-6600 ext. 2985. The peer review committee certifies whether each applicant is able to demonstrate that s/he is a working artist. The decision of the peer review committee will be final for that round. If an applicant is not certified during that round, s/he can reapply in a future round with further information.

WHEN DO I APPLY FOR AN ARTIST CERTIFICATE?

Applicants must apply for an artist certificate prior to the complete construction of artist housing. For those seeking affordable inclusionary artist housing, the applicant must undergo a two-step process. First, at least two (2) months prior to the projected completion of affordable artist housing, the applicant should seek artist certification and simultaneously undergo the inclusionary housing eligibility process which includes

¹ This document was adapted from the BRA Artist Space Initiative.

income verification and attendance of a Massachusetts Housing Collaborative approved First Time Homebuyer training course. The applicant must have both certifications (Artist and First Time Homebuyer training) before applying for the affordable artist units. Second, the applicant can then proceed with the inclusionary artist housing lottery which is usually administered by the City.

For those seeking market-rate affordable housing, the Applicant must undergo the artist certification process at least one month prior to the projected construction completion date of the artist housing unit(s). With an artist certificate, the applicant may request to be entered into the market-rate artist housing lottery which generally will be administered by the City.

HOW DO I GET AN ARTIST CERTIFICATE?

To obtain an Artist Certificate, an artist must submit a simple application form. Please see below for the guidelines and attached Application Form.

APPLICATION REQUIREMENTS

Each application must consist of any combination of the following materials:

- Evidence of a recent body of work, created in the past 3 years, as documented in support materials such as CD's, slides, jpg's or other digital images, DVD's, video and/or audiotapes; production photographs; scripts, works of fiction, non-fiction or poetry. Support materials need to be labeled (i.e. artist's name, date of work).
Do not submit original artwork;
- Evidence that the artist has training in the arts, as documented in a resume that summarizes that training;
- Evidence that the artist has presented his/her work in exhibition, performance, readings or comparable public programming, as documented in a resume, sample programs/invitations, catalogs, press clips, etc;
- Up to 3 letters of recommendation from artists and/or arts professionals (i.e., curators, producers, teachers, etc.) who are recognized within the arts community and who will attest that the applicant is a serious, working artist. Please note: only submit letters of recommendation if you cannot present evidence of recent body of work, evidence of formal training and/or evidence that you have presented your work publicly.

Application and supporting materials should be mailed to: Artist Certification, Somerville Arts Council, 50 Evergreen Ave. Somerville, MA 02145.

Applications must be postmarked by the deadline date. If you enclose a self-addressed stamped envelope, your materials will be returned to you within two months after the deadline.

The decision of the Peer Review Panel will be final for that round. Please be sure to submit a complete application.

AUTOMATIC CERTIFICATION

Automatic certification is granted to artists who have received recent fellowships from the Massachusetts Cultural Council or the Somerville Arts Council. Any artist who has been named a fellow or finalist through the Artist Grant Program of the Massachusetts Cultural Council or received a Somerville Arts Council fellowship grant in the past three calendar years is automatically eligible to receive an Artist Certificate. We cannot automatically certify artists who have received grants from other local arts lottery and/or the MCC's Professional Development Grant Program, as they do not use a similar review process.

If you are such an artist, you must submit a basic application. If you do qualify under this guideline and want to obtain an Artist Certificate, please fill out the attached application form only (no attachments) and send the application along with a copy of your award letter from the Massachusetts Cultural Council or Somerville Arts Council. Pending confirmation from MCC, your Artist Certificate will be issued.

For information about the artist certification process and future deadlines, contact Gregory Jenkins, Somerville Arts Council at (617)625-6600 ext. 2985 or gjenkins@ci.somerville.ma.us

CITY OF SOMERVILLE ARTIST SPACE INITIATIVE
ARTIST CERTIFICATION APPLICATION FORM
Draft Form - Not Instituted

Send application and supporting materials to: Artist Certification, c/o Somerville Arts Council, 50 Evergreen Ave., Somerville, MA 02145. Materials must be received by 5PM on **Day Month Year** to be considered during this round.

Name: _____

Street
Address: _____

City/State/ZipCode: _____

Telephone(days): _____ Telephone(evenings): _____

Email Address: _____

Describe briefly why your work requires studio/loft-size space.

What is your primary artistic discipline:

_____ Visual Arts

_____ crafts

_____ design

_____ painting/drawing

_____ printmaking

_____ other: _____

_____ Performing Arts

_____ dance

_____ theatre

_____ music

_____ photography

_____ other: _____

_____ Media Arts

_____ film

_____ video

_____ other: _____

_____ Literary Arts

_____ fiction

_____ non-fiction

_____ poetry

_____ other: _____

CHECKLIST OF ATTACHMENTS

Please note which of the following items are included (check all that apply):

___ Support materials:

- ___ up to 20 slides (digital or old-school); and/or
- ___ up to 10 minutes of videotape/CD/audiotape; and/or
- ___ up to 20 production photographs; and/or
- ___ up to 10 reproductions of sketches used in set or costume design;
and/or
- ___ up to 30 pages of sample scripts, works of fiction, non-fiction and/or poetry.

Be sure to label all materials with your name, date of the work, and, where appropriate, media, dimensions and/or duration. Work must have been completed within three years of the date of this application. Please include a slide list with date, size and medium of work if slides are included.

DO NOT SUBMIT ANY ORIGINAL MATERIALS. The SAC will make every effort to handle materials with care but cannot accept responsibility for lost or damaged goods.

___ * Artist resume listing professional arts experience (i.e., exhibitions, commissions, teaching, etc.) and educational training. This resume can be supplemented with up to 10 pages of sample programs/invitations, catalogs/invitations, and/or press clips.

___ Up to three letters of recommendations from artists or other arts professionals who are recognized in the local community attesting that you are a serious, working artist. Please note: only submit letters of recommendation if you cannot present evidence of recent body of work, evidence of formal training and/or evidence that you have presented your work publicly.

___ Return-addressed, stamped envelope

* Peer review panel members have indicated that a resume with supporting publicity materials is very helpful to them as they review each application and work samples. Any non-arts-related employment does not need to be included.

PLEASE DO NOT USE STAPLES, BINDERS OR OTHER PACKAGING. PAPER CLIPS ONLY. Due to anticipated volume, the SAC will return support materials when an artist provides a returned addressed stamped envelope ONLY. Other materials will be discarded after the review process is complete. BE SURE THE ENVELOPE HAS ADEQUATE POSTAGE FOR ALL MATERIALS.

A FEW LAST QUESTIONS....

1. Please list any of the current sites with artist units where you are applying:

2. Please tell us how you heard about this project; it will help us reach artists in the future:

___ Newspaper. Please Specify: _____
___ Electronic Billboard. Please specify _____
___ SAC website
___ Word of Mouth
___ Other: _____

Boundaries of the Union Square Arts Overlay District

