



## INSTRUCTIONS FOR ARTIST CERTIFICATION APPLICATION

(Revised April 2024)

To qualify to reside in a live-work artist loft in the Peekskill Artist District, at least one of the household members must be certified by the Artist Certification Committee and must meet the definition of "artist" as defined in §575-60 of the City of Peekskill Zoning Ordinance:

**Artist** – *An individual who practices one of the fine, design, graphic, musical, culinary, literary, computer or performing arts; or an individual whose profession relies on the application of the above- mentioned skills to produce a unique creative product; i.e., an architect, craftsman, teacher of art, music, dance, chef, photographer, etc. All these creative products are defined as "art". (See [Section 575-60](#))*

In addition to the definition given by the Peekskill City Ordinance, applicants should demonstrate **advanced level status** by providing some or all of the following:

- The Applicant demonstrates that they have been working in the **primary medium or a directly related field** (i.e. teaching, curating etc.) for which they are applying for more than **three years**.
- The Applicant gives proof of having achieved a **Bachelor or Master of Fine Art (BFA/MFA)** as part of their commitment to their medium.
- The Applicant demonstrates long-term aspirational goals for further refinement of their art through plans for **continuing education and/or certification** in the field.
- The Applicant provides **substantiating materials** (e.g. training, certificates, professional affiliations) showing a clear, defined focus of their **primary medium**.
- If applicable, the Applicant has a steady record of **gallery showings** and has shown in a professional art gallery, or has had their work curated and shown in juried **exhibitions**.
- The Applicant provides a substantive professional repertoire of experience, references or features that clearly demonstrates the use of **original content only**.
- Recognizing that the majority of artists do not earn their living through sales of their art work, the Applicant must demonstrate that at least some of their livelihood is acquired through the **primary medium or a directly related field** for which they are applying and that the Applicant is **actively** working in this medium.
- The Applicant has demonstrated that they are actively working to gain exposure in **various forms of media** including but not limited to social media, Youtube, Soundcloud or other music mediums, print media, local showcases etc
- If applicable, the Applicant has provided a substantial **list of clients**.
- For Applicants participating in culinary arts, artisanal crafts and the like, the work has been **judged by peers** in the field or by the public (taste-testing, contests etc)
- If applicable, the Applicant has created effective, unique **branding** of their creative product that is an example of their artistic expression.



Below is a **list of required items** constituting a complete submission. Applicants must **submit all application materials digitally** by email, flashdrive or via a file transfer site. **Do not send hard copies** – they will not be processed. Applicants are *not* required to attend meetings:

- **Application Form:** Refer to website for downloadable form (click [here](#))
- **Application Fee:** \$57 fee (check or money order made out to “City of Peekskill”).
- **Letters of Recommendation:** At least three (3) letters of recommendation from professionals or organizations confirming the Applicant’s artistic background from people actively working in the primary artistic field for which you are applying. All letters must be signed by the reference and include contact information including their title, phone number, email address and professional accreditations.
- **Resume:** Detailed resume identifying artistic education and work experiences (with dates) that demonstrate past and current involvement in chosen artistic field. Include gallery showings, exhibits, publications, prints, a list of clients, commissions, professional affiliations, certifications, a record of sales, and any other demonstrable platforms that detail how the Applicant engages in their art or craft.
- **Portfolio showing substantial body of work in chosen field:** Include examples of creative work products with dates (photos, websites, scanned images acceptable), **especially** work within the past 5 years. Include samples of the type of work that you will produce in your loft. Portfolio samples and performances of any kind can be submitted on flash drive or via website link.

Once an Applicant has compiled all of the items listed above, send materials to [csantacoloma@cityofpeekskillny.gov](mailto:csantacoloma@cityofpeekskillny.gov) or drop off a flash drive at the Planning Department of the City of Peekskill.

If potentially hazardous materials or machinery will be used in the loft, or if sound greater than ambient noise levels will be created, the applicant must demonstrate how neighbors and the public will not be adversely affected. If legitimate complaints are received, the City reserves the right to rescind the Artist Certification.

*For more information, visit <https://www.cityofpeekskill.com/artist-certification-committee>*