

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Traffic Signal Control Box Artwork Permit

October 2009

Adding art to traffic signal control boxes (signal boxes) showcases your neighborhood and business district's identity and can discourage graffiti. Signal boxes can be decorated with paint, decals and vinyl wraps. Artists can be commissioned, photos added, or maps installed.

SDOT Requirements

Adding artwork to a traffic signal control box is a two part process.

First: Get approval for the traffic signal control box locations and artwork. Visit www.seattle.gov/transportation/stuse_signalboxart.htm to learn more about how to submit a proposal, email signalbox.artwork@Seattle.gov with questions, or call Dawn Schellenberg at 206-684-5189.

Second: Apply for a Street Use Annual permit to install and maintain the artwork. The permit application is located at: www.seattle.gov/transportation/docs/AnnualPermitApp.pdf. Select 'Street Decorations, Planters, Benches (52)' under 'Work Description—Annual Use.'

A complete permit application includes the following:

- Street Use Annual Permit Application. Indicate the responsible billing party, work description and proposed installation date.
- Site plan showing the approved signal box locations.
- A Certificate of Insurance, with a minimum liability of \$1,000,000 naming the city as additional insured (see SDOT Client Assistance Memo #2102).

- Written approval from SDOT and the Office of Arts & Cultural Affairs to use the signal boxes and artwork.
- Copies of the approved artwork.
- If the site is in a Landmark or Historic District, a Certificate of Approval must be submitted.

Installation Guidelines

- SDOT must have 24 hour access to signal control boxes and no intrusion on their function, the door, locks and key flaps.
- Artwork shall not distract motorists, be designed in a manner that allows them to be confused with traffic signs, or block view of pedestrians.
- Artwork shall not affix hardware to, or penetrate the signal box.
- All materials must be provided, maintained and paid for by the applicant.
- The applicant and artist must contact SDOT Signal Operations staff prior to installation at 206-684-5105.
- Installations must be done in weather conditions meeting manufacturer's recommendations.
- The applicant/artist shall clean and prime the metal prior to painting and apply paint according to manufacturer's instructions.
- Vinyl wraps must be professionally installed.
- If painting, pedestrians, vehicles and the sidewalk must be protected at all times.
- The artist is liable for surrounding personal property damaged during installation. The following guidelines apply:
 - The work area must be coned, with caution tape, so that pedestrians do not brush against painted surfaces.

www.seattle.gov/transportation



- A monitor must be present at the site until the paint dries, at which time the cones and tape should be removed.
- All paints, brushes and painting materials must be kept within the taped off area.
- Drop cloths must be used to protect street surfaces.
- Paint spills must be immediately cleaned up. Drains must be covered to ensure no spills go down them.
- During painting, or art installation, five feet of pedestrian clearance (sidewalk) must remain open at all times. Within the Central Business District, this number increases to six feet for pedestrian clearance.
- If it's not feasible to meet these clearance standards, additional SDOT permits may be required.
 - Parking spaces may be blocked by obtaining a Meter Hooding permit from SDOT Traffic Division.
 - If mobility is impeded, a Street Use construction permit is required prior to work commencement. If the installation is on an arterial street, a Traffic Control Plan may be required.
- If artwork is damaged, SDOT will contact the applicant to repair. The applicant has 30 days from notification to respond.
- Signal box artwork must include the following information: name, organization, and, if applicable, funding source.
- A small logo of the organization installing the artwork may be included.
- The city retains the right to graphically reproduce the image of the artwork for municipal purposes.
- The artwork is intended to remain on signal boxes for a period of five to ten years. However, the city reserves the right to paint out, remove, reuse the installation, or control boxes at anytime without notice.
- Should a box be moved, the artist is no longer required to maintain the artwork on that box.

Submit a complete Street Use permit application packet to: SDOT Street Use Division, Attn: Annual Permits

Drop off:

700 Fifth Avenue, Seattle Municipal Tower, 23rd Floor

Mail:

P.O. Box 34996
Seattle, WA, 98124-4669

Street Use Permit Questions:

Call Annual Permits at 206-684-5267

Traffic Signal Control Box Questions:

Call 206-684-5105

Additional Information

Street Use will process the complete permit application within 10 business days of submittal. The permittee will be notified when their permit is ready to be issued. The permit fee is \$101 for the first year and renews annually at \$97. These fees are based on the current Street Use Fee Schedule.

All Street Use permits are wholly of a temporary nature and vest no permanent rights, per Seattle Municipal Code (SMC) 15.04. SDOT will provide at least 30 days notice to the permittee in the event of permit revocation. The permittee is responsible for having the site restored to its original or better condition upon receiving such notice.