

DECORATIVE SIGNAL CABINET COVERS

The City of Charlotte has established a program to support decorative covers for traffic signal cabinets to help showcase the identity of a neighborhood or business district and to beautify the public realm. Decorative signal cabinet cover projects must meet eligibility requirements, follow the application process, and adhere to the following guidelines.

ELIGIBILITY

- The program shall include signal cabinets on City maintained streets, as illustrated on the Traffic Signal Maintenance Responsibility Map
- Cabinet covers may not contain words or advertising, distract motorists or mimic traffic control devices.
- All locations are subject to Charlotte Department of Transportation (CDOT) review, CDOT reserves the right to deny proposed locations due to safety considerations



North Davidson Street & E 36th Street

APPLICATION PROCESS

1.	Applicant	Select City maintained cabinets as identified on the City's Traffic Signal Maintenance Responsibility area, submit map and/or address of proposed cabinet to CDOT at placemaking@charlottenc.gov
2.	CDOT	Completes traffic safety review of location, provides written decision to applicant
3.	Applicant	Upon CDOT location approval, select designer and draft decorative wrap concept. Present concept to nearby neighborhood/business organizations for feedback. A letter or other indication(s) of support is recommended. *For contact information for registered neighborhoods visit charlottenc.gov/nocl
4.	Applicant	The Decorative Signal Cabinet Cover process applies to all decorative wrap requests including privately funded projects and neighborhood organizations seeking to fund wraps through the Neighborhood Matching Grants (NMG) program.

Private Funding

If funding has already been secured, submit notice of CDOT location approval and Decorative Elements Application.

- Decorative Elements application requires a sketch and proof of community support
- Applications are accepted year-round, review committee meetings are scheduled as needed

NMG Funding Request

If seeking to fund the project through the NMG program, complete the [NMG application](#).

- NMG applications are accepted March 1st, June 1st and September 1st, eligibility and other criteria apply.

For more information contact Housing & Neighborhood Service's (HNS) Nicole Storey, nrstorey@charlottenc.gov or (704) 336-2929.

5.

HNS

Reviews application for completeness. [Schedules Beautification Bureau review](#), a subcommittee of the Neighborhood Matching Grants Citywide Review Committee.

6.

Beautification
Bureau

Open meeting to consider application based on 1) appropriateness of content, and 2) community support. Approval is specific to the concept presented and is contingent on receipt of a CDOT Temporary Infrastructure Agreement (TIA)

7.

Applicant

Provide the following to CDOT's Casey Mashburn, casey.mashburn@charlottenc.gov or 704-336-8348, to request a Temporary Infrastructure Agreement (TIA)

- Beautification Bureau letter of approval
- Executed Waiver of Artist's Rights for Artwork Placed upon City ROW
- Contract between applicant and decorative wrap installation contractor
- Certificate of Insurance from contractor naming City of Charlotte as an additional insured during the installation process. Contact Nicole Storey, nrstorey@charlottenc.gov or (704) 336-2929 for minimum values.

8.

CDOT

Executes Temporary Infrastructure Agreement (TIA)

9.

Applicant

Proceed with installation!

CONSIDERATIONS

- Signal cabinet covers are permitted only in the form of a vinyl wrap. Paint and other mediums are prohibited at this time.
- Wrap must be installed by a City approved contractor; contractor is liable for any property damaged during installation.
- Wrap shall not interfere with ability to open the cabinet and access signal controls. Doors, vents, and key flaps must remain functional.
- Initial permit is valid for 2 years and may be renewed if no competing application is received for the selected location. CDOT will evaluate wrap condition and may require the applicant to install a new wrap.
- CDOT reserves the right to have the wrap removed at any time.
- The TIA outlines other applicant responsibilities.



FUNDING OPPORTUNITY

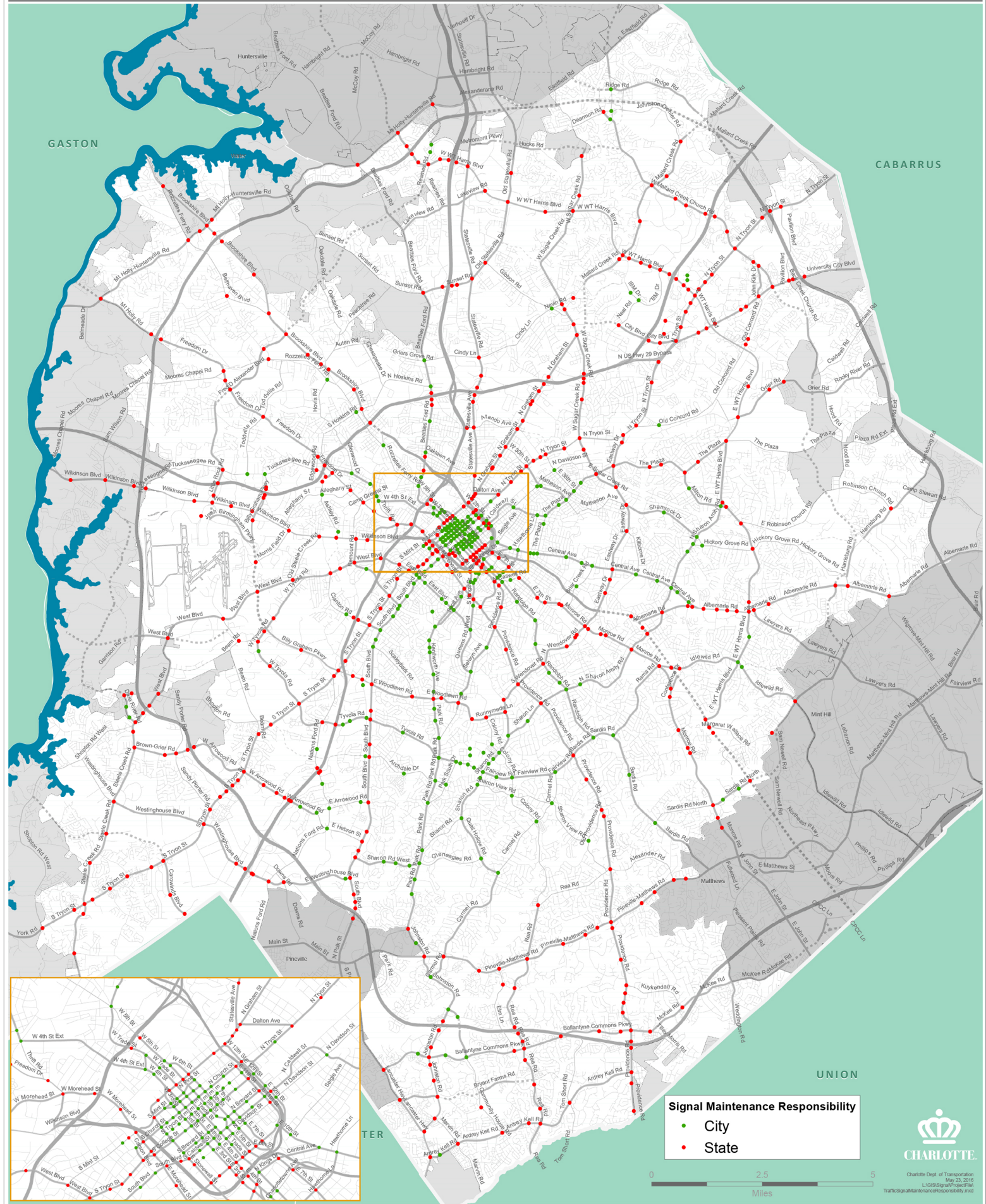
Decorative wraps may be privately or publically funded. Public funded sources include, though are not limited to the following (eligibility & other criteria may apply):

- Neighborhood Matching Grants (NMG) - eligible neighborhood organizations may fund these and other projects. Visit charlottenc.gov/nmg.

ATTACHMENTS INCLUDED

- Traffic Signal Maintenance Responsibility Map
- Waiver of Rights for Artwork Placed upon City Right-of-Way (ROW)
- Approved Contractors List - Decorative Signal Cabinet Cover wrap installation
- Sample - CDOT Temporary Infrastructure Agreement

Charlotte Traffic Signal Maintenance Responsibility



Waiver of Rights for Artwork Placed upon City Right-of-Way

The provisions of this paragraph shall apply to modify Artist's rights of attribution and integrity as set out in the Visual Artists Rights Act, 17 U.S.C. 106A and 113(d) ("VARA"), and any rights arising under United States federal or state law or under the laws of another country that convey rights of the same nature as those conveyed under VARA, as against the City of Charlotte ("City") and its agents.

The City has absolute right to change, modify, destroy, remove, relocate, move, replace, transport, repair or restore the artwork located within the City right-of-way in whole or in part, in City's sole discretion.

Artist Signature/Date

Decorative Signal Cabinet Cover

Approved Contractors

3/18/2020

The following contractors have expressed interest in being on the City of Charlotte's approved contractor list and have supplied the Charlotte Department of Transportation with qualifications and work examples. If you know of other contractors who may be qualified and interested, please have them send their information to Angela Berry, Traffic Safety, ITS, & Special Projects Section Manager, aberry@charlottenc.gov.

Company	Name	Email Address	Phone Number
SpeedPro	Brion Blais	bblais@speedpro.com	704-392-1776
Conder Flags	Barry Austin	baustin@conderflags.com	704-529-1976
Direct Media	Travis Moore	tmoore@directmediausa.com	704-913-4800
Gateway Outdoor	Craig Heard	cheard@gatewayoutdoor.com	908-684-8122
Advantage Signs	Steve Tant	adsigns@mac.com	803-504-9833
Duncan Parnell	Jennifer Rackley	jennifer.rackley@duncan-parnell.com	704-526-1893



Charlotte Department of Transportation

Temporary Infrastructure Maintenance Agreement

Decorative Signal Cabinet Cover

Date:
Dept.: Development Services Division/Right-of-Way Management Section
Type: Decorative Signal Cabinet Cover Agreement
Location:

CDOT is responsible for, and has authority over, all of the Right-of-Way (R/W) in the city. Anyone wishing to construct or install items within the public R/W must obtain approval and abide by guidelines/specifications developed by the Department of Transportation. Each request is considered on a case-by-case basis to ensure that there is no adverse impact to the public safety or future roadway construction needs.

This agreement was developed to assist with Decorative Signal Cabinet Covers to be placed in the rights-of-way that would be installed by the Applicant.

NOW THEREFORE, IT IS AGREED that the City hereby grants to the Applicant, its successors, and assigns, the right and privilege to make this agreement upon the following conditions, to wit:

1. That the City reserves the right to determine all issues related to the review, installation, maintenance, removal and replacement of the said item. If the said item becomes damaged or becomes a safety hazard to the public, the City has sole discretion to remove it until such date that the Applicant decides to repair/replace the item to its original condition.
2. That the said Applicant agrees to comply with the provisions of CDOT's Work Area Traffic Control Handbook (WATCH) should any roadway or walkway, or portion thereof, need to be blocked or closed during installation.
3. The Applicant agrees to maintain the approved Decorative Signal Cabinet Cover in accordance with all requirements and guidelines as outlined in the Decorative Signal Cabinet Cover Guidelines.
4. That the Applicant, its successors and assigns, agree to indemnify and hold harmless the City, its officers and employees, from and against all damage, including injury to persons or damages to property, expenses or other liability which may result from, arise out of, or be brought by reason of the Decorative Signal Cabinet Cover. In case any suit or cause of action shall be brought against the City on account of any act, action, neglect, omission or default on the part of the Applicant, its agents, subcontractors, employees and/or patrons, the Applicant hereby agrees and covenants to assume the defense thereof and to pay any and all costs, charges, attorney fees and other expenses and any and all judgments that may be incurred or obtained against the City.

5. That if the Applicant contracts for installation of this Decorative Signal Cabinet Cover, General Liability and Auto Liability in the amount of \$1 million per occurrence and Workers' Compensation with Employers' Liability limits of \$100,000 per accident limit, \$500,000 disease per policy limit, and \$100,000 disease each employee limit must be provided by the primary contractor and all subcontractors. Certificates of insurance shall be furnished the Director of CDOT showing the City as an additional insured.

THIS AGREEMENT, made and entered into this the ____ day of _____, 20__, by and between the City of Charlotte, North Carolina, (hereinafter "City"), and _____, Applicant,

By:

Charlotte Department of Transportation

APPLICANT: _____
(Organization Name)

Name: _____
(Applicant)

Address: _____

Telephone Number: _____

By: _____
(Applicant)

Title: _____
(Seal)