



FORT WAYNE

**Public Works**

*In Your Neighborhood*

# Traffic Signal Cabinet Art Program

## Program Outline

The purpose of the traffic signal cabinet art program is to enhance the Fort Wayne Public Art Program by placing artistic designs on traffic signal control cabinets (TSCs) owned and operated by the City of Fort Wayne. This program is intended to encourage local artists and artwork and provide neighborhoods the ability to identify or brand their public spaces with beautification efforts. This program is also intended to help promote tourism in neighborhoods and establish conversation within the community through public art.

The process is neighborhood-driven, with the City of Fort Wayne Division of Public Works assisting neighborhoods or other citizen groups in formulating their program or artwork. The City of Fort Wayne's Division of Public Works (DPW) reserves, permits, and tracks the boxes used. The City of Fort Wayne also provides advice and support for designing and working with artists or associations, making sure cabinets are relevant to the surrounding area and of high aesthetic and technical quality.

Anyone — from a non-profit organization to a neighborhood association to a casual group — has the opportunity to enhance TSCs. Artists who have obtained area approval can also apply directly to enhance TSCs. **Please Note: Digitally-printed vinyl wraps shall be used for these artistic enhancements.**

### **Project applicants are responsible for the following:**

- Submitting their project artwork to the City of Fort Wayne Division of Public Works in plenty of time before wrapping the cabinets. At least 2-3 months in advance suggested.
- Obtaining written approvals from the officially-registered neighborhood associations or relevant entities and adjacent private property owners to artistically enhance traffic signal cabinets.
- Identifying or requesting specific TSCs and signing a Memorandum of Understanding with the Division of Public Works.
- Providing the Division of Public Works proofs of artwork and ensuring that images are not copyrighted.
- Funding the project through grants, contributions, sponsorships, or other private sources.
- Photographing the completed TSCs and providing images to the City of Fort Wayne DPW.
- Maintaining the TSCs in good condition for 3 years.
- Returning the TSCs to “blank” condition after 3 years, or committing to rewrap the cabinets with existing or new designs by submitting a new application.
- Obtaining approval of the artwork from the Public Art Commission

## Guidelines

A TSC artwork wrap is first to be discussed with **The Division of Public Works, Traffic Engineering**. Applications should be submitted to the City at least two to three months before the artwork is added to the cabinets to ensure a proper review can be conducted. Questions can be directed to [TrafficEngineering@CityOfFortWayne.org](mailto:TrafficEngineering@CityOfFortWayne.org)

When planning your project consider the following:

1. Where will the art be placed? As part of the application, groups will be required to list the location(s) (for example, "Intersection of Wayne Street and Cahoun Street"). Consider if there is existing artwork in the vicinity? Is this in a neighborhood or business corridor group or located near private property?
2. What is the size of the cabinet being requested? The cabinet dimensions should be verified by the applicant to ensure that the artwork will properly fit on the proposed location. Taking measurements in the field is advised prior to submitting the application. Cabinet Dimensions are included with the application.
3. What is the group? Ideally it is a business or neighborhood association, but it could also be a nonprofit organization or an individual artist. **Applications specific to individual merchants or businesses will not be approved unless they are sponsoring the artwork.** City of Fort Wayne Ordinance does not promote advertisements within public right of way and may not be a part of the design.
4. Vandalism: Keep in mind that the program is an alternative to graffiti vandalism, however, since the cabinets are in a public space, the applicant understands that this is a possibility.
5. Artwork: Artwork should be non-distracting, original, and not advertise businesses or groups. Artwork shall be submitted to the city for review of appropriateness.
6. Material: Cabinet wrapping material shall be professionally printed on an adhesive vinyl material and is to be weatherproof.
7. Installation: Applicants will be responsible to coordinate installation of the TSC wrap with the City of Fort Wayne Division of Public Works. The city will not install the wrap on the cabinets for the applicants.
8. Cost: Since the city will not print or install the wrap, consider the costs associated with the design, printing and installation. Sponsorships for the wraps are welcomed.
9. Coordination: Make sure to have a person designated to coordinate with both the association or group that is sponsoring the TSC Artwork and the city during the planning, review and installation process.
10. Acknowledgement: TSC Artwork may be sponsored by an association, business, non-profit group or otherwise. No addresses or phone numbers are allowed. However, standard block lettering or company logo acknowledging who sponsored the artwork may be placed on the cabinet. Details are included on the template guideline page and FAQ.

## Application

Forms are included with this information packet and may also be found on the City of Fort Wayne's Right of Way Department and Traffic Engineering pages.

<https://www.cityoffortwayne.org/publicworks/traffic-engineering.html>  
<https://www.cityoffortwayne.org/publicworks/right-of-way.html>

All applications must be submitted in full. No partial applications will be accepted. A complete application consists of the following:

- Signed Application Form, Memorandum of Understanding, Artists Waiver of Rights, Hold Harmless. NOTE: Installation team must be 18 years old and above and sign the Hold Harmless Agreement.
- Artwork designs, using the template guidelines and providing a digital copy or hard copy
- Signed letters of support from the appropriate registered neighborhood association(s), or business associations or all private property owners adjacent to **each** proposed cabinet
- Approval of the artwork from the Public Art Commission

If you do not know who the adjacent property owners are, the City of Fort Wayne can help you find out. These are the people whose property touches the public right-of-way where the cabinet is located and will be in full view. There may be several or only one for each cabinet.

The City of Fort Wayne has the responsibility to review all desired designs and to reject any design or artist that it feels will reflect poorly on the neighborhood or the city. Instead of rejecting a design, the City of Fort Wayne may ask the group to pay a professional artist “mentor” to assist nonprofessional or inexperienced artists in executing their cabinet design according to technical guidelines. Contact the Public Art Commission to schedule review of the artwork [PublicArt@CityOfFortWayne.org](mailto:PublicArt@CityOfFortWayne.org)

## Design Considerations

- Design shall allow full access to the cabinet. Vents, handles, locks, and hinges all must be free from obstructions.
- Consider that there are 4 sides to the TSC, and that the large side generally faces traffic.
- Each side may be its own creative concept, or it can all be a part of one larger design.
- Consider location. Is the locations heavy with vehicular or pedestrian traffic that will notice the artwork?
- Are there nearby businesses or historic places that could be incorporated into the design?
- Since these will be in public view, review will consider appropriateness with, cultural backgrounds, religion, and politics. Nothing offensive.
- Non-distracting, original and should avoid overly dark colors for heat sensitivity.
- If applicable, designs should consult the public art master plan recommendations.
- Appropriateness with cultural backgrounds, religion or politics
- Non-confusing with background and traffic control shapes, symbols or colors.

## Installation and Maintenance

Applicants are responsible for all costs associated with printing & installation, repair, replacement or removal of the artwork. No obstruction of public right of way without proper permitting from the Right of Way Office will be allowed. If the wrapping is damaged or vandalized, the city may contact the applicant and request replacement or removal within 10 days.

## Frequently Asked Questions (FAQ)

### **Q: How much will a traffic signal cabinet art project cost?**

**A:** It depends on the materials you choose, how many cabinets you include, and what you decide to pay your artists. For budgeting purposes, \$500-\$1,000 is a good per-cabinet budget target, but may vary. You may also want to consider artists fees for original artwork.

### **Q: What material should the wrap be?**

**A:** Wrapped cabinets consist of a layer of very thin (max 0.05 mm), printed adhesive vinyl that has been cut to shape and carefully applied to the metal cabinet. The printing technique is usually inkjet printing; however, screen printing may also be possible for some vinyl products.

### **Q: Will the Division of Public Works tell us what we can put on our traffic signal cabinets as art?**

**A:** No. Aside from the guidelines established in this packet, the submitting group is empowered to determine the designs that will be submitted to the [DPW](#) for review. Review and approval will also be required from the [City of Fort Wayne Public Arts Commission](#).

### **Q: Is there artwork that is not allowed on TSCs?**

**A:** Yes. Cabinets shall not include advertisements, phone numbers, schedules, ticket prices, etc. There will be certain exemptions for Educational or Local Sports Teams. Sponsors of artwork may place their name or company logo on a side panel and not be more than 12" x 16".

### **Q: Could the Division of Public Works reject a design that we submit?**

**A:** Yes, in theory; but in practice the [DPW](#) will have been sufficiently involved in the pre-planning process before ordering the wrap, so the designs will almost always be approved. The [DPW](#) may also make suggestions for improvement or ask for a redesign prior to approval.

### **Q: Does the City of Fort Wayne understand that these may be designs by community members, and not always professional artists?**

**A:** Yes, this is the understanding; nevertheless, there are certain minimum aesthetic and technical criteria that must be met.

**Q: Why do we have to get neighborhood association and adjacent property owner approval if the signal is on public property?**

**A:** The City wants to ensure that everyone with a stake in how the neighborhood looks and feels are given the opportunity to speak out before the project starts. We understand that not every design is going to please everybody, but we want to make sure that the artwork won't be suddenly destroyed because it is offensive or incompatible with the image an area neighborhood our group wants to present.

**Q: What if the completed signal is hit by a car or otherwise physically damaged?**

**A:** Unfortunately, the artwork would be damaged as well and the cabinet will need to be replaced by the city. The required MOU exempts the City of Fort Wayne and Division of Public Works from any liability for this kind of damage to the artwork. It is up to the sponsoring group whether or not to vinyl wrap or recreate the design on the new cabinet.

**Q: What if the City moves the cabinet to another location—are we still responsible for maintaining it?**

**A:** If it remains within the same neighborhood, yes; if moved outside the neighborhood, then DPW will release you from your agreement to maintain it. If the cabinet must be moved out of the neighborhood, DPW will likely replace the cabinet; the MOU the group signs with DPW indicate their understanding of this potential circumstance.

**Q: Who can make the vinyl cabinet wraps?**

**A:** There are a number of companies in Fort Wayne who have the ability to make vinyl cabinet wraps. Some suggestions for companies are listed below (in alphabetical order). Make sure they understand what they are printing for and the materials that should be used. The wraps will be installed on a stainless steel metal box and guarantees for material may be different than their typical installations. Products should be strong, and it is strongly suggested that you specify for an "overlamine" which is an additional layer of protection for the artwork. **Do Not Print or Install Vinyl Graphics Yourself.**

- **INKWORKS** **260-615-5988**
  - robb@inkworksfw.com
- **Paint the Town Graphics** **260-422-9152**
  - jeremiah@pttgi.com
- **Signs in Time, Inc.** **260-749-7446**
  - greg@signsintimeinc.com
- **BALDUS** **260-424-2366**
  - George@balduscompany.com

**Q: What kind of maintenance is required?**

**A:** The vinyl products should last at least 3 years and should require no maintenance. However, it is suggested that applicants check the artwork periodically for any kind of vandalism or wear and tear that may require removal or replacement. Depending on your desired length of installation, it may be an idea to consider 2 printed wraps to have 1 back-up in case one needs replaced in that timeframe. Good surface preparation, materials and protective coating on the artwork will help ensure a longer life.

**Q: What are the sizes of the TSC's?**

**A:** There is a template for each of the 3 types of signal cabinets used in the city. The applicant should verify the dimensions in the field to know which cabinet they are intended to wrap.

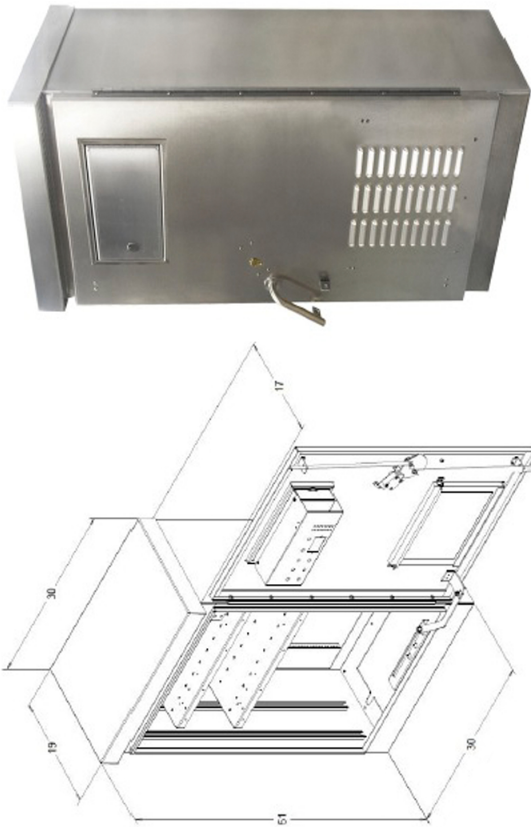
**Q: Where do we send pictures of completed cabinets?**

**A:** Please e-mail photos of completed cabinets to [TrafficEngineering@CityOfFortWayne.org](mailto:TrafficEngineering@CityOfFortWayne.org).

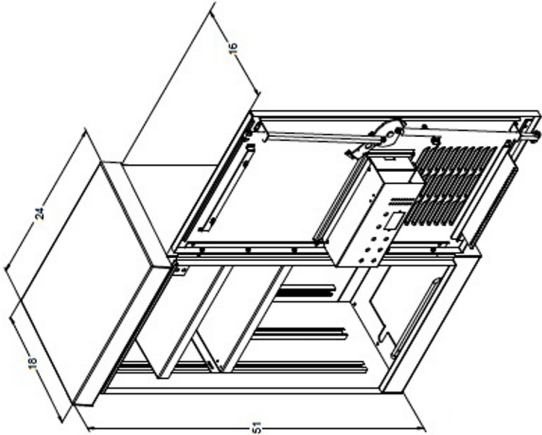
(Sample Below)

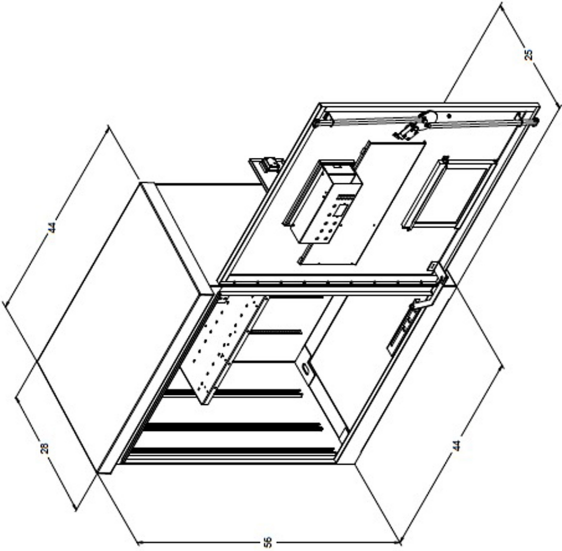
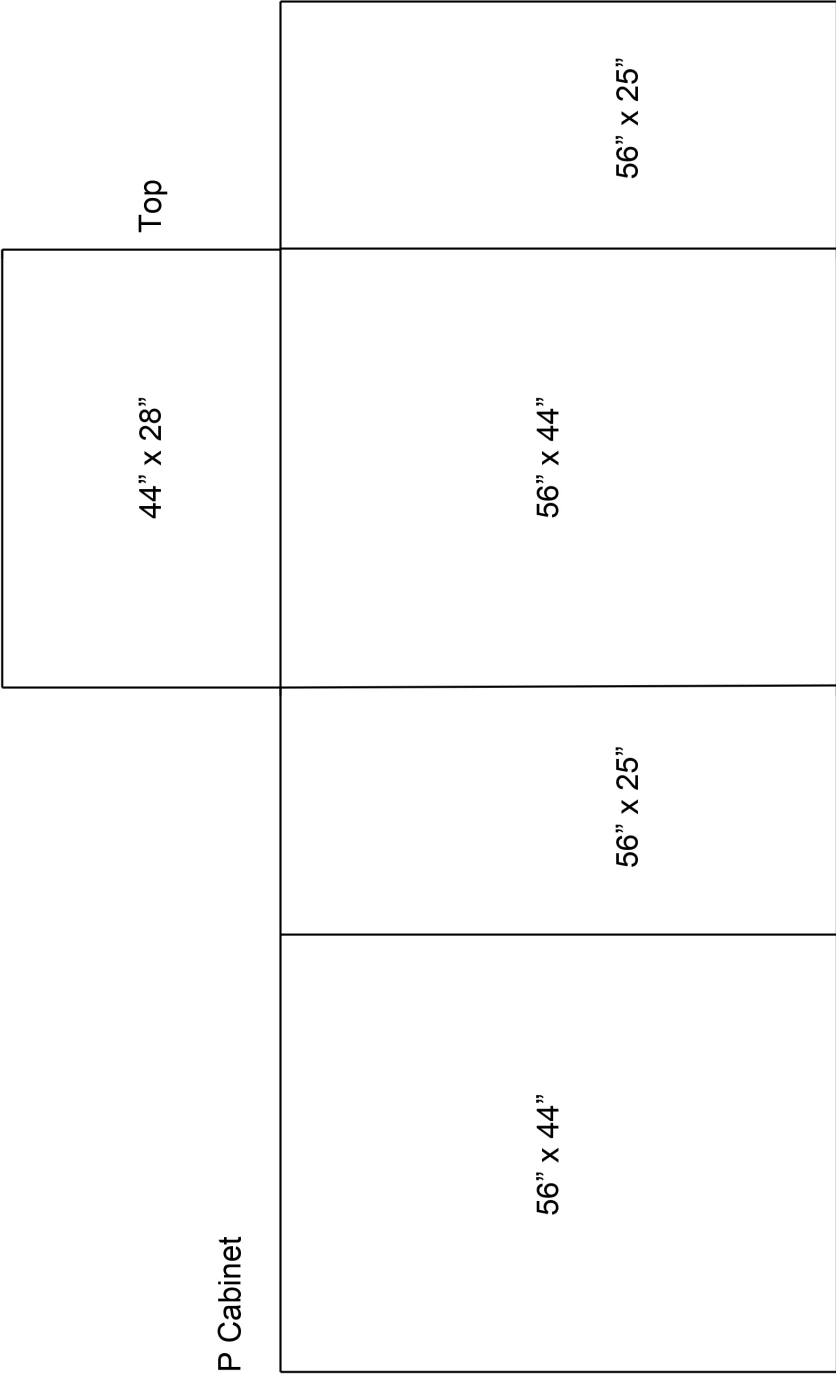


M Cabinet	Top		Side
	30" x 19"	51" x 17"	
	Front	Back	Side
		51" x 30"	51" x 17"



G Cabinet	Top	
	24" x 18"	51" x 16"
	Back	
	51" x 24"	51" x 16"
Front		Side







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**Art Program**

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**Application Form**

Group/Association Name: \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Emergency contact phone: \_\_\_\_\_

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**Location(s)**

Address/Intersection of Cabinet

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

Business or Neighborhood Association \_\_\_\_\_

*Please include a letter of support from the neighborhood association, or business association or private property where the cabinet is located.*

Address of adjacent Property \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_

**Application must also include a photo depiction of the artwork and approval of the artwork from the City of Fort Wayne Public Art Commission**



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**Memorandum of Understanding**

- The cabinet artwork is original or not copyrighted
- The affected "Association" has approved the location and design as submitted
- The applicant will send a photo of completed wrapping to [trafficengineering@cityoffortwayne.org](mailto:trafficengineering@cityoffortwayne.org)
- The applicant understands that if the artwork is damaged or vandalized, the city is not liable
- The applicant understands that if the cabinet has been vandalized, the city may request the artwork to be removed. If it is not removed within 72 hours, the city may remove the wrap
- The applicant understands that the city may be required to perform maintenance on the cabinet, and if necessary, may remove the cabinet and replace with a new cabinet without artwork if damaged or in need of replacement.
- The applicant understands that the cabinet may require relocation or work due to construction, and if required, the artwork display may be affected
- The applicant is responsible for all necessary safety measures during installation of the artwork while working within the public right of way
- The applicant is responsible for maintaining this cabinet for a period of 3 years. If the wrap is still in good condition and the applicant would like this to remain in place or place new artwork, the applicant must notify the Traffic Engineering office at least 1 month prior to the date of removal and re-submit the application
- The applicant understands that if there are damages to the cabinet due to installation, they may be liable for repairs

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date for Installation \_\_\_\_\_ Date for Removal \_\_\_\_\_

## Waiver of Rights for Artwork within City Right of Way

Artist has designed a work of visual art for consideration of placement within City Right of Way.

Artist's Name: \_\_\_\_\_

Title of Work: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of Work: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Artist agrees to voluntarily waive all rights to attribution and integrity with respect to the above described Work any and all claim as may arise under the Visual Artists Rights Act of 1990, 17 U.S.C. Section 106A and 113(d), and any other local, state, or international laws that conveys the same or similar rights.

The City of Fort Wayne, its agents, contractors, or officers have absolute right to change, modify, destroy, remove, relocate, replace, transport, repair or restore the Work located in the City right of way in whole or in part, at the City's sole discretion.

The City has no obligation to pursue claims against third parties for modifications or damage to the Work done without the City's authorization.

If the City modifies the Work without the Artist's consent in a manner that is prejudicial to the Artist's reputation, the Artist retains the right to disclaim authorship of the Work in accordance with 17 U.S.C. Section 106A(a)(2).

Artist understands the effects of this waiver and hereby acknowledges that the Artist is surrendering the rights described herein with respect to the Work.

\_\_\_\_\_  
Artist Signature

\_\_\_\_\_  
Date



**CITY OF FORT WAYNE  
HOLD HARMLESS RELEASE**

Name of Person Giving Release (your name): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Party Released: City of Fort Wayne, its agents and employees including Managers, Directors and Officers, administration, faculty and staff, boards and commissions. For good and valuable consideration, receipt of which is hereby acknowledged.

Release: I release and give up all claims, including claims for negligence, I now have or may have in the future against the Party Released arising out of my participation in the following volunteer/community service activity:

Name of activity: \_\_\_\_\_

I also understand that the volunteer activity set forth above is undertaken by me on a completely voluntary basis. I make this decision by choice and my participation in this activity is undertaken knowing that certain risks may be involved. These risks include, but are not limited to, property loss or damage and physical or emotional injury, temporary or permanent, and death. I recognize that the locations in which I am working can be dangerous, in day or in night, and I voluntarily assume the risk of these dangers by choosing to participate in the activity. I understand that the City of Fort Wayne does not assume any risk or liability due to my participation in this activity. I understand this release applies to all claims for property loss, injury or illness, or death or any other damages suffered by me, now or in the future, whether suffered in transport to the activity or during the activity itself.

Binding: This release binds me, my heirs and personal representatives. I understand that it benefits the heirs, personal representatives or successors and assigns of the Party Released.

Signed: Before signing my name to this Release, I state that:

1. I have read it.
2. I understand it and know that I am giving up important rights.
3. I sign it freely as my own act and deed, and
4. I intend to be legally bound by it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/legal guardian if student is under 18 years of age      Date

Addendum: I certify that I am covered by an independent health insurance policy.

Policy #: \_\_\_\_\_ Carrier: \_\_\_\_\_