



CITY OF NORWALK  
**TRAFFIC GRAPHIC PROGRAM**



The City of Norwalk’s “Traffic Graphic Program” is an ongoing public art project administered by the Department of Transportation, Mobility and Parking (TMP) in partnership with the Arts Commission. TMP is responsible for identifying and maintaining an inventory of available traffic control signal cabinets and issuing encroachment permits and the Arts Commission is responsible for review, comment and final approval of designs/artwork and promoting the artwork through public engagement activities. Artists, organizations and businesses may serve as curators for the program. Other City departments also participate in the program as curators/project managers, in some instances providing funding. For example the Norwalk Public Library has sponsored boxes featuring stories and poems and the Redevelopment Agency has sponsored boxes as part of its anti-graffiti efforts. Curators/sponsors must commit \$1,000 to cover all costs associated with each traffic graphic box including design, labor, and materials.

The Arts Commission encourages those interested in the program to consider the following:

- Identify a theme connected to the location/neighborhood/city. For example the literature themes sponsored by the library, historical themes sponsored by SPAG, etc.
- Provide Norwalk area artists with opportunities to submit designs for consideration.
- Explore the possibility of involving young people e.g., community-based organizations, schools, etc. in the design and/or selection process.

**REQUIRED MATERIALS:**

- Artists’ acrylic paint e.g. Golden’s or comparable (*Acrylic house paint not acceptable substitute*)
- Clear isolating coat e.g., Golden’s or comparable for protection, anti-graffiti, etc.
- *The anti-graffiti task force may apply a Mural Shield product to finished boxes.*

**PROCESS:**

- Identify one or more traffic control boxes and confirm with TMP whether or not they are available for this program
- Secure an encroachment permit (see Curator Responsibilities #6)
- Submit completed application with design to TMP and Arts Commission.

Artists, organizations and businesses interested in sponsoring/creating a traffic box should familiarize themselves with the requirements and submit a completed application for review and approval to Transportation, Mobility and Parking – Judy Archer, [jarcher@norwalkct.org](mailto:jarcher@norwalkct.org) at 203-854-7260 and Arts Commission – [livelovenorwalk@gmail.com](mailto:livelovenorwalk@gmail.com).

**APPLICATION FORM**

\_\_\_\_\_ CURATOR is authorized to decorate, according to the terms and conditions of the approved “Traffic Graphic” Community Project Sketch Design, the traffic signal cabinet numbers x \_\_\_\_\_ located at \_\_\_\_\_ (attached specific locations for traffic signal cabinets and department/agency responsibility).

**TERM:**

Three months to complete assigned TG Boxes from signed MOU. The authorization shall remain in effect until terminated by either party.

**COMMUNICATION:**

CITY and CURATOR/PROJECT MANAGER will regularly communicate about the status of the project as well as the status of the traffic box. The CITY will make every attempt to notify the CURATOR/PROJECT MANAGER prior to any removal or structural repair or planned relocation of this public art project.

**RELEASE:**

It is recognized that participation in the “Traffic Graphic” program requires participants to enter into and work on property that is owned by the City of Norwalk and that such activity is voluntary and of a not-for-profit nature.

**INDEMNIFICATION:**

The CURATOR/PROJECT MANAGER shall indemnify, defend and save the CITY harmless from and against any and all liabilities, obligations, damages, penalties, claims, loss, costs and expenses, including reasonable attorney’s fees, arising out of, in connection with, or related to CURATOR/PROJECT MANAGER adoption and painting of the identified traffic signal cabinet.

### **CITY RESPONSIBILITIES:**

The term CITY shall be construed to include the Norwalk Transportation, Mobility and Parking Department (TMP) and Norwalk Arts Commission. Upon execution of this authorization the CITY shall:

1. Authorize the painting of the box numbered as above through timely review and execution of this application.
2. As necessary for the integrity of the painted design, enable the relocation of signal cabinet identification label(s). In the case where the label(s) will not interfere with the design, the painter(s) will mask the existing labels to avoid over painting.
3. Facilitate the payment of selected CURATOR/PROJECT MANAGER \$1,000 per TG box which includes individual artist payment, materials and supplies and project management. Pay 50% upfront for working capital. The remaining 50% after notice of completion of all the assigned TG boxes. Payment may come from different sponsors.
4. Artist/organization transfers all rights, title and interest in the finished TG with any and all rights of copyright. I further acknowledge that due to the nature of the public display, the City shall not be liable for any distortion, mutilation, modification or destruction of the finished TG by accident, act of God or person. I hereby waive my rights under the Visual Artists Rights Act (VARA), 17 U.S.C. 106A as against the City in the event of such distortion, mutilation, modification or destruction. I further acknowledge and agree that if the finished TG is vandalized, damaged or otherwise modified and I am unable or unwilling to promptly repair such alteration, the City shall have the right to make, or have made, such repairs, even if the repairs constitute a distortion, mutilation or modification under VARA. I hereby waive my rights under VARA in the event and to the extent the City deems such repair necessary. I hereby swear that I (we) am the sole author of the designs and sketches and that the design and sketches are an original work of authorship which does not infringe upon the copyright rights or any intellectual property rights of others, and that I have the unencumbered right to make this assignment.
5. Assist with Marketing and Publicity efforts.
6. Notify the CURATOR/PROJECT MANAGER when requirements are not being met.
7. Terminate the authorization should the CURATOR/PROJECT MANAGER refuse to correct the requirement deficiencies.

### **CURATOR/PROJECT MANAGER RESPONSIBILITIES:**

1. CURATOR/PROJECT MANAGER will select the artist(s) to paint the assigned traffic cabinets based upon adherence to the rules set forth and approved in the Sketch Design.
2. Painting theme will be designed around a THEME TBD.
3. The CURATOR/PROJECT MANAGER will submit the design to the CITY for approval.
4. The CURATOR/PROJECT MANAGER will provide a safe and secure area to perform and complete the work including but not limited to safety vests, paint, drop cloths, and a temporary sign indicating "ownership" of the cabinet design. The CURATOR/PROJECT MANAGER will provide their own brushes, cleaning and other necessary materials and be responsible for maintenance of the area during the painting process.
5. The CURATOR/PROJECT MANAGER shall maintain the painted design throughout the term of this agreement. Maintenance shall be construed to mean the removal of graffiti, repair of scratches and fading and/or peeling paint. Final artwork must be covered with an anti-graffiti coating.
6. The CURATOR/PROJECT MANAGER will obtain a DPW encroachment permit before beginning any work and include as part of the application ([dpwpermits@norwalkct.org](mailto:dpwpermits@norwalkct.org) or 203-854-3200).
7. The CURATOR/PROJECT MANAGER will submit an installation and completion schedule with the application.
8. Notify the City that the traffic graphic project is complete.
9. Provide before and after photographs and/or video to document the process.
10. Traffic cabinets that have a gray electric service box attached to it, will NOT be painted.

Date

Date



Director  
Transportation, Mobility & Parking



Chairman  
Norwalk Arts Commission



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**TRAFFIC GRAPHIC PROGRAM**



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**Name of Project/Design**

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Curator/Project Manager

Date of Submission

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Last Name, First Name

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Address (Street)

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Address (City, State, Zip)

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Email Address

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Phone Number