Norwalk Transportation, Mobility & Parking Department

Artistic Crosswalk Application

Applicant Name: ___________________________ Date: ________________

Email: ___________________________________ Phone: ______________

This application must be submitted on behalf of a neighborhood organization, business association, or other sponsoring organization in the project area.

Name of sponsoring organization: ______________________________________

Website URL: ___________________________ Phone: __________________

Designated organizational representative, if different from applicant:

Name: __________________________________

Email: ___________________________ Phone: ______________________

Location Information: Attach photographs of the overall site and existing conditions. Photos should show existing marked crosswalks with detail of pavement condition. Attach a drawing of the proposed design, using Attachment “A”. It may be hand-drawn sketch or a computer-generated illustration. Include all details and colors desired. The design must conform to the City's design guidelines. Location must have an existing marked crosswalk. If it does not, contact the City Customer Service Center at 203-854-3200.

Intersection requested (identify by cross streets): ____________________________

______________________________
For which legs of the intersection is the crosswalk proposed?

Special notes about the site:

How many lanes does the street contain?

Is it a one-way _or a two-way street?
Nearest street address:__________________________

Closest Cross Street:__________________________

**Design Concept.** Describe the intent and general design concept for the artwork. Attached additional sheets if necessary.

_______________________________________________

_______________________________________________

_______________________________________________

**Design Proposal -**Please provide a full color image of your proposed design on the crosswalk template provided. The installation team will make every effort to match the design and colors as closely as possible. The applicant may be requested to provide stencils.

How does your design showcase the character, culture and/or history of the neighborhood?

_______________________________________________

_______________________________________________

_______________________________________________
Does it serve as a gateway to civic, commercial and mixed-use areas? Describe:


What destinations are within a block of this location?


Who will use and benefit from the Artistic Crosswalk?


What other needs or considerations inform this proposal?


Community Support

Applicants are responsible for obtaining and evidencing support from neighboring property owners and tenants about the proposed project and for obtaining strong community support for the design proposed. Applicants are responsible for providing a letter and explanation, including city contact information, and a copy of the proposed design to all property owners and commercial tenants (if applicable) within two hundred (200) feet of the proposed location.

In addition, please provide letters of support from at least three (3) neighborhood organizations (e.g. the local merchants' association, neighborhood businesses, adjacent school, the neighborhood associations) to support your concept. The contact information of these project supporters must also be provided so City staff can independently contact these groups to verify their support. Attach an additional sheet if necessary.

Name/Email Address of person and organization applying:

1) ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

2) ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

3) ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
Fees

The City will pay 50% (up to and not exceeding $7,500) the cost to install the approved design. Cost depends on the design complexity of the project but is estimated between $12,000 and $15,000. Please note—Special projects that fall outside the guidelines of this program may have unique costs and the costs could be higher.

The applicant is responsible for raising the balance of the cost of the project. The applicant is responsible for community outreach. In addition, the City requires 5 years of maintenance funds to be placed into an escrow account, which will be 10% of the total cost of the project installation. The application will include the concept, drawings, etc., and show funds raised and community consensus.

Once the application is complete, it will be evaluated by TMP staff and review committee and then forwarded to the Traffic Authority for approval. The applicant will be notified when the meeting is scheduled. The applicant will be invoiced PRIOR to the installation date; payment is due before project start.

Please allow up to 30 days for staff to review the application. You will be contacted by a representative of the Norwalk Transportation, Mobility and Parking Department regarding whether your project has been approved or whether modifications are needed. Applications shall be submitted electronically to: Judy Archer, Administrative Assistant, Transportation, Mobility & Parking at jarcher@norwalkct.org or call (203) 854-7831 or Kathryn Hebert, Director TMP at khebert@norwalkct.org or (203) 854-7736.

Comments or special information:
PLEASE READ AND SIGN BELOW

Maintenance and Permit Holder Agreement (encroachment permit)
1. Artistic Crosswalk permit holders are responsible for installing and maintaining the art within the crosswalk and understands that the City will not maintain the artwork, and will not replace artwork if the crosswalk fades, is damaged, or is not adequately maintained. Permit holders are responsible for the cost of maintenance. These funds will be placed in escrow to maintain the crosswalk for five (5) years and the City will use those funds to maintain the artistic crosswalks.
2. Artistic Crosswalk permit holders understand that roads are subject to repaving and maintenance at any time and that City will not be held responsible for replacing the artwork shall this occur.
3. At the program’s discretion, additional permittee responsibilities may be stated on the street occupancy permit.
4. No modification shall be made to any crosswalk installation that was authorized by a street occupancy permit without prior approval from the City Traffic Engineer.
5. Failure to maintain approved artistic crosswalk will result in the crosswalk being returned to its prior condition upon repaving the street, or during regularly scheduled maintenance.
6. A traffic control plan and street occupancy permit must be obtained at the expense of the applicant every time the artistic crosswalk requires maintenance.
7. Failure to adhere to these permittee responsibilities may result in the issuance of administrative citations, the removal of the crosswalk art, and revocation of the street occupancy permit.

Indemnity Agreement
As a condition of the permit requested, the permit holder agrees to defend, indemnify, reimburse and hold harmless City, its appointed and elected officials, agents and employees for, from and against all liabilities, claims, judgments, suits or demands for damages to persons or property arising out of, resulting from, or relating to the work performed under the permit ("Claims"), unless such Claims have been specifically determined by the trier of fact to be the sole negligence or willful misconduct of the City. This indemnity shall be interpreted in the broadest possible manner to indemnify City for any acts or omissions of the holder of the permit or its subcontractors either passive or active, irrespective of fault, including City's concurrent negligence whether active or passive, except for the sole negligence or willful misconduct of City. Proof of insurance is required as part of the permit.

By submitting this application, I understand and agree to the above agreements as conditions of the Artistic Crosswalk approval requested.

Signed: ___________________________________________ Date: __________________________

Print: ___________________________________________ Date: __________________________
Attachment “A”