



**DISTRICT 4
TRANSPORTATION ART/ COMMUNITY IDENTIFICATION PROPOSAL
INSTRUCTIONS**

Transportation Art & Community Identification Proposals must be submitted for review and approval prior to submittal of Caltrans Encroachment Permit Application

For complete guidance and information regarding preparation of proposals for Transportation Art and Community Identification, see Chapter 29, Section 9 &10, of the Caltrans Project Development Procedures Manual (PDPM)

Use Adobe Reader "Fill-and Sign" tool to complete the form

- 1) Applicants may be Local Public Agency (e.g., city or county) or tribal government, or non-federally recognized tribe (referred to as LPA) supporting the proposed transportation art or community identification and representing the community where the transportation art or community identification will be placed.
- 2) The forms must be completed in their entirety and signed by an official who is authorized by the LPA to commit the required local resources for the proposed project.
- 3) Only proposals submitted by the LPA will be accepted for consideration. Forms prepared by individuals, businesses, non-profit or other organizations will not be accepted and must be submitted through a responsible LPA or tribal government. If a proposal is submitted for more than one project at the same time, the Cover Sheet (Form 1) should indicate the project's priority to assist Caltrans in conducting timely reviews.
- 4) Submit 1 electronic and 3 hardcopies of the completed proposals to Caltrans. **All** copies should be stapled in upper left-hand corner of the application. Bound copies will not be accepted.
- 5) Do not attach a cover. The first page (Cover Sheet) of the form must be on top and visible on each copy.
- 6) Any attachments should clearly identify the project name, location and section of form it supports. Attachments should be in a reproducible format, sized at 8.5 " x 11". Drawings/ maps should not exceed 11" x 17" (folded accordion style) but 8.5" x 11" is preferred. Photographs or photo simulations should be large enough to show overall composition of the transportation art or community identification in context with the proposed location. Additional photographs, drawings or photo simulations may be included to show detail that would allow Caltrans to evaluate suitability for installation within the State right-of-way.
- 7) Applicants should address or deliver proposals to:
*David W. Eng
Caltrans District 4
Office of Landscape Architecture, MS 9C
PO Box 23660
Oakland, CA 94623-0660*
- 8) Once approval is granted, the LPA must submit an encroachment permit application and provide the necessary information and clearances as instructed or a completed cooperative agreement before proceeding with transportation art or community identification installation.



Transportation Art / Community Identification Proposal

Cover Sheet

Lead Public Agency (LPA)

- Transportation Art**
- Community Identification**
- Part of Larger Project (EA: _____)**
(Check applicable box)

Project (example: "Mural on abutment wall and structure at Route 101/9th Street Undercrossing")

Name: _____

City: _____ County: _____ Local Cross Street: _____

State highway(s) / route(s) affected: _____ Post Mile or Bridge No. : _____

Contact Person

Name: _____

Title: _____

Phone: _____ Fax: _____

Email: _____

Mailing Address: _____

Nature of Art / Identifier (Check all that apply)

- _____ Statuary or Sculpture (Free-standing)
- _____ Painting(s) or Mural
- _____ Mosaic(s)
- _____ Decorative treatment added to existing structures
- _____ Other (Explain)

Proposed Installation Date: _____

If temporary, proposed removal date: _____

If permanent, expected lifespan*: _____ years

(*Maximum 20 year lifespan. Permit can be renewed for longer duration)

PEER Review: _____ Yes _____ No

(If "Yes", see attached file)

(Caltrans Office Use)

This project has been reviewed by the District Transportation Art Committee (DTAC) for compliance with the policy and requirements under the Caltrans - Transportation Art and Community Identification Programs and is cleared for the Encroachment Permit Application process

Caltrans Concurrence by District Transportation Art Committee (DTAC) (Sign and Date)

_____ Date

Print Name and Title

(Caltrans Office Use)



Transportation Art / Community Identification Proposal

APPLICANT CERTIFICATION

I certify that the _____ - (**LPA Applicant**) supports the proposed Transportation Art/Community Identification (ID) project, and is the responsible Local Public Agency or tribal government representing the community where the transportation art or community ID will be placed.

I understand that a separate encroachment permit application will be filed by the LPA applicant with the District Encroachment Permits Unit.

I certify that I have read and understand the requirements for the Transportation Art and Community Identification Program as stated in Chapter 29 - (Section 9 & 10) of the **Caltrans Project Development Procedures Manual (PDPM)**, and that the Transportation Art/Community Identification proposals are complete.

In addition, I certify that the _____ - (**LPA Applicant**) will be responsible for:

- All costs associated with the design, engineering, testing, construction and installation of the proposed transportation art or community ID including labor, materials, supplies, and traffic control, maintenance and removal
- Obtaining and documenting local community support for the transportation art or community ID project
- Providing an adopted local agency or tribal government resolution supporting the proposed transportation art or community ID. The adopted resolution must describe:
 - 1) *The local agency's jurisdiction in the vicinity of the project site*
 - 2) *The date of public consideration and comment of the proposed transportation art or community ID*
 - 3) *The approval of the transportation art or community identification content and location*
 - 4) *The proposed life span of the project*
 - 5) *The local agency's commitment to ensure maintenance of the transportation art and community ID, including timely graffiti removal/repair, and removal (or restoration) at the end of its life span*
- Providing an executed and notarized copyright assignment and transfer agreement containing terms and conditions approved by Caltrans from the artist
- Removing the transportation art or community ID at the end of its useful life cycle, at the end of the term of the permit, or if requested by Caltrans and returning the site to a condition as good or better than at the start of the project.
- The artist(s) and the _____ - (**LPA Applicant**) will adhere to and remain in compliance with Caltrans' rules, regulations and any additional restrictions Caltrans may apply to the transportation art or community ID project.
- Providing the name, address and telephone number of each responsible person who will be working within the State right of way to construct, maintain, rehabilitate or remove the transportation art and community ID.

Signature _____ Date _____

Printed Name: _____ Title _____

Resolution No. (Supporting Project) _____ Date Adopted _____



Transportation Art / Community Identification Proposal

PROJECT DESCRIPTION

A) *Transportation art and community ID description: (the content, size, and proposed location; proposed lifespan; a brief description of the existing site conditions; and a brief description of the resulting conditions after installation. If part of a larger project, provide brief summary of how art or community ID will be integrated into overall project)*

Attached reproducible drawings, maps, photographs, photo simulations or other appropriate documents (no larger than 11" x 17" and preferably 8.5" x 11").

Community ID Text (if applicable): _____

_____ (Check here and add attachments if more space is needed)

B) *Briefly describe the construction and installation techniques; traffic control and operation plan for this project. Include any specifications, technical data sheets and details necessary to convey construction methods and proposed materials, including, but not limited to paint and protective coatings. Provide schedule of construction/installation.*

_____ (Check here and add attachments if more space is needed)



Transportation Art / Community Identification Proposal

PROJECT DESCRIPTION

C) Describe the extent to which this transportation art or community ID implements the values of the local community Refer to Chapter 29 - (Section 9 & 10) of the **Caltrans Project Development Procedures Manual (PDPM)**.

_____ (Check here and add attachments if more space is needed)

D) Describe the process used for review and approval of the transportation art or community ID by local agencies, neighborhoods or communities adjacent to and most affected by the proposal. List public meetings, environmental hearings (if required), resolutions, legislative actions, etc. affecting development of this project. List the government agencies, public or private organizations, and individuals that have endorsed this project.

Attach copies of endorsement letters and other written proof of support from the parties most affected by the proposed transportation art or community ID.

_____ (Check here and add attachments if more space is needed)

E) Does any part of the project affect existing utilities? _____ Yes _____ No
If "Yes", describe the type and owner of the utilities affected and how they will be impacted or mitigated.

_____ (Check here and add attachments if more space is needed)

F) Does any part of the project require the disturbance of soil? _____ Yes _____ No
If "Yes", estimate the area (SQFT or acres) and describe the nature of the soil disturbance.

_____ (Check here and add attachments if more space is needed)



Transportation Art / Community Identification Proposal

PROJECT DESCRIPTION

G) Does any part of the project encroach on, cross, or will be within 25 feet of the centerline of railroad right-of way?

_____ Yes _____ No

If "Yes", describe the nature of the encroachment, the impact and whether an agreement is in place between the railroad and the Local Public Agency or Tribal Government that covers the encroachment.

_____ (Check here and add attachments if more space is needed)

H) Does any part of the project cross or will be within 25 feet from the edge of pavement of State highway, expressway or freeway? _____ Yes _____ No

If "Yes", provide a traffic control plan for review and approval by the District Traffic Safety unit

_____ (Check here and add attachments if more space is needed)

I) Does any part of the project cross or will be within 5 feet from the edge of curb or pavement of local streets and roads? _____ Yes _____ No

If "Yes", provide a traffic control plan approved by the responsible Local Public Agency department (i.e. Public Works, Traffic & Parking Control, etc.)

_____ (Check here and add attachments if more space is needed)

J) Provide a Cost Estimate for the proposed project, Include breakdown for labor, materials & equipment, operational (traffic) control

_____ (Check here and add attachments if more space is needed)

K) Provide a copy of all agreements between the artist(s) and the Local Public Agency or Tribal Government pertaining to ownership, copyrights, installation, operation, maintenance and removal of the transportation art or community ID.

*The State of California requires an executed and notarized copyright assignment and transfer agreement regarding removal, ownership, copyrights, and indemnification, as described under Chapter 29 - (Section 9) of the **Caltrans Project Development Procedures Manual (PDPM)**.*



Transportation Art / Community Identification Proposal

PROJECT DESCRIPTION

L) *Provide the name of artist and description of his/her work and background (Artist's Resume)*

_____ *(Check here and add attachments if more space is needed)*

M) *Briefly describe the removal plan of the transportation art or community ID at the conclusion of the term of the permit (unless renewed), if it becomes a safety hazard, if it deteriorates beyond repair, or if Caltrans requests removal to accommodate proposed transportation improvements.*

_____ *(Check here and add attachments if more space is needed)*



Transportation Art / Community Identification Proposal

PROJECT DESCRIPTION

N) *Briefly describe the proposed long-term maintenance plan and schedule*
(Maintenance practices must protect air and water quality as required by law)

- *Regular Cleaning:*

- *Graffiti Removal/Damage Repair:*

(Caltrans policy requires prompt and timely removal of any offensive messages or other graffiti within 3-5 days)

- *Restoration Work:*

- *Other Work:*

_____ *(Check here and add attachments if more space is needed)*