



# Traffic Control Box Beautification

## Arts in the Right-of-Way (AROW) Program

In addition to their intersection control functions, traffic control boxes provide an opportunity for community beautification and art. Through this new permit, DDOT is committed to working with interested groups to beautify these traffic control boxes in the public space. This permit is part of DDOT's [Arts in the Right-of-Way \(AROW\) Program](#).

### Eligible Organizations

The following organizations are eligible to apply for a Traffic Control Box Beautification permit:

- Business Improvement Districts (BIDs);
- Nonprofits and community-based organizations;
- Ground-floor business owners; and
- Property-owners adjacent to the control box.

Traffic Control Box Beautification is typically associated with these organizations because of the cost of installation and more importantly, the maintenance required by the Applicant.

### Requirements

The following are DDOT's requirements for an art wrap on traffic control boxes. All requirements will be checked for during the permit review process. Depending on the specific location, DDOT may include additional requirements to ensure safety of all roadway users.

### Design Requirements

- Art should reflect the culture, spirit, and history of the District in a way that is appropriate for the location of the utility box.
- Color schemes cannot use darker shades and shall not increase the temperature of the cabinet.
- Cannot include any form of advertisement or copyright protected images.
- Artwork shall not include speech of any kind.



- Artwork can include QR codes that provide additional information but cannot include any form of advertisement or copyright protected images.
- DDOT holds the right to deny or request modification to design.

## Installation Requirements

- Contractor shall agree (upon request from DDOT Traffic Signal) to supply measuring equipment to facilitate DDOT with conducting temperature readings before and after installation.
- Contractor shall not attach any objects, statues, or figurines to cabinets.
- Contractor shall not drill into cabinet or install any objects using a fastening device.
- The wrap shall not block any cabinet ventilation.
- The wrap shall not cover or impede locks and hinges.
- Power-washing and removing paint during installation are prohibited and can result in a fine.

## Maintenance Requirements

- Applicant must sign a maintenance agreement taking full responsibility for maintenance of the art.
- DDOT reserves the right to remove wrap to attend to maintenance or modification of the traffic control box.
- DDOT will conduct an inspection post-installation to ensure art does not impede function of the traffic control box.

## Permitting Process

Applicant can apply for Traffic Control Box Beautification through DDOT's [Transportation Online Permitting System \(TOPS\)](#). For any questions about the process or required documents, please email the AROW team at [neighborhood.planning@dc.gov](mailto:neighborhood.planning@dc.gov). In addition to review by DDOT's AROW team, permits will also be reviewed by DDOT's Traffic Engineering and Signals Division. Below are the documents that are required for submission in TOPS.

## Required Documents

- **Site Plan**
  - Closest intersection to traffic control box
  - An aerial map of the location of the traffic control box
  - Photographs of traffic control boxes and surrounding site
- **Installation Diagram**
  - Measurements of traffic control box
    - Locations and measurements of vents on box
  - Artwork as it would be applied to traffic control box
  - Detail of the material that will be used
- **Signed Maintenance Agreement**



- **Demonstration of broad neighborhood support, including any of the following:**
  - Letters of support from:
    - Property owners
    - Adjacent businesses
    - BID or other Neighborhood organizations
  - Petition signed by nearby residents
  - ANC resolution

## TOPS Instructions

Once logged into TOPS, Applicants should apply for all AROW projects through the *Other Work Related Occupancy* permit category found under *Occupancy Permits* in TOPS. This permit will be reviewed for both the artwork and the installation plan. Please follow the instructions below regarding permitting:

- TOPS will ask for a building permit number, enter 99999999 to bypass and continue with the permit;
- TOPS will ask for the location of the permit, the applicant should use the block range rather than the address (for example, submit the 800 Block of 14<sup>th</sup> Street NW rather than 801 14<sup>th</sup> Street NW);
- Submit all required documents when prompted to upload documents. It does not matter what category they are uploaded in;
- If the Applicant has not been in contact with the AROW team prior, please sent permit tracking number to [Neighborhood.Planning@dc.gov](mailto:Neighborhood.Planning@dc.gov) once the application has been submitted in TOPS.

## Installation & Inspections

DDOT must be on site during installation and will conduct an inspection after the applicant installs the permitted art wrap on designated traffic control box. DDOT reserves the right to remove or modify the wrap to ensure the traffic control box can function correctly and safely.