



Date _____
Tracking Number _____

UTILITY BOX PAINTING PERMIT APPLICATION

Location of utility box (intersection or closest municipal address):

Description of utility box's position at intersection or relative to address:

Specifications of proposed artwork, including materials to be used:

Proposed title: _____

SPONSOR/FUNDER INFORMATION

Organization name: _____

Organization phone: _____ Organization email: _____

ARTIST INFORMATION

Artist name: _____

Artist phone: _____ Artist email: _____

REQUIRED ATTACHMENTS

- Scaled image depicting artwork design and content
- Copy of general liability insurance in the amount of \$1,000,000, naming the City of New Orleans as an additional insured or indemnity (the address of City of New Orleans for insurance purposes is:
1300 Perdido St
New Orleans LA, 70112

Note: before approval and issuance of a Utility Box Painting Permit, a Hold Harmless Agreement will have to be executed with the Department of Public Works.

FEES

Application fee: \$50

ACKNOWLEDGMENTS

I certify that the above information is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code whenever a permit or license is issued in error or on the basis of incorrect, inaccurate, or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans, Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes.

Applicant signature: _____ Date: _____

UTILITY BOX PAINTING PROGRAM INFORMATION

APPLICATION PROCESS

Applications must be submitted no less than 45 days prior to scheduled painting activities, weather permitting.

Approved applications are valid for one year. Reservations are finalized upon the City's issuance of an approval. To apply, fill out the form on the reverse of this page and submit it along with the required attachments to the City of New Orleans' One Stop Shop, or file an application online at onestopapp.nola.gov (required attachments can be uploaded with your online application).

USE OF CITY PROPERTY

The use of City-owned assets through the Utility Box Painting Program is a privilege that the City is proud to offer. The City maintains the right to reject any application for the use of its property if the proposed artwork will not raise awareness of or promote an event, individual or group, or occasion that has a direct and substantial local civic or community benefit, or will not benefit the citizens of New Orleans. The City reserves a right of first refusal to use its property for City-sponsored events at any time. In the event the City plans to replace the utility box or there are conflicts with an approved application before artwork is installed, the applicant will be afforded either alternative locations or the opportunity to re-apply for another utility box location. Utility boxes, regardless of whether they are painted, are the property of the City of New Orleans.

LOCATION

Reservations for specific locations may be made up to six months in advance.

DURATION

Utility box paintings may be displayed for a maximum of five years or until the painting begins to show wear, is illegible, or is damaged, whichever comes first. A City designee will determine if the box requires touch-up or repainting. The City may grant extensions for limited purposes, including for the purpose of promoting events that receive public funding or districts that have a direct and substantial civic or community benefit. The City may require removal of paintings that show extensive wear.

PAINTING

Painting the utility box is the responsibility of the applicant. Artwork must be installed according to the City's specifications set forth below and match the artwork submitted during the application process. Artwork not installed per City specification and/or deemed to be a public safety hazard will be removed, and the cost of the removal will be the applicant's responsibility. Any contractor or artist hired for painting shall consider safety and proximity to railways, and electrical certifications if such artwork is being installed near streetcars.

Utility boxes in active construction zones may not be painted until construction is completed. The Department of Public Works is authorized to grant a waiver to this requirement.

Utility boxes displayed for the purpose of promoting a hospital district, business district, or educational institutions should be installed no more than six (6) blocks away in any direction from the district or institution being promoted. The City retains discretion to allow exceptions to the six (6) block radius guideline. Paintings may not mimic traffic lights, traffic signs, streetlights, public utility lines, street names, and/or parking limitations, or impede traffic or transportation.

SPECIFICATIONS

Standard utility boxes are 44" wide, 64" tall, and 26" deep, and each cabinet houses valuable safety equipment. The exact cabinet size may vary. Applicants are responsible for confirming cabinet dimensions. Each box contains a locking mechanism. The artwork may not obstruct, delay, or prevent access to the box at any time. The applicant is responsible for the design and maintenance of the artwork. Artwork that fails to meet the design specifications will not be allowed to be installed.

MAINTENANCE

The applicant will be responsible for the maintenance, replacement, and upkeep of artwork while installed on the City of New Orleans' utility boxes. *The City shall not be responsible for loss or damage to artwork from any cause.* The City may, without notice, remove boxes that are damaged or otherwise obsolete at any time. Utility boxes, and elements of the boxes that require replacement, will be salvaged to the greatest extent possible and stored at the City's Sign and Signal Shop. If possible, elements of the box will be used at other locations, as needed. Elements of the salvaged cabinets, regardless of whether they are painted, are the property of the City. The City will not reimburse any group or individual any fees incurred commissioning artwork on the utility box if, for any reason, the box is damaged or becomes obsolete.

DAMAGE LIABILITY

The applicant will be responsible for all costs to repair damages to the cabinet caused by installation, while installed, and removal of the artwork on the City of New Orleans utility boxes.

NOTIFICATION OF APPROVAL

If approved, the City will notify the applicant no later than 15 days prior to requested date of installation. The City will notify the applicant of any scheduling or location conflicts upon initial review of the application. For an approval to be valid, it must be signed by the City.

CANCELLATIONS

An application may be canceled at any time.