

# GUIDELINES FOR APPLICATION OF DECORATIVE TREATMENTS FOR TRAFFIC SIGNAL CABINETS



## **Introduction**

Legislation enacted during the 2017 General Assembly of Maryland directed the Maryland Department of Transportation (MDOT) State Highway Administration (SHA) to establish a policy regarding the application of decorative treatments on traffic control devices that have been marred by graffiti or vandalism. In 2018, SHA established a program enabling citizen groups to beautify their neighborhoods and actively discourage vandalism by installing decorative treatments on traffic control devices.

The purpose of these guidelines is to provide information about program requirements and the application process for installing decorative treatments on traffic control devices. Given the ease of installation and removal of vinyl wraps, SHA prefers vinyl wraps to paint as a decorative treatment and recommends that only vinyl decorative treatments be used on traffic signal cabinets.

As this program is primarily driven by citizen groups, the role of SHA is to review and approve locations and issue permits. Project applicant responsibilities include the following:

- Identify specific traffic signal cabinets and obtain approval from SHA for their use in this program.
- Contact and obtain approvals from any appropriate registered neighborhood associations (where such associations exist) and all private owners of property that touch the public right of way where the traffic signal cabinet is located.
- Use a self-defined selection process to identify an artist and artwork and obtain approval of artwork from the appropriate County Arts Council, which can be found at: <https://www.msac.org/meet-your-county-arts-council>.
- Sign agreements with the artists and fund all aspects of the project through grants, contributions, and sponsorships.
- Maintain the traffic signal cabinets wraps in good condition for 5 years.
- Return the traffic signal cabinets to their original “blank” condition when the project concludes or commit to rewrapping the boxes with new artwork by submitting a new application.

## **Who Can Apply?**

Neighborhood Associations, Non-Profit Organizations, Community Development Corporations (CDC's), and business/merchant associations may request the initiation of a decorative treatment project. Applications from individual merchants or businesses will not be considered.

## **How to Apply?**

Installation of decorative treatments on a traffic signal cabinet requires a three-step process:

### **Step 1: Location Approval**

As soon as the applicant has identified the target traffic signal cabinet(s), they should contact SHA Office of Traffic and Safety (OOTS). The SHA OOTS can be reached by mail or in person at the following address:

7491 Connelley Drive  
Hanover, MD 21076

By phone at: 1-888-963-0307

Or by email at: [DecorativeSignalTreatments@mdot.maryland.gov](mailto:DecorativeSignalTreatments@mdot.maryland.gov)

The applicant should provide documented proof that the traffic signal cabinet(s) has/have been marred by graffiti or vandalism such as: illicit writings or drawings; illegal postings; or blight from incomplete mitigation of graffiti. Please note that traffic signal cabinets adjacent to roadways with a posted speed limit of 45 MPH or higher will not be approved.

SHA OOTS will research the history and maintenance logs for the traffic signal cabinet and work with other divisions within SHA to identify any near-term or short-term projects that may impact the traffic signal cabinet. SHA OOTS will provide their findings to the applicant within 10 days per location of receiving the initial request. This process is intended to help the program participant narrow their options and select appropriate traffic signal cabinet(s).

Once SHA has provided location approval, the program applicant may proceed with the selection and acquisition of artwork.

- Artwork should have a consistent style and medium; and imagery should wrap around all faces of the traffic signal cabinet in a continuous flow.
- Artwork shall not affix hardware to or penetrate the traffic signal cabinet.
- Artwork shall not contain advertisements, an image or description of graphic violence, profanity or pornography.
- Artwork shall not demean or disparage any individual or group of individuals.
- Artwork shall not violate copyright or any other legal ownership interest.
- Artwork shall not unnecessarily engage the attention of drivers or cause driver distraction.
- Artwork may include signage no more than 1 square foot in area. Signage may include: an artist signature, an appropriate phone number or email contact to report vandalism, the name of a sponsoring organization or applicable funding source, or a small logo.
- Artwork shall allow full box operation by leaving hinges, door handle and vents freely operational.

## **Step 2: Permit Approval for Installation and Maintenance**

The applicant may apply for approval to install and maintain the artwork by submitting a complete, signed application to the appropriate SHAOOTS. A complete application includes:

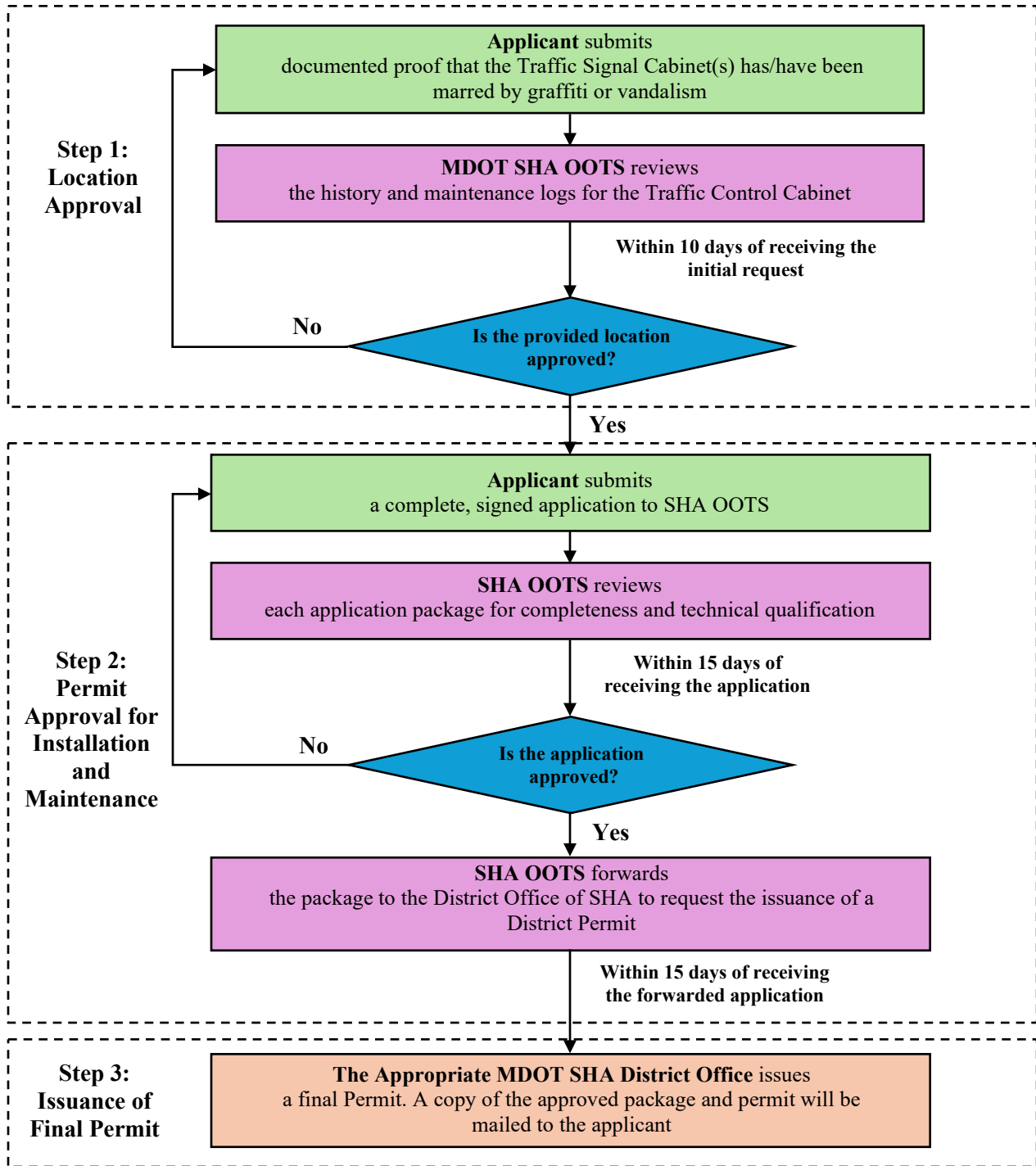
1. A copy of the location approval from Step 1.
2. A legible site plan drawing depicting the approved location.
3. Pictures of the approved traffic signal cabinet (s).
4. A copy of the selected artwork.
5. A letter of concurrence from the appropriate County Arts Council. A full list is available at: <https://www.msac.org/meet-your-county-arts-council>
6. Proof of support from the appropriate registered neighborhood associations, if any, and all private property owners adjacent to each proposed traffic signal cabinet.
7. A complete application form. The application form may be found at the end of this document.

SHA OOTS will review each application package for completeness and technical qualification within 15 days per location. If approved, OOTS will forward the package to the respective District Office of SHA to request the issuance of a District Permit. If the package is incomplete or does not comply with requirements, SHA OOTS will notify the applicant.

## **Step 3: Issuance of Final Permit**

The appropriate SHA District Office will issue a final Permit within 15 days per location of receiving the forwarded application from SHA OOTS. A copy of the approved package and permit will be mailed to the applicant.

**Figure 1: Application Process**



## **Guidance for Proper Installation of Vinyl Wraps**

### **Material:**

Vinyl wraps consist of a layer of very thin (max 0.05 mm), printed adhesive vinyl that has been cut to shape and carefully applied to the traffic signal cabinet. The applicant must contact a qualified graphics vendor to print, cut, and apply the vinyl. Proper surface preparation and the use of high-quality materials should be used to increase the longevity of the artwork. Mixing products from assorted brands should be avoided to prevent poor results.

SHA strongly recommends that each applicant select a local vendor capable of providing full-service printing and installation services and who offers a warranty.

### **Installation:**

All installations must be done professionally and in weather conditions meeting manufacturer recommendations. The decorative treatment must be installed on the traffic signal cabinet and not on the concrete courtesy pad, the electrical meter boxes, or the risers.

SHA must have 24-hour access to traffic signal cabinets and there may not be any intrusion on their function, the door, locks, or key flaps. All materials must be provided, maintained and paid for by the applicant. The applicant must contact SHA Signal Operations staff following installation at 410-787-7650

### **Maintenance:**

The artwork should remain on a traffic signal cabinet for a period of 5 years. However, SHA reserves the right to paint out, remove, or reuse the installation or control boxes at any time and without notice. SHA is not responsible for any damage to the decorative treatment that occurs during routine or emergency maintenance. If the decorative treatment is determined to be a distraction to motorists, SHA may require the local jurisdiction to remove it at no cost to SHA. SHA will notify the local jurisdiction 30 days in advance of any upcoming scheduled work that will impact the decorative treatment. Advanced notice will not be given for emergency work.

At the end of the 5-year period, the applicant must return the traffic signal cabinets to their original “blank” condition or commit to rewrapping the box with new designs by submitting a new application. If at any time prior to the end of the 5-year period the applicant wishes to end the project, they must return the traffic signal cabinet to its original “blank” condition and provide written notice to SHA OOTS.

# APPLICATION TO INSTALL VINYL WRAPS ON TRAFFIC SIGNAL CABINETS

## Application Checklist

A complete application package includes the following:

- A site plan showing the location of the pre-approved traffic signal cabinet
- Pictures of the pre-approved traffic signal cabinet
- Full color copies of the selected artwork
- A letter of concurrence from the applicable County Arts Council
- Signed letters of support from any affected registered neighborhood associations
- Signed letters of support from all private property owners adjacent to the proposed traffic signal cabinet
- A completed and signed application form including the signed acknowledgement of program rules

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## Submission Instructions

Please complete one form for each proposed traffic signal cabinet location.

by email to: [DecorativeSignalTreatments@mdot.maryland.gov](mailto:DecorativeSignalTreatments@mdot.maryland.gov)

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## Applicant Details

Organization \_\_\_\_\_

Full Name \_\_\_\_\_ Position/Title \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_





# APPLICATION TO INSTALL VINYL WRAPS ON TRAFFIC SIGNAL CABINETS

## Installer Details

Please provide contact information for the contractor who will be responsible for installing artwork on the traffic signal cabinet.

Organization \_\_\_\_\_

Primary Contact \_\_\_\_\_ Position/Title \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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## Project Details

Anticipated Project Start Date \_\_\_\_\_

Project Location:

Street \_\_\_\_\_ Crossing Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_

Local Jurisdiction \_\_\_\_\_





# APPLICATION TO INSTALL VINYL WRAPS ON TRAFFIC SIGNAL CABINETS

## Program Rules

### Applicant Responsibilities:

1. Identify specific traffic signal cabinets and obtain approval from SHA’s Office of Traffic and Safety (OOTS) for their use in this program.
2. Contact and obtain approvals in advance from the neighborhood association and all private owners of property that touch the public right of way where the traffic signal cabinet is located.
3. Use a self-defined selection process to identify artist and artwork.
4. Obtain approval of self-selected artwork from the County Arts Council.
5. Sign agreements with the artists and fund all aspects of the project through grants, contributions and sponsorships.
6. Maintain the traffic signal cabinets in good condition for 5 years.
7. Return the traffic signal cabinets to “blank” condition when the project is over or commit to rewrap the boxes with new artwork by submitting a new application.

### SHA Responsibilities:

1. Review and approve traffic signal cabinet locations for approval within 10 days of receiving initial request.
2. Review and approve final package. After approval of final package, SHA District Office will issue Final Permit within 15 days of receiving approved package.
3. SHA will notify the local jurisdiction 30 days in advance of any upcoming scheduled work that will impact the decorative treatment. Advanced notice will not be given for emergency work.

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I, \_\_\_\_\_, have read and understood the program rules. I agree to uphold the applicant responsibilities.

Applicant Name \_\_\_\_\_ Title/Position \_\_\_\_\_

Organization \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_