

## Street Painting and Painted Crosswalk Application for Temporary Street Use and Special Events Permit

Name <i>(must match signature on application)</i>	
Organization (if applicable)	
Address	
Phone	
Email	
Onsite contact name & phone number (if different from above)	
Estimated number of participants	
Proposed painting location	
Proposed painting date(s)*	
<i>*Please plan to apply at least three months prior to this date. Depending on location, dates may need to be arranged around special event traffic and normal traffic patterns.</i>	

**Please read this section carefully before signing:**

Applicant/Permittee/User shall defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property that arise out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

I certify that the proposed painting meets all requirements of PTMC Chapter 12.11 and that all the above information and attachments are true and provide an accurate presentation of the proposed project. I acknowledge that any action taken by the City of Port Townsend based in whole or in part on this application may be reversed if it develops that any such statement or other information contained herein is false.

I certify that all activities associated with this permit will be conducted in accordance with State Law and the Port Townsend Municipal Code.

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

<i>Office Use Only</i>	
Engineering review date: _____	HPC review date: _____
PTAC review date: _____	City Council approval date: _____



## Street Painting and Painted Crosswalk Instructions for Applicant

To get started, contact [frontdesk@cityofpt.us](mailto:frontdesk@cityofpt.us) to discuss your project with City staff and make sure the location is eligible. Once you have preliminary approval, talk to the neighboring residents or businesses about the project to gather support.

Required application materials are listed below. City staff will review your application and arrange for it to be discussed by the Port Townsend Arts Commission, the Historic Preservation Committee (if in a historic district), and City Council. This process may take a few months, so plan ahead. When your application has been approved, City staff will help coordinate a street closure.

### Checklist

*Submit all items to Port Townsend City Hall (250 Madison Street)*

#### **The following items must be submitted for an application to be considered:**

- Completed Street Painting and Painted Crosswalk Application form
- Proposed design
- Vicinity map with proposed location and painting size indicated
- Proof of initial consultation with City engineering staff on traffic safety
- Petition with signatures from residents of 80% of the properties within a one-block radius of the proposed location
- Check or cash for application fee, which is the same as a minor improvement permit fee (\$265.50 in 2021).
- Optional: completed Arts Commission Application for Financial Support

#### **The following items must be submitted at least one week prior to painting:**

- Proof of insurance
- Detailed, to-scale final design plan
- Sample(s) of neighborhood notification, if required by the City

#### **Within one week of painting completion, please submit:**

- Photographs of completed painting  
(may be used on the City's website or in promotional materials)



## City of Port Townsend Street Painting and Painted Crosswalk Guidelines

Street painting projects allow community members to create designs that are meaningful for a neighborhood and establish a sense of place. While creativity and artistic innovation are encouraged, street paintings and painted crosswalks cannot obscure or interfere with regulatory crosswalk and other pavement markings required for pedestrian, bicyclist, and vehicle safety.



**Where can I paint?** Street paintings last much longer on streets with less traffic. Any painting on a minor arterial, major collector (as defined by the City's Engineering Design Standards), or any other street the City deems to present a traffic control challenge must be cosponsored by the City. We can only permit painting on City streets (not State highway or private roads, even if within City limits) where the existing pavement is in good condition, allowing the materials to bond well. Painting projects within school zones require additional coordination with the School District to ensure safety.

Paintings are allowed on driving areas at intersections. Mid-block paintings or requests to paint surfaces other than driving areas (such as sidewalks or curbs) may be considered, dependent on a traffic safety review by the Public Works Director. Paintings at intersections with existing traffic control devices, such as stop signs or traffic circles, must be approved for safety by City engineering staff.

Painted crosswalks are allowed only on existing crosswalks at stop-controlled intersections, such as at a stop light or stop sign.

*\*The City Public Works Director or designee reserves the right to request that an applicant modify a proposal when a location raises traffic safety concerns.*

**What images can I paint?** General guidelines are found in PTMC Chapter 12.11 (attached). In addition, no copyrighted images, designs that appear raised or three-dimensional, or designs or words that mimic traffic control devices are allowed. To reduce the potential for traffic distraction, we recommend that street paintings do not include text.

Decorative crosswalk painting must be contained within the two white parallel lines on a transverse crosswalk or between the white painted bars of a continental crosswalk. Be colorful with simple patterns, avoiding designs that could be confused for traffic control devices (for example, text, logos, large areas of a single color, octagons, or triangles). Colors and patterns cannot degrade the contrast of the white standard crosswalk markings with the pavement. City engineering staff may require a buffer between the decorative paint and the existing white crosswalk markings.

**How detailed does my sketch need to be?** For your initial consultation with City staff, an informal sketch is acceptable. However, before the project can be approved, you



must submit a detailed, to-scale depiction of the final design, overlaid on an image of the existing street or crosswalk. The end product must not substantially differ from the submitted design. We highly recommend having a professional artist create the final design and using stencils for a quality installation, particularly on painted crosswalks.

**What type of paint should I use?** Street painting projects require the use of Cabot solid color acrylic deck stain or water-reducible acrylic traffic paint (zone marking paint) with a walnut-based friction additive (such as Duckback). Crosswalk paintings require flat paints with walnut-based friction additive and no retroreflective materials.

**What insurance is required?** Please contact your insurance provider about obtaining special event coverage, general liability coverage, or a rider on a homeowners' policy to cover the activities and dates of the event. The City of Port Townsend must be named as an additional insured for \$1 million. Limits and coverage may be adjusted as determined by the City Manager. Submit proof of insurance no later than one week prior to the painting date.

**Do I have to notify neighboring property owners about the project?** Applicants must obtain signatures from residents (not necessarily property owners) of 80% of the properties within a one-block radius of the painting location. A sample petition with instructions is included in this application packet. Contacting neighbors is a great way to build community support for the project.

**Can I pressure-wash the area before painting?** Arrangements may be made with the Public Works and Police Departments for applicants to clean the painting area the morning of or day before painting, depending on location and date.

**How do I close off the street to paint safely?** After an application has been approved by City Council, the applicant must work with the Port Townsend Police Department to coordinate a street closure. Closure dates and times may be weather- and traffic-dependent. The City may be able to provide traffic control depending on budgets.

**How do I maintain my painting when it starts to wear away?** Community members may choose to maintain existing street paintings year after year. As long as the design and location are unchanged, only a Special Events Permit (issued by the Police Department) will be required. Changes in location or design require a new Street Painting and Painted Crosswalk Application. ***Please note that the City will not replace paintings when streets are repaved or dug up for utility work.*** Contact the Public Works Department about any planned street repair or utility projects.

**Is funding assistance available?** The Port Townsend Arts Commission reviews grant applications for art projects that provide a public benefit, which may include street painting and decorative crosswalk projects. Please visit the Arts Commission webpage for information on the grant process and an application form:

<https://cityofpt.us/bc/page/arts-commission-0>



**Port Townsend Municipal Code  
Chapter 12.11**

**STREET USE PERMITS – STREET PAINTING ALL DISTRICTS**

Sections:

- 12.11.010 Intent
- 12.11.020 Applicability – Permit required.
- 12.11.030 Street painting permit approval.
- 12.11.040 Approval criteria.
- 12.11.050 Removal maintenance.

**12.11.010 Intent**

Painting on city streets and sidewalks should positively promote the character and values of the community and add to the unique vibrancy of Port Townsend. Paintings on the street and sidewalks should not negatively affect traffic safety or interfere with the traveling public's use of city streets and sidewalks.

**12.11.020 Applicability – Permit required.**

This chapter pertains to allowing street, sidewalk, and intersection paintings and community-designed crosswalks in all districts in the city. It does not pertain to any painting or markings applied by the city or state for traffic safety or traffic control or to any street, sidewalk and intersection paintings and community-designed crosswalks drawn in chalk or other medium that may be removed with the non-pressurized application of water. No person or group of people may install street, sidewalk, and intersection paintings or community-designed crosswalks in the city without first obtaining a permit from the city pursuant to the process and requirements in this chapter. This chapter provides the exclusive method for obtaining approval of uses that are regulated by this chapter. The city reserves the right to remove any street painting that is installed without a permit.

**12.11.030 Street painting permit approval**

A. The public works director (or designee) will, in consultation with the arts commission, develop a permit application and process for street, sidewalk, and intersection paintings and community-designed crosswalks. The arts commission will review proposed street, sidewalk and intersection paintings and community-designed crosswalks for consistency with this chapter and will make recommendations to the city council, which will have final approval of any street, sidewalk and intersection paintings or community-designed crosswalks that are consistent with this chapter and public safety.

B. For street, sidewalk, and intersection paintings or community-designed crosswalks proposed for installation in an area subject to design or historic preservation review, the city will process the installation through the city's historic preservation review or design review process. The arts commission and the historic preservation committee may meet together to discuss the permit application.



C. Holders of street painting permits will coordinate with the chief of police (or designee) for any needed street closures in order to ensure the safe installation.

D. The city may require that a street painting permit holder indemnify the city.

E. The city council decision to approve or deny a street painting permit is final.

#### **12.11.040 Approval criteria**

The city does not intend a street, sidewalk, or intersection painting or a community-designed crosswalk to be a legal “public forum” and therefore reserves the right to control the art displayed on all city property, including painting or other art installations on city streets and sidewalks. The city reserves the right to deny a street painting permit application or to remove a street, sidewalk, or intersection painting or community-designed crosswalk if it depicts:

1. Violent images
2. Sexually graphic images
3. Religious symbols or desecration of the same
4. Hatred of persons or groups of people
5. Support for or opposition to a candidate or initiative on the ballot
6. Advertisement for a good or service for sale

7. Imagery that may be inappropriate to maintain in or upon public property because it so objectionable under contemporary community standards that it is reasonably foreseeable to result in harm to, disruption of, or interference with the public’s use of city property.

#### **12.11.050 Removal and maintenance.**

Once installed, the street, sidewalk, or intersection painting or community-designed crosswalk is the property of the city, which may remove it without notice if the painting interferes with public safety, street maintenance, or is vandalized or damaged. The city has no obligation to maintain, repair, or reinstall a street, sidewalk, or intersection painting or community-designed crosswalk.





Address	Printed Name	Signature	Phone number or email	Date

**Instructions for applicant:**

Signatures are required from residents (not necessarily property owners) of 80% of the properties within a one-block radius of the proposed painting location, one signature per property. Properties with four or more units (for example, apartment complexes) require a management signature to represent the property. For vacant properties, write the address and note “vacant” next to it.