

## **ADOPT-A-CABINET PROGRAM**

The Adopt-a-Cabinet Program is a public art effort designed to transform common utility boxes in unincorporated Ventura County into new public artworks. The program aims to celebrate local arts and culture, act as a deterrence to graffiti and increase community beautification.

Please read through the Artwork Guidelines and requirements carefully.

- I. Applicant Eligibility
  - a. 501(c)(3) Nonprofit organizations
- II. Artwork Guidelines
  - a. All artwork must be original and created by the applying Artist(s) for this project.
  - b. Whenever possible, the artist should be from the neighborhood in which the cabinet is located.
  - c. Artwork must be suitable for viewing by all ages.
  - d. Artwork should cover all exposed sides of the utility box using the attached template.
  - e. The art may include the name of the Artist(s) (no larger than 3" x 5") at the bottom of the cabinet .
  - f. Artwork must not contain:
    - i. Political statements or names of politicians.
    - ii. Religious reference, symbols or numbers.
    - iii. Copyrighted or trademarked material.
    - iv. Corporate or organizational branding, including nonprofit organizations.
    - v. Profanity or inappropriate language.
    - vi. Sexual content.
    - vii. Advertising.
    - viii. Depictions or references to alcohol, tobacco, and/or illicit/prescription narcotics, and any associated paraphernalia.
  - g. Artwork may be painted or wrapped in vinyl or similar material.
  - h. If artwork is painted, only acrylic enamel paints may be used.
  - i. Use of insulating or restrictive coatings, such as plaster, mortar, roofing tar, or any other materials that may affect ventilation or heat transfer are not permitted.
- III. Applicant Responsibilities
  - a. Applicant shall perform all the work and absorb all the costs incurred with the painting or installation of the artwork.

- b. Applicant must perform all work during daylight hours.
- c. Applicant must complete the work within the permitted time frame.
- d. Applicant may not store any equipment, materials or painting supplies in the road right-of-way.
- e. Applicant may not have vehicles parked or stopped in the right-of-way in a manner that interferes with the free flow of traffic, bicyclists or pedestrians. Parking on road shoulders or parking lanes is permitted.
- f. Applicant shall place anti-graffiti coating on all painted surfaces.
- g. Applicant shall repaint any cabinets tagged with graffiti in a timely manner.
- h. Applicant must obtain approval from owner of cabinet to paint or place artwork.
- i. Applicant is responsible for proper maintenance of the cabinet and restoration of faded surfaces.
- j. Applicant is responsible for monitoring cabinet conditions and making any necessary repairs.
- k. Applicant retains full ownership and all rights to their artwork and intellectual property.
- l. Applicant agrees the art installation is temporary in nature and permit is valid for 5 years from initial installation. At 5 years the art may be removed and replaced with a new installation, if deemed appropriate by the cabinet owner.

#### IV. County Responsibilities

- a. VCPWA-RT retains the right to recover the full cost of restoring equipment to an acceptable condition when such equipment is painted in non-compliance with the guidelines outlined in this program.
- b. Determine the owner of non-county owned cabinets.
- c. County can remove artwork at any time if there is a safety or non-compliance issue within 30-day notice.
- d. County reserves the right to photograph, display and utilize the artwork to promote the program for noncommercial use. Artist will be credited in all photographs, materials, social media posts, etc.

#### V. Application Requirements

- a. Complete and sign the Application Form.
- b. Create full color, detailed concept drawing using the template provided.
- c. Read and sign the Adopt-a-Cabinet Program Participant Release of Liability Form.
- d. Provide a map of the location and a street view or photo of the cabinet being selected.

- e. Submit the application, template, signed liability form and photo to [PWA.transpermits@venturacounty.gov](mailto:PWA.transpermits@venturacounty.gov)
- f. Pay a permit miscellaneous fee of \$380.00.

VI. Insurance Requirements

- a. Certificates of insurance and endorsements with the County of Ventura as a certificate holder. The applicant shall maintain in full force and effect throughout the term of the permit, an adequate insurance policy or policies, including motor vehicle insurance, which fully protects the County from claims and suits for personal injury, death, and property damage. The applicant shall retain an insurance and amount as determined by County Risk Management. The insurance shall afford coverage for the applicant and in the amount or amounts as determined by Risk Management. Risk Management will approve a Volunteer Waiver in lieu of the low-risk minimum amount of insurance of \$500,000.

VII. Selection Process and Criteria

- a. Applications will be reviewed and approved by the Public Works Agency Road & Transportation (PWA-RT).
- b. Designs will be reviewed and approved by the Ventura County Arts Council and the County of Ventura Arts and Culture Division.
- c. Designs will be reviewed by the local neighborhood council for endorsement for areas served by MAC or local neighborhood council.

VIII. Questions

- a. Contact the Permits Section by email at [PWA.transpermits@venturacounty.gov](mailto:PWA.transpermits@venturacounty.gov) or by calling (805) 654-2055.

**ATTACHMENTS:**

- Adopt-a-Cabinet Application Form
- Design Template
- Adopt-a-Cabinet Participant Release of Liability Form



County of Ventura - Public Works Agency  
ROADS & TRANSPORTATION  
**ENCROACHMENT PERMIT APPLICATION**  
800 South Victoria Avenue L#1620, Ventura, CA 93009  
(805) 654-2055 / Fax.(805) 654-7681

Permit No: \_\_\_\_\_  
Date Applied: \_\_\_\_\_  
Project No: \_\_\_\_\_

Email [pwa.transpermits@venturacounty.gov](mailto:pwa.transpermits@venturacounty.gov)

An incomplete application will not be processed. If fields are not applicable, please insert N/A.

"The undersigned hereby applies for permission to encroach on the following described County Right of Way or other property"

**LOCATION OF CABINET:**

Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Cabinet GPS Coordinates Latitude: \_\_\_\_\_ Longitude : \_\_\_\_\_ Click here for [Google Maps](#)

Nearest Cross Street: \_\_\_\_\_ Distance from nearest Cross Street (FT): \_\_\_\_\_

**DESCRIPTION OF WORK:**

**APPLICANT INFORMATION:**

Permittee: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address Street No.: \_\_\_\_\_ Street Name: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ACKNOWLEDGEMENT**

I understand that any permit that may be granted as a result of this request may be revoked by County at any time. In consideration for issuance of this permit, I agree, and by use hereof, my agents, employees, contractors and invitees agree to be bound by all of the provisions of California Vehicle Code Sections 35780, 35782, Division 12 of the Ventura County Ordinance Code, the Standard Conditions included with this permit and any special conditions hereupon, or attached hereto.

I agree to hold the County, its officials, officers, employees and agents harmless from any claims, defense and legal costs, judgments for damages, or other relief against the County as a result of acts, or omissions, by me or my representatives, in the performance of any activities permitted hereunder, whether the condition giving rise to the claim or judgment was created in whole, or in part, by me or my representatives.

I understand that a violation of the conditions would constitute a violation of the encroachment ordinance which is a misdemeanor per section 12301 and is guilty of separate offenses for every day and part thereof which such violation remains. I agree to comply with all conditions of approval for the permit. I further agree to continually maintain all encroachments authorized by this permit in a condition acceptable to the County.

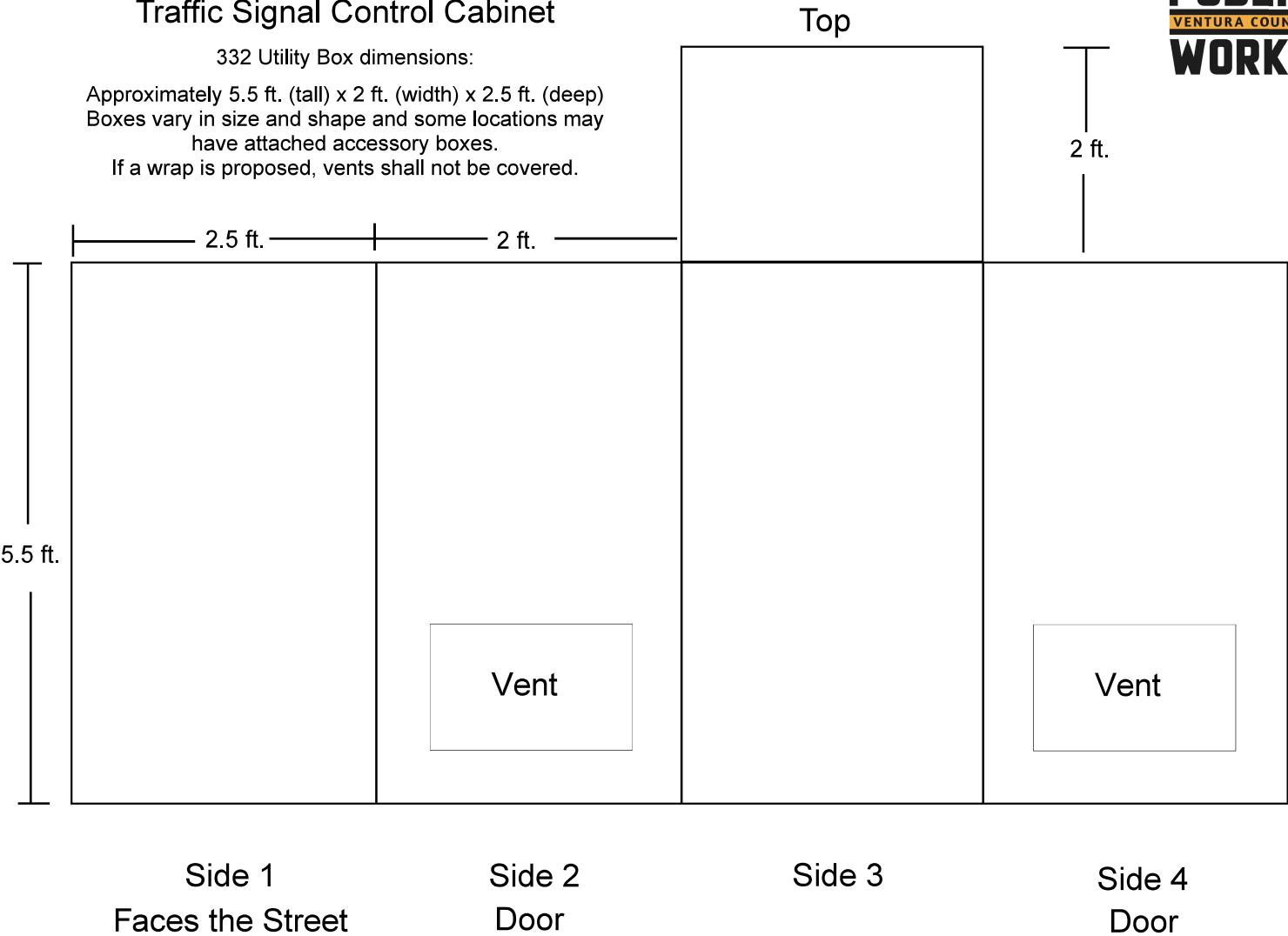
By: \_\_\_\_\_ Date: \_\_\_\_\_  
SIGNATURE OF PERMITTEE

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
PRINT NAME

**Working on the road right of way without an approved permit is a misdemeanor and may be subject to double fees and other penalties**

**Traffic Signal Control Cabinet**

332 Utility Box dimensions:  
Approximately 5.5 ft. (tall) x 2 ft. (width) x 2.5 ft. (deep)  
Boxes vary in size and shape and some locations may  
have attached accessory boxes.  
If a wrap is proposed, vents shall not be covered.





## ROADS & TRANSPORTATION

### *ADOPT-A-CABINET PROGRAM PARTICIPANT RELEASE OF LIABILITY FORM*

**PLEASE PRINT OR TYPE**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY/STATE/ZIP** \_\_\_\_\_

**TELEPHONE :** \_\_\_\_\_

Participant does hereby release the Ventura County Public Works Agency Roads and Transportation, henceforth referred to as County, its representatives, employees, volunteers, agents and/or assigns, as well as all other participants, from any and all claims, obligations, causes of action, and liability of any kind, arising from the Participant's involvement in any events conducted as part of the Adopt a Cabinet Program, or in connection with any work, labor, or services performed by the undersigned for and on behalf of any of the participants in events conducted and sponsored by the Adopt a Cabinet Program, County, or otherwise.

This release is intended as a full and complete release covering any possible claims, contingent or otherwise, involving personal injury or property damage which may arise in connection with the Adopt a Cabinet Program. This release includes, although it is not specifically limited to, any claim for any injuries or damages which the undersigned may suffer in connection with the Adopt a Cabinet Program related actions in connection with any work, labor, or services performed by the undersigned for or on behalf of County or the Adopt a Cabinet Program, regardless of whether the undersigned is actually participating in said activities, any injury to the person or damage to property which may be suffered by the undersigned as the result of or arising out of the Adopt a Cabinet Program.

To the extent permitted by law, Participant agrees to protect, defend, hold harmless, and indemnify the County, its directors, officers, employees, volunteers and agents, from and against all claims, injury, liability, loss, cost, and expense, arising out of, occurring by reason of, or in any way connected with Participant's participation in the Adopt a Cabinet Program.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_