

# **2010-11 Landscape and Aesthetics Community Match Program Procedures Manual**

**Guidelines, Applications, Instructions, and Forms  
for the Community Matching Funds  
and Transportation Art Programs**



Jim Gibbons, Governor



Susan Martinovich, P.E., Director

Nevada Department of Transportation  
Roadway Design  
1263 South Stewart Street  
Carson City, Nevada 89712  
(775) 888-7490



## THE LANDSCAPE AND AESTHETICS PROGRAM

Highways are among the most visible artifacts of our civilization. Our highways give form to our communities and impact our daily lives. They connect us to each other and to the place we have chosen to call home. They welcome our guests upon arrival, send them on their way when they leave, and influence the quality of life of every citizen in the state.

In 2002 the Nevada State Transportation Board adopted the *Landscape and Aesthetics Master Plan for the Nevada State Highway System*, which established a vision and broad policies for including landscape and aesthetic considerations in all highway projects. “Landscape and aesthetics” refers to the total visual impression of a highway, including features such as well-proportioned, visually pleasing bridges; views of the highway from adjacent neighborhoods; and carefully preserved scenic vistas. The *Master Plan* requires the Nevada Department of Transportation (NDOT) to consider landscape and aesthetics throughout the life cycle of every highway – from planning and design through construction, operations, and maintenance – and states that no highway will be complete until landscape and aesthetics have been considered.

The Landscape and Aesthetics Program provides a vehicle for NDOT and Nevada's communities to improve the quality of life in the state by allowing us to beautify highways, improve the state's public image, welcome visitors, and contribute to a tourist-based economy. With careful attention, the Landscape and Aesthetics Program can create highways that celebrate the state's many beautiful landscapes, as well as its diverse populations.

This manual contains guidelines, application forms, and instructions to help communities and NDOT design, construct and maintain landscape and aesthetics projects throughout the state. Questions regarding the Landscape and Aesthetics Program should be directed to:

Landscape Architect Supervisor  
Roadway Design  
Nevada Department of Transportation  
1263 South Stewart Street  
Carson City, NV 89712  
(775) 888-7490



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## 1.0 MATCHING FUND PROGRAM OVERVIEW

The State Transportation Board created the Landscape and Aesthetics Matching Funds Program to help communities “retrofit” existing State highways with landscape and aesthetic treatments. It provides for a variety of treatments such as landscaping, scenic beautification, transportation art, and community gateways. These matching funds are provided in addition to other cost-sharing programs offered through NDOT or the Federal government.

A **corridor** is a length of highway right-of-way and its associated secondary roads.

A **landscape and aesthetics corridor plan** presents major design themes, levels of treatment, cost, goals, and priorities for landscape and aesthetic treatments within the corridor. A landscape and aesthetics corridor plan will be prepared and maintained for each of the eleven corridors identified in the *Landscape and Aesthetics Master Plan*.

Local Public Agencies, communities, businesses, community organizations, and stakeholders are involved throughout the development of the plans. Local public agencies will formally endorse the plans that affect their communities

All available landscape and aesthetic corridor plans can be found at [ndothighways.org](http://ndothighways.org).

Additional information about corridor planning can be found in the *Landscape and Aesthetics Master Plan* and on the NDOT website under Public Involvement.

Communities can propose retrofit projects by contacting their Local Public Agencies (LPAs), although NDOT may initiate projects with LPAs as part of its planning efforts. Applications for matching funds must be submitted by an LPA, which is defined as a legally constituted public entity with the authority to enter into interlocal agreements and expend public resources. Applications are submitted directly to NDOT, through its Landscape Architect Supervisor.

### 1.1 Program Highlights

The Landscape and Aesthetics Matching Funds Program is a reimbursement program, not a grant program. The program provides funding for fifty percent of a landscape and aesthetic project, up to \$500,000. The minimum application accepted for the program is \$100,000, of which \$50,000 comes from the program. LPAs may combine funding requests for smaller projects into a single application in order to meet the minimum application requirement.

Landscape and aesthetics projects must be located within an existing right-of-way controlled by NDOT and must meet the eligibility requirements described in Section 2.1. Projects must conform to the guidelines established in the Landscape and Aesthetics Corridor Plan applicable to the highway right-of-way in which they are located. If there is not an applicable Corridor Plan, the closest applicable Plan should be used as a reference. The Corridor Plans can be found at [www.ndothighways.org](http://www.ndothighways.org). Applicants will also be asked to describe how the project meets the intent of the *Landscape and Aesthetic Master Plan*.

LPAs are responsible for the design, construction, construction management, first-year



operations/plant establishment, and a negotiated percentage of long-term operations and maintenance of projects. NDOT will provide oversight on the projects at no cost to the project. Each project is completed through an agreement between NDOT and the LPA. In general, the agreement covers the design, construction, construction management and maintenance cost of the project. Any expenses incurred prior to the agreement will not be reimbursed or counted toward the match. A second agreement may be required if NDOT is sharing responsibility for the maintenance of the project with the LPA or if NDOT will provide maintenance for the project but will bill the LPA for the maintenance costs.

## **1.2 Local Match Requirements**

The minimum match amount that LPAs must contribute is 50 percent. Higher priority will be given to those applications that include higher matches. To provide the widest flexibility in meeting the match requirements, applicants may use approved in-kind goods, services, and labor, as described in Appendix A. Transportation enhancement funds or grants from other sources may be used as the match.

## **1.3 Long-term Maintenance Requirements**

Each project must have a long-term maintenance plan. Higher priority is given to projects with a well-developed maintenance plan and which propose higher maintenance contributions by the LPA. However, long-term maintenance responsibilities may be negotiated on a project-by-project basis with the rural LPAs proposing a lower match for long-term maintenance. If the LPA is proposing to share the cost of maintenance with NDOT, the LPA must obtain a firm commitment from NDOT for shared maintenance responsibilities prior to applying for a project under the program. Cost sharing of maintenance costs will require a second agreement between NDOT and the LPA, separate from the standard agreement.



## 2.0 MATCHING FUNDS GUIDELINES

### 2.1 Determining Eligibility

Project elements must be selected from the categories listed below. The list is not intended to be exhaustive. Other landscape and aesthetic elements may be considered if they meet the objectives of the Landscape and Aesthetics Program. LPAs should coordinate with the NDOT Landscape Architect Supervisor, especially with respect to a proposed project's eligibility, before formally submitting applications to NDOT's Landscape Architect Supervisor.

#### 2.1.1 Project elements ELIGIBLE for matching funds

1. Plantings.  
This category includes plantings that enhance aesthetics within the right-of-way. Plantings should emphasize regionally appropriate and drought tolerant native and adapted plants.
2. Hardscape aesthetic treatments.  
These may include specialized paving surfaces, or aesthetic treatments on highway structures such as sound walls, fencing, barriers, retaining walls, bridge abutments and piers, or other similar features.
3. Signage.  
Signage of a suitable scale, such as distinctive welcome signs, interpretive signs, and roadside markers, is eligible, if consistent with design guidelines defined in the applicable corridor plan. Signage must comply with all other roadside safety, access, and visibility guidelines. Signage may not contain advertising, marketing or other forms of promotional images or text of a commercial, political or religious nature. The name of project sponsors may be placed adjacent to the project and is not considered to be "text." The size of the sponsor's name shall not exceed 12" x 18".
4. Artwork.  
Generally, eligible artwork includes art that is integral to landscape project design elements, such as designs built into or applied onto sound walls or structures, or decorative metalwork on fences. However, eligible artwork must still conform to the guidelines and requirements in Section 6.0 of this manual. The forms and information from Section 7.0 must be attached to the Landscape and Aesthetics Project application package (described in Section 4.0) to ensure that public review and endorsement of the proposed artwork has been adequately documented.
5. Street furnishings.  
This category includes pedestrian and street furnishings that enhance aesthetics within the right-of-way or increase user comfort on existing multiuse paths, such as distinctive streetlights, benches, trash receptacles, and tree grates.
6. Landscape and aesthetic improvements to existing pedestrian and/or bicycle facilities.  
This category includes special signage, landscape and aesthetic treatments to pedestrian or bicycle



facilities, overpasses, or similar elements that are located within the NDOT right-of-way and that are an existing and integral part of the State transportation system.

7. State, regional and community gateways.

Gateways are highly visible areas that are specially designed and maintained to promote a strong sense of state, regional, or community identity using signage, plantings, materials or other landscape and aesthetic treatments.

8. Road services.

Landscape and aesthetic improvements at all types of existing rest areas, including welcome centers located within the NDOT right-of-way. This includes construction of related support facilities, such as landscaped buffers, shade structures, and aesthetic improvements to buildings, structures, and parking areas. The purchase and installation of items that support or interpret the scenic or historic characteristics of the site, such as kiosks for interpretive materials or maps is also eligible.

### 2.1.2 Project elements NOT ELIGIBLE for matching funds

1. Transportation Art Proposed as Stand-Alone Projects.

Artwork not proposed as an element of a larger landscape and aesthetic project. Generally, this refers to public art specifically commissioned by a local community for placement within the State highway right-of-way long after highway construction has been completed. Examples include commemorative statues or other stand alone art. These projects are handled separately through the Transportation Art Program using the encroachment permit process, which requires a separate application. Information about the Transportation Art Program begins in Section 5.0 of this manual.

2. New trails or paths.

Construction of new paths or trails or to acquire or preserve abandoned railway corridors, including conversion to pedestrian or bicycle trails.

3. Safety education.

Providing safety or educational activities or information for pedestrians and bicyclists.

4. Acquisition of land.

Acquiring new right-of-way, scenic easements, and scenic or historic sites. All eligible activities must be performed within existing NDOT right-of-way. The one exception to this rule is the replacement easements for utilities. If the existing utilities within NDOT right-of-way have good prior rights and are required to relocate because of the project, matching funds may be used to purchase comparable replacement easements.

5. Historic restoration or preservation.

Rehabilitation, operation and maintenance of historic buildings, structures, or facilities including historic railroad facilities, unless the structure is a component of an eligible project as described in Section 2.1.1. Funds may not be used to establish or operate museums.

6. Statutory compliance.



Construction required to bring an existing area or facilities into environmental compliance or compliance with requirements of the Americans with Disabilities Act (ADA).

7. Advertising for commercial, political, or religious organizations or programs. Marketing or promotions not related to the Nevada State transportation system, or for purchasing items, such as display racks, for distribution of materials of a commercial, political or religious nature.

**If the project is not eligible, contact the NDOT Landscape Architect Supervisor for information about other funding sources that may be available within NDOT.**

## 2.2 Project Requirements

1. Proposed landscape and aesthetic projects must be consistent with the levels of treatment, material types, design guidelines, and standards established by the applicable landscape and aesthetics corridor plans. If a corridor plan has not been approved in the area of a proposed project, then the applicant must explain how the project reflects the spirit, policies, and guidelines of the *Landscape and Aesthetics Master Plan*. Landscape and aesthetic treatment types are described in Appendix B. The proposed project's approach to interpreting and maintaining the intent of the corridor plan is part of the evaluation criteria. A higher priority is given to those projects that clearly implement the recommendations of the corridor plan.
2. An LPA, to include all divisions under the governing LPA, is limited to two projects per funding year and the LPA must prioritize the projects prior to submitting them. Each application must clearly indicate its priority ranking.
3. If the LPA proposes to use federal enhancement funds as a match, projects within the jurisdiction of a MPO must be coordinated with the MPO's adopted *Regional Transportation Plan (RTP)* and with the *Transportation Improvement Program (TIP)*. In areas outside a MPO, proposed projects must be coordinated with the *TIP*.
4. Projects must comply with safety and environmental requirements relevant to their proposed location, materials, and lifespan. This includes complying with Roadside Safety guidelines and meeting required sight distances for intersections.
5. Proposed projects must be consistent with local plans and ordinances. Where local plans do not provide a sufficient level of detail, proof of consistency must be provided by the appropriate entity with jurisdiction.
6. All proposed projects will be reviewed for their social, economic, and environmental impact, including biological, physical, and cultural resources. All projects that require federal action must conform to the requirements of the National Environmental Policy Act (NEPA), the National Historic Preservation Act (Section 106), and US Department of Transportation (DOT) Act [Section 4(f)] as well as other Federal laws, such as Section 404 of the Clean Water Act and the Threatened and Endangered Species Act. A federal action is defined as using federal funds, using federal land, or requiring a federal approval. Applicants are responsible for compiling and submitting all required documentation to meet these requirements.



7. Depending on the nature, scale, and location of a proposed project, applicants may be required to supply additional information, maps, or photographs to various federal and state regulatory agencies for review. Approval by all applicable agencies will be required for the project to be constructed. NDOT will work with the applicant to determine what actions may be necessary to meet the requirements.
8. If the LPA uses a design consultant and/or artist, NDOT must approve the LPA's consultant procurement procedures. If the procurement procedures are not acceptable, the LPA must (1) create or modify its procedures to meet NDOT requirements, or (2) follow NDOT's consultant procurement procedures, or (3) complete project design with its own staff, or (4) pay for the consultant. If the LPA chooses to pay for the consultant, the costs are not reimbursable and will not count towards the match. If one of these options cannot be met, then the project will be rejected.
9. Project planning services may be provided for purposes of qualifying an application under the application process. Voluntary Professional Assistance Programs are offered only to assist the LPA in preparing an application for community matching funds. The two approved Voluntary Professional Assistance Program providers are the University of Nevada, Las Vegas Landscape Architecture and Planning Program and American Society of Landscape Architects-sponsored community assistance programs.
10. If phased construction is proposed, each phase must result in a useable segment or a functional facility that improves the right-of-way. Funding for one phase does not guarantee funding for subsequent phases.
11. All applicable State and Federal standards apply to landscape and aesthetic projects. All proposed projects must meet the requirements of the Americans with Disabilities Act (ADA). If a project includes sidewalks, the LPA must provide an ADA transition plan with its project application.
12. The LPA is responsible for the design (including the development of plans, specifications, and estimates), advertising and awarding the contract, construction, and construction management. Plans must provide Right of Way limits and NDOT stationing. The LPA is also responsible for obtaining all required environmental clearances and other locally required permits. NDOT will provide general project oversight, at no cost to the LPA.
13. The LPA is responsible for initiating the agreement with NDOT before the end of the State fiscal funding year for which the project has been approved. Projects should be ready to advertise for construction within eighteen (18) months after the LPA receives a Notice to Proceed with the design of the project. The LPA must provide evidence of continual progress with project or risk forfeiture of funds.
14. If the LPA is unable to maintain the project as required under the agreement, the LPA must return the right-of-way in a condition as good as or better than before the project. If the LPA cannot return the right-of-way to its pre-existing condition or better, then NDOT may decide how to restore the site with or without input from the LPA. In that case, the LPA is still responsible for



the costs.

### 2.3 Project-Specific Requirements

1. Proposed landscape and aesthetic projects must have a clearly defined scope of work and project concept, as well as identified project limits. The project scope, concept and limits shall be developed in concert with opportunities for public involvement.
2. Softscape and hardscape components of each project must be categorized according to the definitions of landscape and aesthetic treatment types described in Appendix B.
3. At a minimum, maintenance descriptions, plans, and cost estimate must reflect the maintenance tasks associated with the project's softscape and hardscape treatment types described in Appendix B.

### 2.4 Drainage Requirements

NDOT's Hydraulics Section should be contacted early in the design process regarding any questions about drainage design affecting NDOT right-of-way. The LPA should be aware that construction or modification of curb, gutter, median, sidewalk, berms, walls and any facility that obstructs or diverts surface flows might require the construction of new drainage facilities as part of a landscaping project. New facilities must be designed to NDOT drainage standards. The following guidelines are intended to address drainage issues most commonly encountered in landscaping projects.

1. Existing natural and manmade drainage patterns within NDOT right-of-way shall be perpetuated to the extent possible.
2. Planting and rock mulch of a drainage facility (detention facilities, channels, ditches) is allowed as long as the LPA can demonstrate that the hydraulic capacity, functionality and stability of the facility will not be affected.
3. Construction of poles, support structures, signage, trees, artwork, and obstructions within channels, ditches, and other flow conveyance areas is not allowed.
4. Re-grading and realignment of drainage facilities is allowed as long as it can be demonstrated that there will be no adverse impact to the drainage system's functionality.
5. Construction of landscape facilities must not hinder maintenance access to drainage facilities.
6. Existing drainage facilities shall not be decreased in size, capacity or conveyance.
7. Avoid obstructing or modifying inlets and outlets of hydraulic structures, including drop inlets, culverts and bridges.
8. Proposed landscaping features shall not be in conflict with applicable FEMA regulations or with existing and proposed local flood control master plan facilities.



9. Flows up to the 100-year event must not be diverted into or be obstructed from leaving NDOT right-of-way. This includes flows generated outside and within NDOT right-of-way.

## 2.5 Financial Requirements

1. Each application must demonstrate that sufficient resources will be available to complete the project.
2. The maximum amount of matching funds available from NDOT for a single project or phase is \$ 500,000. The minimum amount of matching funds is \$50,000.
3. Applications must include an estimate for the project that includes costs for design, construction, construction management, operations, and maintenance. Construction contingency funding should be included in the estimate; it should be clearly identified. A landscape architect licensed within the State of Nevada in accordance with NRS 623A must verify cost estimates on the application. Costs for professional services associated with preparation of the application are not eligible for reimbursement.
4. Overruns are the responsibility of the LPA. If the LPA determines that it cannot afford to complete the project, the project will be cancelled.
5. Landscape and Aesthetic Matching Funds are programmed to fund a specific project. Funds are tied to the project, not the applicant. This means that an applicant is not entitled to use any remaining funds for another project. The remaining funds will be returned to the Landscape and Aesthetics Matching Funds Program.

### 2.5.1 Local Match

1. The minimum required local match is 50 percent. However, a local match higher than the minimum is given higher consideration during prioritization of proposed projects.
2. A local match may include funds, materials, or services including the value of governmental services and materials. The LPA must provide to NDOT documentation to support such expenditures. The LPA must provide a description of the basis for estimating the value of the “in-kind” match. For NDOT to accept the proposed contribution value, the basis must be reasonable and compatible with local costs of materials and services, and documented as described in Appendix A.
3. The local match may include the costs of relocating utilities.
4. The local match may not include the costs of elements that are not consistent with the *Landscape and Aesthetics Master Plan*.

### 2.5.2 Costs Eligible for Reimbursement

Only costs incurred **after receipt of an NDOT Notice to Proceed** are eligible for reimbursement.



1. Project Design – landscape architectural studies and work necessary to develop and evaluate project alternatives, assess the environmental impacts of a proposed project, procurement-related expenses, complete preliminary and final designs, surveys of the right-of-way, and preparation of construction plans, specifications, estimates, and contracts.
2. Construction – activities involving the actual building or installation of a project, such as mobilization, grading, planting, utilities, installing irrigation, site cleanup, and demobilization.
3. Construction Management – testing, inspection services, and record keeping related to LPA oversight during construction of a project. This is only eligible in conjunction with construction activities.
4. Environmental Mitigation – costs incurred due to the project’s construction and implementation impacts.
5. First-year operations and maintenance and plant establishment – costs incurred during the first year after completion of construction or installation of a landscape and aesthetics project, such as graffiti removal or lighting system adjustments that is included as part of the contractors services.
6. Activities not explicitly on this list that may qualify as an integral part of a larger qualifying activity.

### **2.5.3 Costs Not Eligible for Reimbursement**

1. **Work done prior to receipt of a written Notice to Proceed from NDOT.**
2. Expenditures incurred as part of customary elements of normal transportation projects or those that mitigate project impacts in compliance with the requirements of environmental or other federal, state, or local laws.
3. Environmental mitigation work for non-qualifying activities. NDOT will determine what work does and does not qualify for matching funds on a case-by-case basis.
4. Administrative costs, such as application preparation; invoice checking, certification, and transmittal; consultant selection and management; coordination with the NDOT; fund raising; and indirect costs.
5. Costs for utilities, such as electric power or water for long-term operations and maintenance. (Utilities for construction and first-year operations are reimbursable as construction costs as specified in the construction contract.)

### **2.6 Project Cancellation**

1. If it becomes evident a project will not be completed for any reason, all Landscape and Aesthetic Matching Funds expended must be reimbursed to NDOT.



2. If a project is halted for any reason during construction, the LPA assumes the costs of leaving the right-of-way in a condition as good as or better than before the project began. If the LPA cannot return the right-of-way to its pre-existing condition or better, then NDOT may decide how to restore the site with or without input from the LPA. In that case, the LPA is still responsible for the costs.
3. Repeated failure to complete landscape and aesthetic projects will disqualify an LPA from participating in the Landscape and Aesthetics Matching Funds Program.

## 2.7 Landscape and Aesthetic Projects Prioritization

Only applications received by the application deadline and finalized with respect to any NDOT comments within 30 days of receipt of comment will be considered for prioritization. NDOT will verify completeness and eligibility of the applications. Incomplete and ineligible applications will be returned to the LPA, with comments regarding what is required to make applications complete or the basis for why a project is ineligible. Every effort will be made to do this in a timely manner so LPAs may revise and resubmit Applications before the annual deadline. LPAs are encouraged to submit applications early in the review cycle to allow adequate time for review, revisions, and resubmission as necessary.

An important goal of the Landscape and Aesthetics Matching Funds Program is the equitable distribution of funds: among large and small communities, among urban and rural areas, and among diverse geographic areas of the state. When prioritizing landscape and aesthetic projects, the following will be taken into consideration:

1. Ensure equitable distribution of funds among large and small communities, among urban and rural areas, and among geographic areas within their purview, exercising care to safeguard the interests of smaller communities with fewer available resources.
2. Give higher priority to applications that clearly implement recommendations of the NDOT-approved landscape and aesthetics corridor plan (or the *Landscape and Aesthetics Master Plan* in the absence of an NDOT-approved corridor plan), considering the proposed project's approach to interpreting and maintaining the design intent of the corridor plan.
3. Give higher priority ranking to projects not using for federal-aid, Scenic Byway, or other outside funding (e.g., transportation enhancement funds).
4. Give higher priority to applications that include a local match (funds or in-kind) higher than the minimum.
5. Give higher priority to applications with well-developed maintenance plans and proposing higher maintenance contributions by the LPA.
6. Consider the LPA's ability to complete the project successfully, including any past performance on projects of similar size and complexity.



7. Consider the highest-ranking application submitted by an LPA to determine the first and subsequent priorities. The priority order of each LPA's applications cannot be altered by the STTAC. Only the designated STTAC representative from the MPO or LPA may alter the priority order of the projects submitted by their organizations.
8. Ensure opportunities for public input during prioritization.



## 2.8 Landscape and Aesthetic Project Selection

1. After all applications have been prioritized, Landscape and Aesthetics Matching Funds will be assigned by the STTAC to the first project on the list and continuing down the list, in order until all community matching funds have been assigned. NDOT has set aside up to \$1.0 million for fiscal year 2010 and \$2.0 million for fiscal year 2011 for the Landscape and Aesthetics Matching Funds Program. Any Landscape and Aesthetic Matching Funds not committed during the current fiscal year will be either carried over for use on landscape and aesthetic projects in subsequent years or will be used by NDOT to complete community projects designated by NDOT.
2. The list of funded landscape and aesthetic projects will be distributed to NDOT and the LPAs for inclusion in the appropriate transportation planning documents and for approval by the Director of NDOT. Approval of the program should occur in September of each application period.
3. In the event that NDOT does not procure monies in the amount necessary to fund all the projects selected for funding under the Landscape and Aesthetics Matching Funds Program, unfunded projects will be retained on the priority list in case additional funds become available during the fiscal year. Applications will be for one year of funding. If an eligible project is not funded, it may be resubmitted in later years for reconsideration.

## 2.9 Project Implementation

Once the LPA has been notified that their project has been selected for funding, the LPA must contact the Department's Principal Road Design Engineer over the Scoping and Intergovernmental Programs Section to begin work on the project by the end of the State fiscal funding year for which the project has been approved. The LPA will be asked to complete a short form providing contact and project information that will be used to start an agreement for the project.

### 2.9.1 Agreement

LPAs are required to enter into agreements with NDOT for construction and long-term maintenance of each project funded under the Landscape and Aesthetics Matching Funds Program.

1. Signed agreements must be in place before a Notice to Proceed can be issued. If issues cannot be resolved, the LPA will be notified in writing that the funding for the project will be withdrawn. If an agreement is not completed within sixty days of the written notification, NDOT will drop the project.
2. A second agreement will be required if NDOT is sharing responsibility for the maintenance of the project with the LPA per Section 1.3, or if NDOT will provide maintenance for the project but will bill the LPA for the maintenance costs.
3. LPAs cannot make changes in the design or scope of the project without NDOT written approval and adjustment to the project agreement.
4. If the project falls behind schedule, the LPA must submit a written request for an extension of time. Documentation of the reasons for the delay and a new time line for the development of the



project must be submitted along with the requested extension.

### **2.9.2 Project Development**

The LPA is responsible for the design (including the development of plans, specifications, and estimates), advertising and awarding the contract, construction, and construction management. The LPA is also responsible for obtaining all required environmental clearances and other locally required permits, including an encroachment permit from NDOT.

NDOT will provide general project oversight, at no cost to the LPA. This includes plan reviews at 30%, 60%, 90% and 100%. NDOT's oversight also extends into the construction phase of the project. NDOT will appoint a Resident Engineer (RE) to be the contact person during construction. The RE is also responsible for conducting on-site visits.

Nothing in these guidelines shall be construed as waiving or superseding formal project design reviews conducted in accordance with NDOT standard design-review requirements.



### 3.0 MATCHING FUNDS PROCESSES

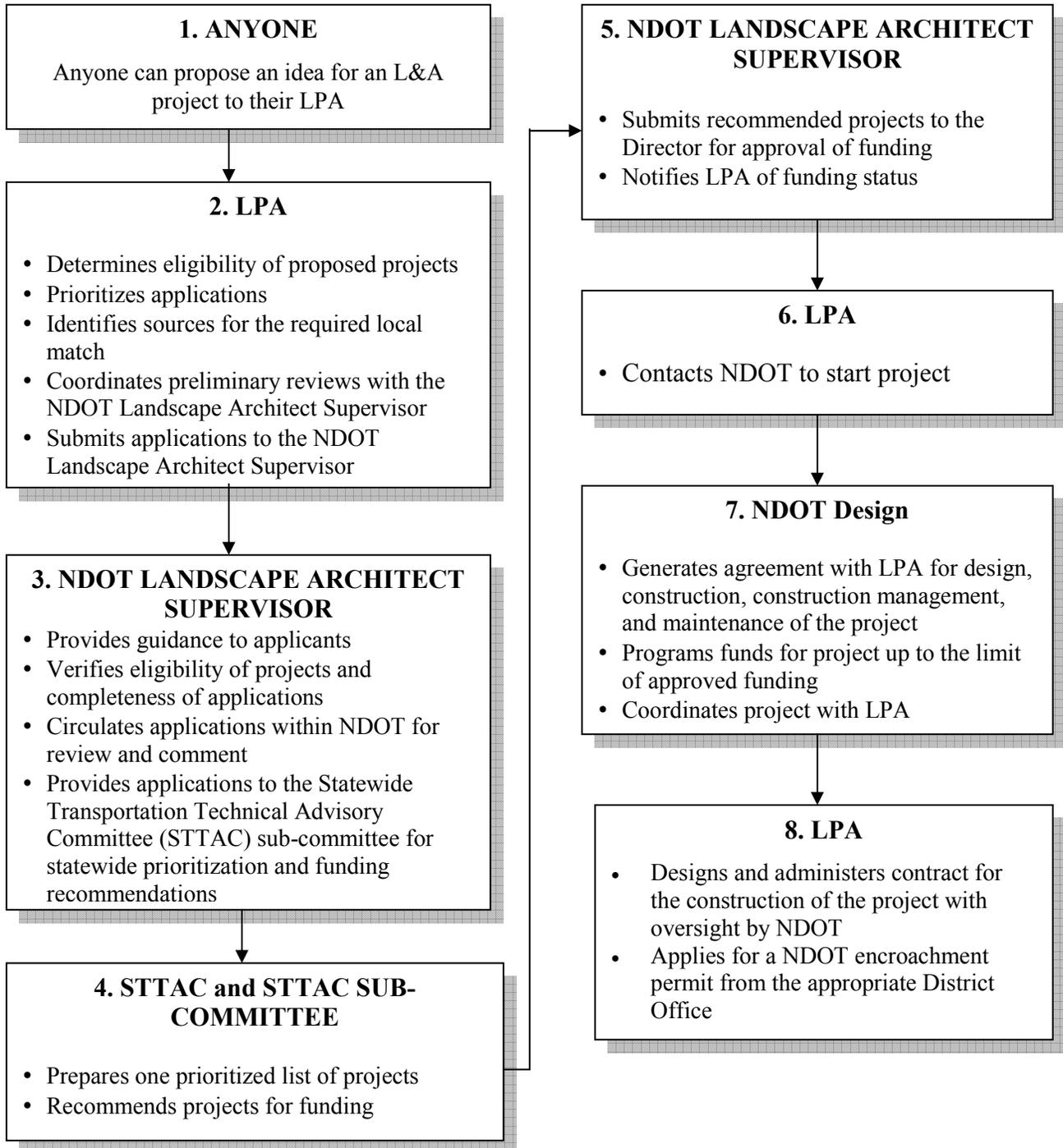
#### 3.1 Overview of Matching Funds Program Process

The overall Matching Funds Program process involves eight steps as shown in Figure 3-1 and described below.

1. Anyone can propose an idea for a landscape and aesthetics project to their LPA.
2. The LPA determines the eligibility of proposed projects within its area of responsibility and obtains resources for the required match. The LPA submits completed and prioritized applications to the NDOT Landscape Architect Supervisor. The LPA is now the APPLICANT.
3. The NDOT Landscape Architect Supervisor reviews applications and provides guidance to the APPLICANT on any revisions needed to bring applications into compliance with this manual, the Landscape and Aesthetics Master Plan and the appropriate Landscape and Aesthetic Corridor Plan. If there is not an applicable Corridor Plan, the closest applicable Plan should be used as a reference. At the close of the application period, the Landscape Architect Supervisor circulates the applications within NDOT for feasibility and constructability reviews. The Landscape Architect Supervisor may request additional information or require changes to the applications based on these reviews. Once the applications have been reviewed, the Landscape Architect Supervisor forwards the completed applications to the Statewide Transportation Technical Advisory Committee (STTAC) sub-committee for statewide prioritization.
4. The STTAC sub-committee prioritizes applications into a single list and then the STTAC recommends projects for funding, as described in Section 2.6 of this manual. Those projects identified for funding by NDOT will not be prioritized by the STTAC committee.
5. The recommended list of projects to be funded is submitted to NDOT's Director for approval and inclusion into NDOT's Annual Work Program. The State Transportation Board approves the NDOT's Annual Work Program. The Landscape Architect Supervisor notifies the LPA of funding awarded.
6. The LPA contacts NDOT's Principal Road Design Engineer over the Scoping and Intergovernmental Programs Section to begin the agreement process.
7. NDOT generates an agreement covering the design, construction, construction management and maintenance of the project. Once the agreement is signed by both agencies, NDOT programs funds for the project up to the amount of funding awarded through the application process and issues a Notice to Proceed to the LPA to begin work on the design of the project.
8. The LPA designs the project including the development of the plans, specifications and cost estimate with oversight by NDOT. The LPA is also responsible for acquiring any needed permits including a NDOT encroachment permit prior to advertising a contract for construction.



**Figure 3-1. Responsibility Flow Chart**

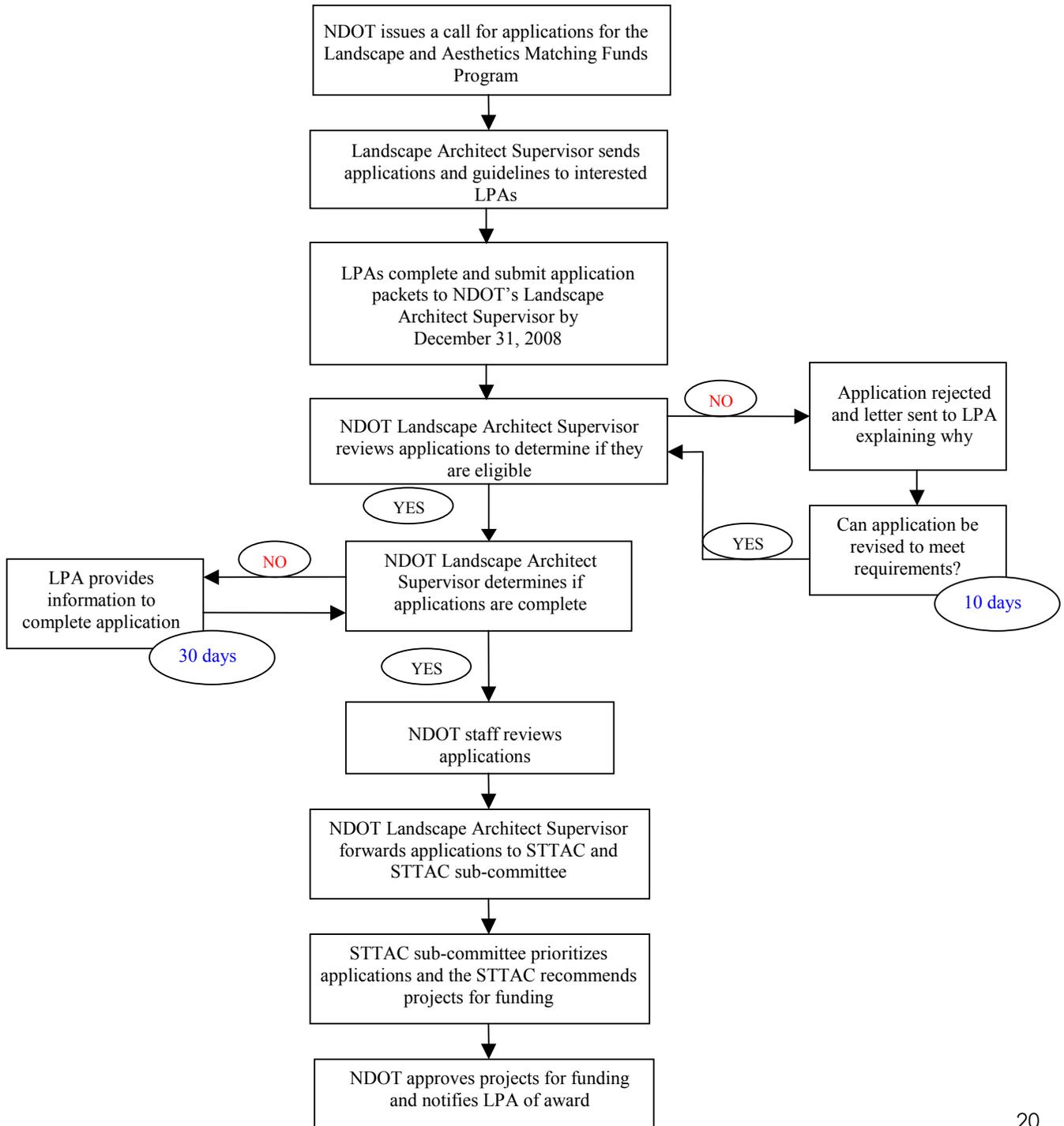




### 3.2 Application Process

Applicants must use the Landscape and Aesthetics Matching Funds Application form included in this manual. Accurate reproductions of the form may be used. The application must be completed in its entirety, including certification signed by officials authorized to commit the required local matching funds or resources for the proposed project. The overall application process is shown in Figure 3-2.

**Figure 3-2. Application Process**





## 4.0 MATCHING FUNDS APPLICATION

**Applications for Landscape and Aesthetics Matching Funds  
will be accepted until December 31<sup>st</sup>, 2008.  
Applications received after 5 pm on December 31, 2008  
will be returned without review.**

1. Local Public Agencies (LPAs) must use the Landscape and Aesthetics Matching Funds Application Cover Sheet included in this section. Accurate reproductions (hardcopy or computer-generated) of the application may be used.
2. The original application forms (Forms 1-6) must be completed in their entirety. An official authorized to commit the required local matching funds or resources for the proposed project must sign the certification.
3. Only applications for landscape and aesthetic project funding submitted to NDOT by an LPA will be accepted for consideration. Applications from different departments within a city or county, or from individuals, businesses, non-profit or other organizations, must be submitted by the LPA, not the individual department or organization. If an LPA submits applications for more than one project during an application period, each application must include its priority ranking.
4. If two or more LPAs jointly sponsor a project, only one LPA shall be designated as the Applicant.
5. Submit seventeen (17) copies of each completed application to NDOT along with the original. All copies should be stapled in the upper left-hand corner of the application. Bound copies will not be accepted.
6. Do not attach a separate cover to the applications. The first page (Cover Sheet) of the applications must be on top and visible on each copy of the application.
7. Make sure all attachments are included. Each attachment should be clearly identified with the project name, location, and section of the application it supports. Attachments should be in a reproducible format, sized at 8.5" x 11". Drawings/maps should not exceed 11" x 17" (8.5" x 11" preferred).
8. Mail or hand deliver applications to:

Landscape Architect Supervisor  
Nevada Department of Transportation  
Design Division  
1263 South Stewart Street  
Carson City, NV 89712





**Application Form 1. (continued)**

**Landscape and Aesthetic treatment types (See Appendix B)**

**Hardscape** (check one)     Standard     Accentuated     Focal     Landmark

**Softscape** (check one)     Ground treatment     Revegetation     Enhanced native  
 Regionally adapted     Ornamental

**Type(s) of Landscape and Aesthetic Treatments Included in Project (Check all that apply)**

- Plantings     Hardscape elements     Signage     Street furnishings     Rest area(s)
- Improvements to existing pedestrian or bicycle facilities
- State, regional, and community gateways
- Transportation Art (Requires additional forms – see Section 5.0 of this manual)

**Proposed Local Match**

Percent local match proposed for design/construction \_\_\_\_\_ %

Estimated annual maintenance cost (after Year 1) \$ \_\_\_\_\_ Percent local match/maintenance  
 \_\_\_\_\_ %

If applying for Enhancement Funds as part of local match, amount of Enhancement Funds requested \$ \_\_\_\_\_



**Application Form 2.  
APPLICANT CERTIFICATION**

I certify that \_\_\_\_\_ (*Local Public Agency*) supports the proposed Landscape and Aesthetics project, and that it has the legal authority to submit this application.

I further certify that the matching funds and/or resources will be available for the proposed project, as specified in this application. I understand that this is a request for matching funds and that a Notice to Proceed from NDOT is required before expending State funds or installing the proposed project in an existing NDOT right-of-way.

I certify that I have read and understand the requirements as stated in the Landscape and Aesthetics Procedures Manual and that the Application is complete. I further certify that

- The scope of the proposed project has been adequately defined,
- The cost estimates are reasonably accurate, and
- A landscape architect licensed in Nevada in accordance with NRS 623A has reviewed the cost estimates.

In addition, I certify that \_\_\_\_\_ (*Local Public Agency*) will be responsible for:

- Providing additional required submittals prior to approval of matching funds
- Providing any additional funds needed to complete the project above the amount specified in cooperative agreements;
- Providing documentation of in-kind matching contributions as required by NDOT;
- Reimbursing NDOT for State funds spent on this project if it cannot be completed;
- Returning the site to a condition as good or better than at the start of the project;
- Funding long-term maintenance of the project as specified in the interlocal agreement(s); and
- Removing the project at the end of its useful life or if requested by NDOT for legitimate State purposes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Title \_\_\_\_\_

Resolution Supporting Project # \_\_\_\_\_ Date adopted \_\_\_\_\_  
(if required)



### Application Form 3. PROJECT DESCRIPTION

1. Nature, purpose, and need for this project.

2. Describe the Project:

- a) The project's location, alignment, length, area, or other relevant location information;
- b) A brief description of the existing conditions, such as current landscape treatments, unimpaired vistas, rest area amenities;
- c) A brief description of the resulting conditions after the project's completion, such as proposed plantings, new grading and drainage contours, new decorative fencing;
- d) Project phases (if applicable) including how each phase results in a usable segment or functional project;
- e) Reproducible maps, drawings, photographs, or other appropriate documents (no larger than 11"x17", and preferably 8.5"x11");
- f) If more space is required, attach additional 8.5"x11" pages, double spaced, one-sided.



### Application Form 3. (continued)

3. Describe the extent to which this project implements the guidelines contained in the approved Landscape and Aesthetics Corridor Plan (or the Landscape and Aesthetics Master Plan in the absence of an approved corridor plan).



**Application Form 4.  
PROJECT COST SUMMARY**

		Cost estimate	Amount of Local Match	
			Local funds	Value of In-kind
Environmental Clearances and Required Consultations				
Project Design – studies, preliminary and final design, construction documents				
Construction – mobilization, grading, construction activities, installing irrigation, planting, site cleanup, demobilization				
Utility Adjustments				
Construction Management -testing, inspection, record-keeping				
First-year operations, maintenance, plant establishment (Enter the Year 1 Total Annual Cost from Form 4)				
<b>TOTAL PROJECT COST</b>				
<b>AMOUNT of FUNDING REQUESTED FROM NDOT</b>				





**Application Form 5. (continued)**

4. Does any part of the project affect existing utilities?  Yes  No  
 If “Yes”, describe the type of utilities affected and how they will be impacted.

5. Does any part of the project encroach on or cross railroad right-of-way?  Yes  No  
 If “Yes”, describe the nature of the encroachment, the impact, and whether an agreement is in place between the railroad and the LPA that covers the encroachment.

6. **On a separate sheet**, briefly describe the maintenance and operating plan for this project. Include a table of the estimated first-year and long-term annual costs of maintenance and operation including the source of those funds (Form 4). If it is the applicant’s intent that NDOT should participate in the maintenance or ownership of the proposed project, you must attach copies of agreements or correspondence with the appropriate NDOT Division indicating that NDOT will accept this responsibility. Use Appendix B as the basis for preparing this estimate. (A project with an accentuated hardscape and an enhanced native softscape is used as an example.)

7. Project Cost Summary

**On a separate sheet**, provide detailed cost estimates in addition to the summary on Form 4. You should itemize all project elements and costs. If the project is phased, include one detailed sheet for each phase. List items, descriptions, quantities, prices, etc. Include items for mobilization, temporary signs and barricades, irrigation systems for landscaping, construction layout (if layout is to be performed by the contractor), and projected maintenance costs. Be sure to have complete and accurate cost estimates for all phases of the work. Inadequate cost estimates may jeopardize completion of the project.



**Application Form 6.**  
**PROJECT OPERATIONS AND MAINTENANCE COST ESTIMATE**

Estimated life of project = \_\_\_\_\_ years    Size of project = \_\_\_\_\_ acres

Category	Brief Description of Operating and Maintenance Tasks/Plan	Estimated cost			Source of Funds
		Year 1	Annual \$ / acre	Annual total (1)	
Standard maintenance tasks (include with all projects)	Trash and graffiti removal; paint and surface finish repair; repair and replacement of structural components, signage, lamps; mulch replacement; weed pre-emergent and fire suppression				
Hardscape	At a minimum, list tasks associated with the treatment type. For example, include estimates for the following tasks from Appendix B for an Accentuated hardscape: as-needed replacement, repair and rearrangement based on the specific elements included in the design, such as decorative rockwork, wildlife features, etc.				
Softscape	At a minimum, list tasks associated with the treatment type. For example, include estimates for the following tasks from Appendix B for an Enhanced Native softscape: pruning and thinning; plant replacement; selective weed control by hand; fertilization; irrigation, including repair and replacement of irrigation system				
Transportation Art	Repair and replacement; removal at end of life				
Utilities	Telephone Water Power				
Total annual cost					
Total cost Life-of-project (2)					

(1) Annual total = No. acres x annual \$ / acre  
(2) Total cost life of project = No. of acres x annual \$/acre x no. years in life of project



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## 5.0 TRANSPORTATION ART PROGRAM OVERVIEW

The State of Nevada recognizes that integration of artwork into transportation system facilities can enrich communities, providing a means for creative expression of respected cultural, environmental, and aesthetic values. As part of the Landscape and Aesthetics Program, the Nevada Department of Transportation (NDOT) has adopted guidelines to facilitate the inclusion of community-sponsored works of art in highway right-of-way controlled by NDOT.

Artwork may be included as one component of a landscape and aesthetic program sponsored by NDOT, such as the Landscape and Aesthetics Matching Funds program for retrofitting existing highways. Or artwork may be proposed as unique, stand-alone projects completely funded by local organizations. For clarity, these projects are referred to as “stand-alone transportation art”.

The guidelines in Section 6.0 and the forms in Section 7.0 apply to all artwork in all landscape and aesthetics projects. However, the application process is different depending on whether the artwork is part of a larger project or a work of stand-alone transportation art. If artwork is one component of a larger landscape and aesthetic project, then applicants should follow the approval process governing the larger project, as defined in Sections 1.0 and 2.0 of this manual. The forms in Section 7.0 must be included as attachments to the application materials required for the larger project. See the guidelines in Section 2.0 for eligibility.

However, if the artwork is a stand-alone piece of transportation art, then the encroachment permit process is used to secure NDOT approval. First, the forms in Section 8.0 must be completed and submitted to the NDOT Landscape Architect Supervisor for preliminary review and coordination. Then the forms must be attached to the application for an NDOT encroachment permit. Encroachment permits are issued for a maximum term of five years and may be renewed for an unlimited number of additional five-year periods, subject to review and approval of NDOT.

### 5.1 Program Highlights

These guidelines apply only to transportation art placed within an existing right-of-way controlled by NDOT. Any person or organization within a community can initiate a transportation

#### **Artwork:**

Items such as statuary, decorative banners, murals, paintings, fountains, sculptures, or other unique features, either permanent or temporary, specifically commissioned or purchased for a highway right-of-way. Artworks may be constructed as integral parts of a highway structure or may be added after construction. They may be painted on or attached to highway structures or placed in other facilities or spaces within the right-of-way.

#### **Transportation art:**

Artworks that are proposed as unique, stand-alone projects completely funded and maintained by local public agencies.



art project, but they must work through their Local Public Agency (LPA) to gain NDOT approval. Forms and applications must be submitted by an LPA, which is defined as a legally constituted public entity with the authority to enter into interlocal agreements and expend public resources.

LPAs are responsible for all aspects of acquisition, installation, maintenance, and removal of transportation art, including all costs. NDOT Landscape and Aesthetics Program funds may not be used to purchase, install, or maintain stand-alone transportation art projects.

NDOT must issue an encroachment permit to the LPA prior to installation of transportation art. The permit will cover construction/installation, operations, maintenance, and removal phases, as well as copyright and ownership of the artwork. NDOT retains final authority to accept or reject projects.

## **5.2 Eligibility**

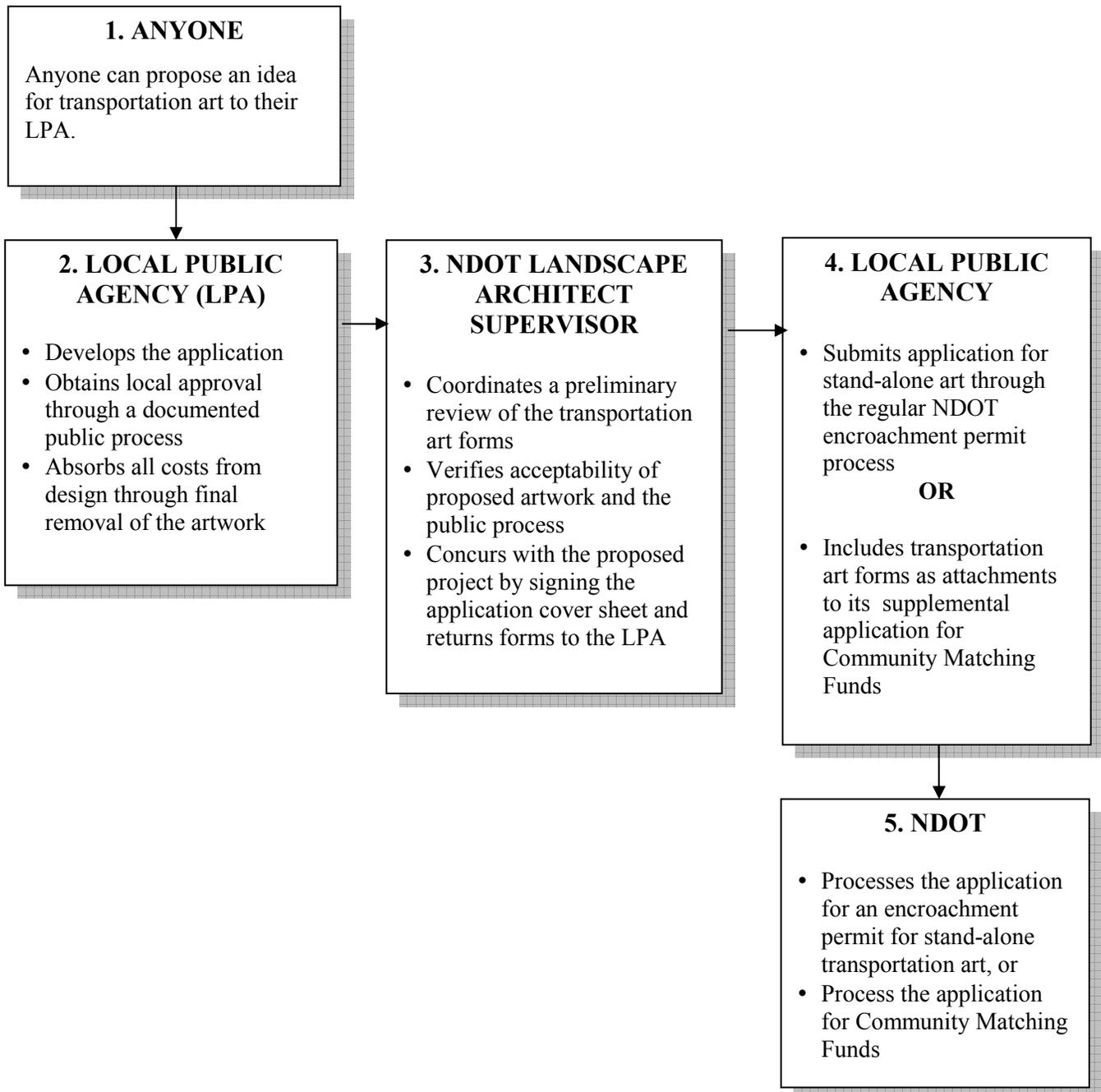
1. Most types of artwork are acceptable, provided the project meets the location, design, financial, and public support requirements defined in Section 6.0. Examples include, but are not limited to, sculptures, paintings, murals, and earthworks.
2. The LPA must assume complete financial responsibility for acquisition, installation, operations, maintenance, and removal of the transportation art.
3. The LPA must adequately document the acceptability of the transportation art to the community, through a public process, with emphasis on the neighborhoods, constituencies, and adjacent landowners most impacted by the artwork.



## 6.0 TRANSPORTATION ART GUIDELINES

These guidelines define requirements related to eligibility, location, design, and public support for stand-alone transportation art, and also are generally applicable to artwork included as components of larger landscape and aesthetic projects. The process is shown in Figure 6-1.

**Figure 6-1. Transportation Art Process**





## 6.1 Preparing and Submitting the Transportation Art Forms

Forms for transportation art projects must be submitted to the NDOT Landscape Architect Supervisor by an LPA. The LPA must submit a written statement of support for the project as part of the encroachment permit application.

Projects developed by different departments within a city or county, or from individuals, artists, businesses, non-profit or other organizations, must be submitted by the LPA, not the individual department or organization.

LPAs must use the transportation art forms contained in Section 7.0 of this manual. Accurate reproductions of the forms (hardcopy or electronic) may be used. The forms must be completed in their entirety, and signed by an official who is authorized by the LPA to commit the required local resources for the proposed transportation art project.

Applications for stand-alone transportation art may be submitted for review and coordination at any time. Incomplete forms or forms for unacceptable projects will be returned with an explanation of revisions needed to make the project acceptable. The LPA may revise the application and/or project and resubmit it to NDOT for review.

### 6.1.1 Consistency Requirements

1. All artwork should be consistent with design guidelines and standards established by the NDOT-approved landscape and aesthetics corridor plan that applies to the right-of-way where the artwork will be located. Corridor plans address appropriate levels of aesthetic treatments and materials within the corridor. The proposed project should help interpret and maintain the design intent of the corridor plan. If a corridor plan has not been approved that covers the project site, then the applicant should follow the spirit, policies, and guidelines of the *Landscape and Aesthetics Master Plan*. Those guidelines can be found at [www.nevadadot.com/pub\\_involvement/landscape](http://www.nevadadot.com/pub_involvement/landscape). A brief description of corridor plans is located in Section 1.0 of this manual.
2. All artwork must be consistent with the design guidelines and standards established by other existing State and local transportation plans or other governing documents. If foundation or structural supports are required, a registered Nevada engineer must stamp the plans.
3. All artwork must comply with safety and environmental requirements relevant to its proposed location, materials, and lifespan.

### 6.1.2 Project Specific Requirements

1. All applications for Landscape and Aesthetics Matching Funds or encroachment permits that contain artwork must have a well defined project and include, as appropriate:
  - A description of the project's structural integrity, including drawings stamped by an engineer, landscape architect, or architect licensed to practice in Nevada, as appropriate.



- The exact location of the proposed artwork.
  - The expected life span of the artwork.
  - A resume of the artist's work and background.
  - Images of artist's built works similar in design to the proposed project, if available.
  - A written description of the value of the artwork to the community.
  - Specifications for the proposed materials.
  - Scale drawings or photographs of a model of the proposed artwork.
  - Construction/installation schedule.
  - Traffic control plan.
  - Maintenance schedule.
  - Removal plan.
2. All artwork must be acceptable to the community that is hosting it (e.g., the city or county within which the artwork will be placed). The LPA must have specific documentation of public review of and support for each transportation art project, as well as the endorsement of the elected officials of the city or county hosting the artwork.
  3. All artwork must be appropriate to its proposed setting in terms of scale and impact on the associated transportation system. The art cannot in any way interfere with the functioning of the associated transportation system. It cannot be located within the clear zone of the roadway.
  4. All artwork must avoid creating undue visual distractions for motorists, pedestrians, cyclists, or other users of the transportation system. The level of detail of the art should neither be too fine to be interpreted at highway speeds, nor so large that it creates a distraction.
  5. Artwork must not adversely affect surrounding land or create an environmental hazard. This includes potential damage to soils, plants, and animals, and potential interference with drainage patterns or storm water runoff quality.
  6. Artwork must be located where maintenance can safely be performed on it as necessary. It also must be located in such a way that it does not interfere with other regular inspection and maintenance of surrounding transportation facilities, structures, or the right-of-way.

### **6.1.3 Design Requirements**

1. Artwork projects must comply with all state and local design guidelines. Exceptions may be allowed if the application is accompanied by written explanation of the substantive differences from existing plans or guidelines, and a waiver from the agency having jurisdiction.
2. Artwork may not adversely affect existing structures, other landscape and aesthetic treatments, or plants. In general, artwork should not be placed upon trees, or painted or otherwise applied to natural features.
3. The predominant color scheme and design must not make use of or simulate the design, colors, or combinations of colors usually reserved for traffic control devices.
4. Artwork must not include blinking or intermittent light. It may include illumination that does not



interfere with the vision of transportation system users.

5. Artists should avoid using materials that are strongly reflective or that could create a hazard due to glare.
6. Advertising, marketing, or other forms of commercial, political, or religious images and text may not be used in transportation art.
7. The proposed artwork must be of materials that will be durable for the expected life of the project. Designs should be developed to minimize or avoid ongoing specialized maintenance needs.

#### **6.1.4 Location Requirements**

1. Artwork may not interfere with traffic control devices or with the air space above the roadway.
2. Artwork may not restrict sight distances and generally may not be placed in medians. Artwork must be located outside of the clear zone. It must be placed as far from the travel way or edge of the roadway as is practical, with consideration for the visibility of the art.
3. The proposed project cannot be placed in an area where major construction or maintenance that would affect the artwork is scheduled to take place within 12 months from the proposed start of installation or construction of the artwork.

#### **6.1.5 Public Support Requirements for Transportation Art**

1. The process used by the LPA to develop the proposed transportation art project must include documented opportunities for public input. The method of public review and documentation may be decided by the LPA, but must result in a letter or resolution of endorsement from the agency hosting the artwork (e.g., the city or county within which the artwork will be placed). When artwork is included as a component of a larger NDOT project, the public process requirements of the overall project are sufficient; a separate public process is not needed for the art components, as long as the public process for the overall project specifically addresses the art components.
2. The LPA must secure the approval of the proposed transportation art from the members of the public that will be most impacted by its installation. Documentation of the public process and written public support for the project must be supplied with the forms.
3. NDOT reserves the right to determine the adequacy of the public process and the documentation of the same during its review of the application.

#### **6.1.6 Financial Requirements for Transportation Art**

1. The transportation art project must be fully funded by the LPA for its expected life span.
2. Projects that require an ongoing operating or maintenance budget to be useful must demonstrate that such financial capability exists as part of this requirement.



3. Funding must also exist for the eventual removal of the artwork, e.g., at the end of its expected life span, in response to changes in the right-of-way, in response to deterioration of the artwork, or at the request of NDOT.

### **6.1.7 Maintenance and Removal Requirements for Transportation Art**

1. The LPA will be responsible for all maintenance necessary to keep transportation art clean and in good repair. This includes graffiti removal and restoration work necessary to maintain the integrity of the artwork. NDOT will perform only limited general maintenance, such as trash and debris removal.
2. If transportation art becomes a safety hazard, is not adequately maintained in NDOT's opinion, or deteriorates beyond the ability of the LPA to repair, NDOT will notify the LPA of the problem in writing and give the LPA a timeframe within which to remedy the situation.
3. If transportation art poses an immediate threat to public safety, NDOT may take unilateral action, as needed, to remove the threat. NDOT will (1) exercise reasonable care to preserve the artwork for future action by the LPA, (2) notify the LPA as soon as practical of the actions taken, and (3) set a timeframe for future action by the LPA to remedy the situation.
4. NDOT may request removal of artwork before the end of its expected lifespan due to construction, rehabilitation, or any other reason within NDOT's interests, without compensation to the LPA or artist. NDOT will notify the LPA in writing of the need for removal and will attempt to provide sufficient time for removal or relocation by the LPA.
5. The LPA must leave the right-of-way in a condition as good as or better than before the project began.

### **6.1.8 Ownership and Copyrights**

1. NDOT will not assume ownership of stand-alone transportation art located within an NDOT right-of-way. Ownership remains with the LPA or artist, as specified in their agreement(s).
2. NDOT reserves the right to reproduce images of any artwork for legitimate State purposes. The artist and local agency retain all other rights, statutory or implied, to the transportation art as agreed to by the LPA and artist. Ownership and copyright relationships between the LPA and the artist must not interfere with NDOT's responsibilities with respect to the state transportation system. NDOT reserves the right to review agreements between the LPA and artist prior to approval of an encroachment permit.

### **6.1.9 Artist and Sponsor Recognition**

1. The name or identifying mark of the artist(s) may be incorporated into artwork and is not considered to be "text". The size of the artist's name or mark shall be appropriate to the scale of the artwork but shall not exceed 12" x 18".



2. The name of artwork sponsors may be placed adjacent to the transportation art and is not considered to be "text". The size of the sponsor's name shall not exceed 12" x 18".

#### **6.1.10 Environmental and Cultural Considerations**

1. All projects will be reviewed for their social, economic, and environmental impact, including impacts to biological, physical, and cultural resources.
2. All projects that require federal action must conform to the requirements of the National Environmental Policy Act (NEPA), the National Historic Preservation Act (Section 106), and US Department of Transportation (DOT) Act [Section 4(f)] as well as other Federal laws, such as Section 404 of the Clean Water Act and the Threatened and Endangered Species Act. These laws ensure that the environment is both protected and enhanced.
3. Depending on the nature, scale, and location of a proposed project, LPAs may be required to supply additional information, maps, or photographs to various federal and state regulatory agencies for review.
4. Approval by all applicable agencies will be required for the project to be installed. NDOT will work with the LPA to determine what actions may be necessary to meet the requirements.

#### **6.2 NDOT Review and Coordination of Transportation Art Forms**

1. The NDOT Landscape Architect Supervisor will review all transportation art forms for completeness and to identify any issues that need to be resolved before the proposed projects can be constructed or installed. If forms are incomplete and must be returned to the LPA, NDOT will provide written guidance regarding what is required to make the forms complete and acceptable. Every effort will be made to do this in a timely manner.
2. If NDOT rejects the proposed location due to safety or operational conflicts, the LPA may identify a new location, obtain local endorsement of the new location, and submit an amended application, as directed by NDOT, or withdraw the application.
3. If the transportation art project is acceptable and the forms are complete, the Landscape Architect Supervisor will concur on the cover sheet and return the forms to the LPA.

#### **6.3 Obtaining an Encroachment Permit**

1. After obtaining concurrence from NDOT Landscape Architecture section on the transportation art forms, LPAs must obtain an encroachment permit from NDOT for each stand-alone transportation art project. The transportation art forms, including NDOT Landscape Architecture Section approval, must be attached to the permit application.
2. Installation of transportation art may not begin until NDOT has issued an encroachment permit.



## 7.0 TRANSPORTATION ART INSTRUCTIONS AND FORMS

### **Stand-alone transportation art forms and encroachment permit applications are accepted for concurrence and coordination at any time.**

1. LPAs must use the Transportation Art Cover Sheet included in this section. Accurate reproductions (hardcopy or computer-generated) of the remainder of the form may be used.
2. The forms must be completed in their entirety, and signed by an official who is authorized by the LPA to commit the required local resources for the proposed project.
3. Only forms submitted to NDOT by LPAs will be accepted for consideration. Forms prepared by different departments within a city or county, or by individuals, businesses, non-profit or other organizations, must be submitted by the LPA, not the individual, department or organization. If an LPA submits applications for more than one project at the same time, the applications should indicate the priority to assist NDOT in conducting timely reviews.
4. Submit ten (10) copies of the completed forms to NDOT. All copies should be stapled in upper left-hand corner of the application. Bound copies will not be accepted.
5. Do not attach a cover. The first page (Cover Sheet) of the form must be on top and visible on each copy.
6. Any attachments should be clearly identified with the project name, location, and section of the form it supports. Attachments should be in a reproducible format, sized at 8.5" x 11". Drawings/maps should not exceed 11" x 17" (8.5" x 11" preferred). Photographs of models should be a minimum of 4" x 6" and show the overall composition of the artwork. Additional photographs of the model may be included to show details that would help NDOT evaluate the suitability of the artwork for installation in the right-of-way.
7. Local Public Agency should mail or deliver transportation art forms to:

Landscape Architect Supervisor  
Nevada Department of Transportation  
Roadway Design  
1263 South Stewart Street  
Carson City, NV 89712



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**Transportation Art Form 2.  
APPLICANT CERTIFICATION**

I certify that the \_\_\_\_\_ (*Local Public Agency*) supports the proposed Transportation Art project, and that it has the legal authority to submit this application on behalf of the \_\_\_\_\_ (*Local Public Agency*).

I understand that this is NOT a grant application, that it is a request for authorization to install the proposed artwork in an existing NDOT right-of-way.

I certify that I have read and understand the requirements as stated in the Landscape and Aesthetics Procedures Manual and that the transportation art forms are complete.

In addition, I certify that the \_\_\_\_\_ (*Local Public Agency*) will be responsible for returning the site to a condition as good or better than at the start of the project if the project is cancelled for any reason; providing funding for long-term maintenance of the project as specified in the interlocal maintenance agreement; and removing the project at the end of its useful life, at the end of the term of the permit (unless renewed), or if requested by NDOT.

I also understand the \_\_\_\_\_ (*Local Public Agency*) is required to pay the costs of returning the site to a condition as good as or better than at the start of the project.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Title \_\_\_\_\_

Resolution Supporting Project # \_\_\_\_\_ Date Adopted \_\_\_\_\_  
(If applicable)



### Transportation Art Form 3. PROJECT DESCRIPTION

1. Nature of artwork (e.g., sculpture, mural):

2. Artwork Description: the artwork's size and proposed location; a brief description of the existing conditions; brief description of the resulting conditions after the artwork is constructed or installed; reproducible maps, drawings, photographs or other appropriate documents (no larger than 11" x 17" and preferably 8.5" x 11").

3. Describe the extent to which this artwork implements the guidelines contained in the NDOT approved *Landscape and Aesthetics Corridor Plan* for the proposed site or the *Landscape and Aesthetics Master Plan* if an approved corridor plan does not exist.



Form 3. (continued)

4. Describe the process used for review and approval of the artwork by local agencies, the neighborhoods or communities adjacent to and most affected by the proposed location of the artwork, and a landscape architect licensed to practice in Nevada. List the public meetings, environmental hearings (if required), resolutions, legislative actions, etc. affecting development of this project. List the governmental agencies, public or private organizations, and individuals that have endorsed this project. You must attach copies of endorsement letters and other written proof of support from the parties most affected by the proposed location of the artwork.

5. Describe how the artwork is included in and/or is consistent with local adopted comprehensive plans or transportation plans.

6. Does any part of the project affect existing utilities?  Yes  No  
If “Yes,” describe the type of utilities affected and how they will be impacted.



Form 3. (continued)

7. Does any part of the project encroach on or cross railroad right-of-way? \_\_\_ Yes \_\_\_ No  
If "Yes," describe the nature of the encroachment, the impact, and whether an agreement is in place between the railroad and the LPA that covers the encroachment.

8. Attach a copy of all agreements between the artist(s) and the LPA pertaining to ownership, copyrights, installation, operation, maintenance and removal of the artwork.

9. Briefly describe the maintenance and operating plan for this project, including removal of the artwork at the end of the term of the permit unless renewed, if it becomes a safety hazard, or if it deteriorates beyond repair. Include an estimate of the annual cost of maintenance and operation.



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## APPENDIX A: Guidelines for In-kind Matching Contributions

Item	Required documentation
Personnel costs (Local Public Agency, State or local government, excluding NDOT)	Timesheets or payroll showing time actually spent on the project
* Donated professional services	Invoice or letter with appropriate documentation showing actual time spent on the project
Services purchased by the Local Public Agency (e.g., design, construction, and maintenance services)	Invoices or receipts
Materials purchased by the Local Public Agency (e.g., plants, rock mulch)	Invoices or receipts
* Volunteer labor	Sign-in sheets, showing name of project, name of volunteer, date, hours worked, and the basis for the valuation
Donated or discounted materials	Invoices or receipts
* Use of LPA-owned equipment	Timesheet, logbook, or other document showing value of hours used
Equipment rental	Invoice or receipt
Supplies, mailing and copying costs	Invoices or receipts

\*NDOT must agree to the value listed by the LPA.



Treatment Type		Characteristics of Treatment	Associated Maintenance Tasks
<b>NDOT Standard</b>		<ul style="list-style-type: none"> <li>Mulch for erosion, dust control</li> <li>Accent finishes/ paint on all structures/basic paint</li> <li>Directional and service informational signage</li> <li>Basic community information signage</li> <li>Standard lighting</li> <li>Rest stop/Primitive area/Basic rest area</li> </ul>	<ul style="list-style-type: none"> <li>Trash removal</li> <li>Graffiti removal</li> <li>Paint and surface finish repair</li> <li>Repair &amp; Replacement (R&amp;R) of structural components, signage, lamps</li> <li>Mulch replacement</li> <li>Weed pre-emergent and fire suppression</li> </ul>
<b>Hardscape</b>	<b>Accentuated</b>	<ul style="list-style-type: none"> <li>Upgraded finishes on structures</li> <li>Special grading, especially for drainage, water harvesting, or general aesthetic effect</li> <li>Decorative rock protection for drainages</li> <li>Constructed wildlife habitat features (deadfall or snag crossing features)</li> </ul>	<ul style="list-style-type: none"> <li>Standard maintenance plus:</li> <li>As-needed replacement/rearrangement of decorative rock, wildlife features, etc.</li> </ul>
	<b>Focal</b>	<ul style="list-style-type: none"> <li>Accent finishes plus form liners on some structures</li> <li>Upgraded materials for structures, barrier rails (stamped/colored concrete, corten steel, wood)</li> <li>Special drainage/water retention features</li> <li>Upgraded lighting and upgraded signage</li> <li>Multiple mulch types, decorative rock including boulders enhanced retaining walls (layout, materials), surface materials</li> <li>Complete Rest Area, Welcome Center</li> </ul>	<ul style="list-style-type: none"> <li>Standard maintenance plus:</li> <li>R&amp;R of special materials, signage, lamps and lighting fixtures</li> <li>Potentially increased labor for routine maintenance of surface finishes and R&amp;R of form liner panels, retaining walls, barriers, etc.</li> <li>Higher maintenance levels than standard for rest areas, but not higher than current levels</li> </ul>
	<b>Landmark</b>	<ul style="list-style-type: none"> <li>Extensive decorative treatments of structures, barrier rails, pedestrian crossings, etc., especially with a variety of form line patterns or one-of-a-kind treatments</li> <li>Elaborate lighting</li> <li>A variety of special signage types</li> <li>Rock mulch land graphics and artwork</li> <li>Upgraded Welcome Centers</li> </ul>	<ul style="list-style-type: none"> <li>Standard maintenance plus:</li> <li>Increased raking/rearrangement of mulch for land graphics</li> <li>Increased labor for repair of one-of-a-kind treatments</li> <li>Increased replacement costs for all special materials</li> <li>Welcome Center maintenance may include operational costs outside of those now considered standard (see text above)</li> </ul>

**APPENDIX B: Landscape and Aesthetic Treatments and Maintenance**



Treatment Type		Characteristics of Treatment	Associated Maintenance Tasks
<b>Softscape</b>	<b>Ground Treatment</b>	Any form of ground cover that is not vegetation Examples include bark, decomposed granite, and rock mulch	Standard maintenance plus: Raking and distribution of mulch
	<b>Revegetation</b>	Ground plane planted or seeded with native plant species Re-contouring to match surrounding topography	Standard maintenance only Temporary irrigation if needed
	<b>Enhanced Native</b>	Native shrubs, trees, grasses, and perennials Increased density of planting in a configuration that mimics natural conditions.	Standard maintenance plus: Pruning and thinning Plant replacement Selective weed control (by hand) Fertilization Irrigation, including R&R of irrigation system
	<b>Regionally Adapted</b>	Low-water use native plants and non-native adapted species Increased density of planting with more highly designed arrangements Designs minimize irrigation needs	Standard maintenance plus: Same as Enhanced Native, with increased time and materials costs corresponding to intensity of design
	<b>Ornamental</b>	Plantings include the greatest variety of non-native plants, in a decorative or highly designed configuration Designs achieve low water usage overall, but portions may have higher irrigation needs	Standard maintenance plus: Same as Enhanced Native, with increased time and materials costs corresponding to intensity of design

Note: No-cost treatments identified in the Landscape and Aesthetics Master Plan represent a new baseline for aesthetics on all NDOT projects. These are not Landscape and Aesthetics Program costs, they are the basic costs of NDOT maintaining a highway. The low-, medium- and high-cost treatments identified in the Landscape and Aesthetics Master Plan are upgrades above and beyond the no-cost baseline established for all NDOT projects. Upgrades may decrease, increase or have no effect on long-term maintenance costs depending on the specific situation. See Section 3, Planning Guidelines (pp. 31-66) of the Master Plan for additional information.



## APPENDIX C: Glossary

**Applicant:** the Local Public Agency (LPA) requesting Landscape and Aesthetics Matching Funds or an encroachment permit for transportation art. Only LPAs can negotiate agreements for landscape and aesthetic treatments and long-term maintenance with NDOT. For purposes of the Landscape and Aesthetics Matching Funds Program, an LPA is a Metropolitan Planning Organization (MPO), or a legally constituted government with the authority to commit public funds and resources. The four MPOs in Nevada are the Regional Transportation Commission of Washoe County, the Tahoe Metropolitan Planning Organization, the Carson Area Metropolitan Planning Organization, and the Regional Transportation Commission of Southern Nevada.

**Artwork:** items such as statuary, decorative banners, murals, paintings, fountains, sculptures, or other unique features, either permanent or temporary, specifically commissioned or purchased for or use in highway right-of-way. Artworks may be constructed as integral parts of a highway structure or may be added after construction. They may be painted on or attached to highway structures or placed in spaces within the right-of-way.

**Corridor:** a length of highway right-of-way and its associated secondary roads. The *Landscape and Aesthetics Master Plan* identifies eleven corridors in the state.

**Interlocal Agreement:** an agreement between public agencies to "obtain a service" from or through one of the agencies.

**Landscape and Aesthetics:** the total visual impression of a highway, including features such as well-proportioned, visually pleasing bridges and drainage swales; views of the highway from adjacent neighborhoods; and carefully preserved scenic vistas.

**Landscape and Aesthetics Corridor Plan:** a document that presents major design themes, levels of treatment, cost goals, and priorities for landscape and aesthetic treatments along a length of State highway. These plans help NDOT to prioritize, schedule, design, construct, and maintain landscape and aesthetic treatments along state highways.

**Landscape and Aesthetics Master Plan:** a plan, first adopted by the State Transportation Board in 2002 and implemented by the Nevada Department of Transportation that establishes a vision and policies for landscape and aesthetic treatments within the state highway system right-of-way, and the planning process, design guidelines, and funding mechanisms for the Landscape and Aesthetics Program.

**Local Public Agency (LPA):** the only entity authorized to submit applications for Landscape and Aesthetics Matching Funds or for permission to place artwork in an NDOT-managed right-of-way, that is, a Metropolitan Planning Organization (MPO), or a legally constituted public entity with the authority to enter into interlocal agreements and expend public resources.



**Metropolitan Planning Organization (MPO):** The four MPOs in Nevada are the Washoe County Regional Transportation Commission, the Tahoe Transportation Commission, the Carson City Transportation Commission, and the Regional Transportation Commission of Southern Nevada.

**Stand-Alone Transportation Art:** artwork completely funded by local organizations that is not a component of a larger landscape and aesthetic project.

**Statewide Transportation Technical Advisory Committee (STTAC):** an advisory board to the Director of Transportation and the State Transportation Board. With respect to the Landscape and Aesthetics Program, the STTAC reviews and prioritizes projects for funding under the Landscape and Aesthetics Matching Funds Program. Representatives from state, federal, and local organizations sit on the STTAC.

**Transportation Art:** see Artwork.



## **APPENDIX D: Additional Contacts**

For projects located within the Clark County metropolitan planning area:

Executive Director  
Regional Transportation Commission of Southern Nevada  
600 S. Grand Central Parkway, Suite 350  
Las Vegas, NV 89106

For projects located within the Washoe County metropolitan planning area  
(outside of the Lake Tahoe Basin):

Executive Director  
Regional Transportation Commission of Washoe County  
P.O. Box 30002  
Reno, NV 89520-3002

For projects located within the Nevada portion of the Tahoe metropolitan planning area:

Executive Director  
Tahoe Metropolitan Planning Organization  
128 Market Street  
P.O. Box 5310  
Stateline, NV 89449

For projects located within the Carson City metropolitan planning area:

Executive Director  
Carson Area Metropolitan Planning Organization  
City of Carson City  
3303 Butti Way #7  
Carson City, NV 89701

For project initiation with the Nevada Department of Transportation:

Rick Oxoby, P.E.  
Principal Road Design Engineer  
Scoping and Intergovernmental Programs Section  
NDOT  
1263 S. Stewart Street  
Carson City, NV 89712  
(775) 888-7164  
roxoby@dot.state.nv.us