



**CITY OF BALTIMORE
DEPARTMENT OF TRANSPORTATION**

**Right of Way Services Division
Special Events and Street Vendors Section
Abel Wolman Municipal Building, Counter 4
200 Holliday Street Baltimore, MD 21201
410-396-1916**



*****NEW POLICY*****

Effective July 1, 2016.

- The Department of Transportation will no longer offer a 50% Discount for any services or equipment. This means if your event takes place after June 30, 2016 you will be charged 100% of the total costs of any fees or services provided by the Department of Transportation. ***
- Special Events Applicants will be charged 25% of the total cost prior to permit issuance. Approximately 45 days after your application has been accepted you will be contacted with the total amount due for your event for any City of Baltimore services and/ or equipment. 25% of the total amount due will be required before a permit will be issued.
- The Office of Special Events will strictly adhere to the time frames for acceptance of all applications.
 - Block Parties (no later than four weeks from the scheduled date of your event).
 - Special Events Applications (no later than six weeks from the scheduled date of your event).
 - Curb Lane Closure(s) (no later than seven days before the scheduled date of your event).
 - Department of Transportation Equipment Requests (no later than five days from the scheduled date of you event).

There will be no exceptions to this policy

SIGNATURE & DATE