



STEPHANIE RAWLINGS-BLAKE
MAYOR

**APPLICATION FOR COMMUNITY SIGN
IN MEDIAN/RIGHT-OF-WAY**

DEPARTMENT OF TRANSPORTATION
417 East Fayette Street, Room 747
Baltimore, Maryland 21202

410-396-6856 • Gladys.Hurwitz@baltimorecity.gov



Date: _____

Application is hereby made for a community sign for the community of:

Name of Community Association	Community Association Officer
Address	Phone Number
Proposed Location	Email Address

I _____, an officer of the _____ Community Association hereby request a community sign through the department of Transportation community sign program and agree to provide maintenance for the median in which the community sign is located. The community association agrees to perform routine maintenance within the median as described in accordance to the maintenance agreement between the community and the Department of Transportation.

Application Checklist:

Initial Request:

- Completed application section(s) above (initial community sign request)
- Map or image of the proposed sign location(s)

Community Notification and design:

Upon approval of the sign location, the following must be submitted within 6 months:

- Notification of Community Meeting (date, time, and location) and agenda for the community sign presentation to the community at large.
- Copy of letter notifying the neighbors immediately adjacent to the proposed sign location that the community intends to have the Department of Transportation install a community sign in the right-of-way and that the community will be responsible for routine maintenance of the sign location.

Installation:

90 days before scheduled installation of the community sign:

- Signed maintenance Agreement (5 copies, signed and witnessed in blue ink)
- Copy of Insurance Certificate
- Notification to community members and immediate adjacent property owners that the sign installation is scheduled

Community Association Name	Officer Name and Signature	Contact Address, Phone, and Email
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Witness Name and Signature
Address

The sign location requires review and approval by the Traffic Division for safety, sight distance, and traffic operations. The decision of the Traffic Division will be communicated to the Community Association within 90 days of receiving the initial request for the community sign. Once accepted, the community association will be required to submit the entire community sign application within six months.

It is further understood that the Department of Transportation installs 3 to 4 signs per calendar year on a first come first served basis. Upon acceptance of the community sign application, the Department of Transportation will notify the community association the status of the sign request including the number of signs scheduled for installation in the current calendar year and the calendar year that the community sign is expected to be installed.

The Maintenance Agreement requires the approval of the Board of Estimates and the sign cannot be installed without BOE approval. It is further understood that the Board of Estimates reserves the right, in its discretion, to terminate the agreement at any time on thirty days' notice.

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APPLICATION PROCEDURES

In support of the Major's goals for clean and green neighborhoods, the Department of Transportation (DOT) has established a community sign program whereby the DOT will fabricate and install one community sign and associated planting bed, per community association under the following conditions.

The Community agrees to maintain the designated planting bed or median at its sole cost and expense according to the Maintenance Agreement for the duration of the agreement period. The Community will be given permission to create any landscape planting provided it does not contain any invasive species, vegetation with thorns, or any vertical hardscape element without approval by the DOT Traffic Division. Any trees existing or planted within the landscaped area may not be cut down without the permission of the City Arborist. No installation of stormwater management facilities are permitted within the right-of-way without prior approval by DOT and DPW.

The Department of Transportation procedures have been established for applicants:

1. Submit the initial request to Baltimore City Department of Transportation (DOT), 417 East Fayette Street, Room 747, Baltimore, MD 21202 include a map/image of the proposed community sign location.
2. Within 90 days of application, the DOT Traffic Division will review the proposed location and communicate a decision regarding the proposed location. If approved, the Community Association will be notified of DOT's schedule for installing the the community sign.
3. Notify the adjoining property owners of your intent to apply for a community sign through DOT. Notification to the adjoining property owners shall consist of a copy of the community meeting notification, copy of the community meeting agenda showing that the community sign is a meeting item (discussion or presentation), and copy of the letter indicating the community association's intent to install a community sign and will be responsible for routine maintenance.
4. Upon completion of the Community Notification and Design requirements, the community will be notified approximately 90 days prior to DOT 's installation schedule. The Community is required to submit the signed Maintenance Agreement, copy of the required Insurance certificate, and notification to community members and adjoining property owners of the scheduled sign installation.