CEREMONIAL STREET SIGN APPLICATION

This application will take approximately (45) days to process. Please type or print clearly. Complete as much of the application as possible below, attach the required letters of support from the Council Representative and the Community/Neighborhood Association and return all documents with a check or money order for $150.00 made payable to the “Director of Finance” to:

City of Baltimore
Department of Transportation
Property Location Section
200 Holliday Street, Room 204
Baltimore, Maryland 21202
Ph: (410) 396-3800 – Email: dawn.flanary@baltimorecity.gov

Name/Organization: ____________________________________________
Address: ___________________________________________________
City/State: __________________ Zip: ____________________________
Telephone: __________________ Fax: __________________ Email: __________________

Why the Ceremonial Street Sign is being requested: _________________________________________________________________

________________________
______________________________________________________________
Sign should read: ____________________________________________________________________________________________
(street names cannot exceed a maximum of 23 letters)

Location of the sign: ______________________________________________________
(ex. southeast corner, in front of address, direction to point etc.)

Ceremony Date & Time: _________________________________________________

NOTE: Misrepresentation of information and or documentation is strictly prohibited and will nullify your application resulting in the forfeiture of all monies and the immediate removal of the installed sign. If for any reason your application is denied your check will be forwarded back to you as soon as possible.

Do not write below this line – Office use only

Date Received: __________________________ To Permits: __________________________ Permits Approval: __________________________
To D.O.T.: __________________________ D.O.T. Approval: __________________________
To Police: __________________________ Police Approval: __________________________
To Fire: __________________________ Fire Approval: __________________________

Mayor’s Office of Neighborhoods: __________________________ Mayor’s Office of Neighborhoods Approval: __________________________
Council District Support Letter Received: __________________________ Community/Neighborhood Association Support Letter Received: __________________________

Referred to Mayor’s Office: __________________________ Mayor’s Office Approval: __________________________

To Transportation for Installation: __________________________
RULES, GUIDELINES AND INSTALLATION PROCEDURES FOR NEW CEREMONIAL STREET SIGNS

- A ceremonial street sign application must be completed and forwarded to the Department of Transportation, Property Location Section. Accompanying the request should be a check or money order made payable to the “Director of Finance” in the amount of $150.00 to cover the administrative costs for canvassing, fabrication, installation, and removal of the sign as well as letters of support from the Council Representative for the corresponding district and the corresponding Community/Neighborhood Association. A forty-five day processing period is necessary for all applications of a new sign.

- Upon receipt of the application a request for approval will be forwarded to the required agencies to determine any City opposition or known concerns regarding the installation of the sign. Providing there are no objections or opposition to the installation of the sign, the Department of Transportation will have the sign installed. If the Department is unable to obtain approval from all agencies for the request the $150.00 fee will be returned.

- All Ceremonial Street Signs will be installed for a temporary one-year period. The Department of Transportation will have the Ceremonial Street Sign removed after its temporary one-year display period and deliver the sign to either the person or group who requested the installation. If contact cannot be made with the party who initially requested the sign the Department of Transportation will notify the City Council representative whose district the sign was installed in to further the attempt to contact the constituent. If neither party can contact anyone willing to accept the removed Ceremonial Street Sign the sign will be recycled after 30 days.

- All Ceremonial Street Signs will be uniform in appearance having a consistent color scheme of Red on White. No exceptions for any other color schemes will be accepted.

- Only one Sign shall be installed per request. All Ceremonial Street Signs will be installed on the nearest existing street pole to the requested location. The Sign will be installed below the dedicated street name as not to confuse the public or emergency response units with the streets actual dedicated name.

- No Ceremonial Street name can be used for any mailing purposes of any kind and will not be recognized by Emergency Services or the United States Postal Service.

- A minimum of forty-five days’ notice is required to complete the approval process and installation of any Ceremonial Street Sign. NO EXCEPTIONS!!!!!