



**APPLICATION FOR ROWART INSTALLATION**  
**IN 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 ROWArt 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 permission to install temporary art (horizontal mural) through the Department of Transportation ROWArt program. The community association agrees to perform all routine maintenance of the installation 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 for ROWArt installation
- Map or image of the proposed location(s)

**Community Notification and Design:**

Upon approval of the location, the following must be submitted prior to permit approval:

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

**Installation:**

30 days before scheduled installation of the horizontal mural:

- 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 installation is scheduled

|                            |                            |                                   |
|----------------------------|----------------------------|-----------------------------------|
| Community Association Name | Officer Name and Signature | Contact Address, Phone, and Email |
|                            |                            |                                   |

The horizontal mural 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 30 days of receiving the initial request for the ROWArt location. Once accepted, the community association will be required to submit the entire ROWArt application within three months.

The Maintenance Agreement requires the approval of the Board of Estimates and the horizontal mural 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 ROWArt program whereby the DOT will permit communities to install horizontal murals in the ROW at intersections and crosswalks.

The Community agrees to install and maintain the horizontal mural 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 the design provided it does not contain words, numbers, and depictions of violence or gratuitous materials and is not overly religious in content. The design requires approval by the DOT ROWArt Committee. ROWArt is allowed on local roads only and the Traffic Division has final approval of the location.

The Department of Transportation procedures for application:

**Initial request:** 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 ROWArt location and a preliminary sketch of the design for the installation. Within 30 days of application, the DOT ROWArt Committee will review and communicate a decision regarding the proposed location to the applicant.

**Community Notification and design:** Notify the adjoining property owners of your intent to install a horizontal mural at the approved location. Notification to the adjoining property owners shall consist of a copy of the community meeting notification, copy of the community meeting agenda showing the location and design is a meeting item (discussion or presentation), and copy of the letter indicating the community association's intent to install a horizontal mural and will be responsible for routine maintenance.

The proposed ROWArt design and location is required to be presented to the entire community through a presentation during the Community Association regular meeting, or by holding a community meeting and inviting the entire community to attend for the purposes of presenting the ROWArt design and location. Notification of Community Meeting must be submitted to DOT prior to final approval. Notification includes a copy of the community association agenda showing the proposed ROWArt as an agenda item, copy of the community meeting flyer showing the date, time, and location of the meeting.

Notification of residents in immediate vicinity of the ROWArt installation is to be submitted prior to final approval of the installation. Notification can include, but is not limited to a letter, flyer, postcard, and other written notification. A list of postal addresses that the notification was delivered to must be submitted to DOT.

The applicant, if not the Community Association itself, is required to ask for a letter a support from the Community Association(s).

**Installation:**

The applicant 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 ROWArt installation 30 days prior to scheduling the installation.

