



APPLICATION FOR ROWGREEN 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 the a ROWGreen Facility in the ROW: _____

Name of Organization:	Officer:
Address:	Phone Number:
Proposed Location:	Email Address:

I _____, an officer of the _____ Community Association hereby request permission to install landscaping in the Right of Way through the Department of Transportation ROWGreen 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. I further understand that I am required to obtain all necessary approvals and permits necessary for construction.

Application Checklist:

Initial Request:

- Completed application section(s) above for ROWGreen 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 ROWGreen presentation to the community at large.
- Copy of letter notifying the neighbors immediately adjacent to the proposed location that the community intends to install a landscaped facility in the right-of-way and that the community will be responsible for routine maintenance of the ROWGreen installation.

Installation:

30 days before scheduled installation of the landscaped area:

- 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 ROWGreen 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 ROWGreen location. Once accepted, the community association will be required to submit the entire ROWGreen application within three months.

The Maintenance Agreement requires the approval of the Board of Estimates and the landscaped area 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.



APPLICATION FOR LOCATING ROWGREEN FACILITY
IN MEDIAN/RIGHT-OF-WAY



DEPARTMENT OF TRANSPORTATION
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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 ROWGreen program whereby the DOT will permit communities to install Landscaped Plantings (facilities) in the ROW at approved locations.

The applicant 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. 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.

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 ROWGreen location and a preliminary sketch of the design for the installation. Within 30 days of application, the DOT ROWGreen 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 landscape area 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 landscaped area and will be responsible for routine maintenance.

The proposed ROWGreen 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 ROWGreen 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 ROWGreen 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 ROWGreen 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 ROWGreen installation 30 days prior to scheduling the installation.