



Effective March 13, 2015

Department of Transportation Traffic Mitigation Agreement Process

1. Traffic Mitigation Agreement (TMA) must be completed and submitted to the Department of Transportation- Planning Division a minimum of 8 weeks before the developer wants the permit finalized.
 - a. The developer/owner is required to return The Traffic Mitigation Agreement to:

The Department of Transportation- Planning Division
Attn: Gladys Hurwitz, TIS Coordinator
417 E. Fayette Street, Room 747
Baltimore, Maryland 21202
 - i. Return Five (5) copies with original signatures (blue ink only). The signature has to include a witness to attest for the person signing the document.
 - b. Department of Transportation-TIS Coordinator will mail executed approved TMA by Board of Estimates to developer at address listed in Traffic Mitigation. Once the developer receives the executed agreement the fees can then be submitted.
2. Payment of **TMA fees** or requirements are to be delivered to **DOT- Fiscal** with the following:
 - a. Approved (fully executed) TMA agreement from the Board of Estimates.
 - b. **Certified Check** made out in the exact amount indicated in TMA should be made out to the **Department of Finance- Baltimore City** and delivered to:

The Department of Transportation- Fiscal Division
ATTN: Dharendra Sinha Fiscal Division Chief
417 E. Fayette Street, Room 523
Baltimore MD 21202.
3. Department of Transportation- TIS Coordinator will sign- off on the permit in E-plans upon notification by DOT- Fiscal that payment has been accepted.

Please contact DOT- Planning Division with any questions regarding this process.