



REQUEST FOR ROWART INSTALLATION

IN RIGHT-OF-WAY

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

410-396-6856 • Shayna.Rose@baltimorecity.gov



Date:

Request 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 (the "Project") through the Department of Transportation (DOT) ROWArt program. I acknowledge on behalf of the Community Association and Artist that the ROWArt Mural shall be owned solely by the City and that the terms and conditions governing the Project shall be set forth in a Memorandum of Understanding ("MOU") that must be executed by the parties and approved by the City. The City must approve the design and content of the Project in its sole discretion. ROWArt is allowed on local roads only and the Traffic Division has final approval of the location. No installation in stormwater management facilities is permitted.

The community association agrees to install the project at their sole cost and expense, perform all routine maintenance of the project as described in the executed and approved MOU between the community and the City of Baltimore. I further understand that I am required to obtain all necessary approvals and permits for the project prior to the scheduled installation date.

Checklist:

Initial Request:

- Completed request section(s) above for ROWArt installation
- Map or image of the proposed location(s)
- Concept Design/sketch
- Proposed date of installation

Community Notification and Design:

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

- Copy of notification 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 association will be responsible for routine maintenance of the ROWArt.
- Presentation of the proposed project to the Community Association and its members. A copy of the Community Association meeting notification, copy of agenda showing the mural project presentation, copy of meeting summary regarding discussion of the mural project

Installation:

30 days before scheduled installation of the horizontal mural:

- Signed Maintenance Agreement (MOU) (5 copies, signed in blue ink)
- Copy of Insurance Certificate

14 days before scheduled installation of the horizontal mural:

- Notification to all households and businesses within two standard city blocks in each direction from the location of the project. A copy of the notification and list of property addresses submitted to DOT.

Community Association Name	Officer Name and Signature	Contact Address, Phone, and Email
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By signing this request, the Community Association and Artist acknowledge that the Intersection Art shall be owned solely by the City and the message, if any, in the Intersection Art is the message the City intends to express at the location and for the duration determined by the City.

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 requirements within three months. The MOU requires the approval of the Board of Estimates and the horizontal mural cannot be installed without BOE approval of the MOU. 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 Mayor's goals for clean and green neighborhoods, the Department of Transportation (DOT) has established a ROWArt program whereby the DOT will permit communities to propose ideas for messages DOT may intend to adopt or support by installing horizontal murals in the ROW at intersections and crosswalks.

The Department of Transportation procedures for request:

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, a preliminary sketch of the design for the installation and proposed installation date. Within 30 days of application, DOT will review and communicate a decision regarding the proposed ROWArt project. DOT reserves the right in its sole discretion to accept or reject or suggest modifications to any ROWArt project as that ROWArt project is a reflection of DOT's messaging.

Community Notification and design: Notify the adjoining property owners of your intent to install on behalf of DOT, a horizontal mural at the approved location. 1) Copy of notification the neighbors immediately adjacent to the proposed location that the community intends to install the horizontal mural on behalf of DOT in the right-of-way and that the community association will be responsible for routine maintenance of the ROWArt; 2) Presentation of the proposed project to the Community Association and its members. A copy of the Community Association meeting notification, copy of agenda showing the mural project presentation, copy of meeting summary regarding discussion of the mural project

Fourteen days before scheduled installation of the horizontal mural, notification to all households and businesses within two standard city blocks in each direction from the location of the project. A copy of the notification and list of property addresses submitted to DOT.

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

Agreement:

The requestor is required to submit to DOT the signed MOU, Project Location (location map including two standard city blocks each direction known as Exhibit A in the MOU), copy of the approved design and layout of the horizontal mural (known as exhibit B in the MOU).

Permit:

The requestor will apply for the required permit through the Right-of-Way Division of DOT. The requestor is responsible for all permit requirements and fees. A copy of the location map (Exhibit A), approved design (Exhibit B), Certificate of insurance, and Traffic Control Plan is required.

Traffic Control Plan:

Working in the roadway will require a traffic control plan (TCP) to allow the Community Association, Artist, and volunteers to work safely in the roadway during the installation. A traffic control plan details how vehicles will be routed away from the installation during the scheduled installation date and times. The community may be responsible for the cost of the TCP as part of the permit fees when necessary.

Approved Products:

The requestor is required to use approved products by the Traffic division of DOT.

- Sherwin Williams Highway Products – Hotline Traffic® Paint with Shark Grip® H&C™ TH slip Resistant Additive.
- Premark® by Flint
- Integrated Paving Concepts (IPC) installed by Alternative Paving concepts