

# Procedures for Requesting A Change in Truck Route Designation within Baltimore City

December 2019

Baltimore City Department of Transportation



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Mayor

**Preface**

These Procedures shall take effect upon adoption by the Director of Transportation and anything heretofore adopted as Procedures that may be in conflict with the provisions contained herein shall be considered amended or superseded on and after the effective date of these Procedures.

**ADOPTED AND APPROVED:**



\_\_\_\_\_  
**Steve Sharkey, Director  
Director of Transportation**

**Date:** 12/18/19

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## Definitions

“Department” means the Department of Transportation.

“Director” means the Director of Transportation or the Director’s designee.

“ATVES” means Automated Traffic Violation Enforcement System

“DPW” means Department Public Works

“MDOT” means Maryland Department of Transportation

“MPA” means Maryland Port Administration

“SHA” means State Highway Administration

“Truck” means a motor vehicle, except a multipurpose passenger vehicle that is designed, use or maintained primarily to carry cargo or property. As defined by MD Vehicle Law

“Truck Route” means a path in and through the City of Baltimore where roads are capable of handling Truck’s geometry, heights, and weights.

“Through Truck Route” means a designated route trucks are directed to take through The City of Baltimore with unrestricted access twenty-four hours a day, seven days a week (24/7).

“Local Truck Route” means a designated route to move a truck from a through truck route to a destination based on a delivery schedule or bill of lading.

“Restricted Truck Route” means a designated route that has specific truck restrictions for hours of movement from 7PM to 7AM. These routes permit freight movement during normal business hours.

## 1. General

The Department of Transportation developed its commercial vehicle management plan and corresponding enforcement strategies in 2012. The official Baltimore City Truck Route Map was published in 2015 (Appendix A). Commercial vehicle enforcement through the ATVES program began in 2017. During 2019, DOT developed its strategy for updating the signage for the designated truck routes and began implementing the strategy in the first quarter of the Fiscal year 2020. The procedures below serve as a formal process to reevaluate city street for designation, no designation, or change in designation as an official truck route.

## 2. Written Request – required

A written request for truck route designation is required. The request (Appendix B) is required to be completed and submitted to the Department of Transportation. The request must include the following information:

- a. Contact information of the person or community submitting the request.
- b. Type of designation being requested
- c. Name and limits of the street to be considered
- d. Description of the proposed change in designation and reasons for the requested change.

## 3. Request Submission Deadline

- a. Written requests must be received on or before May 1 each calendar year in order to be evaluated for changes effective January 1 of the following year.
- b. Written requests received after March 1 will be held for evaluation the next calendar year.
  - i. Example: Request received February 28, 2020 will be evaluated and if approved, the new designation for the street will go into effect January 1, 2021.
  - ii. Example: Request received June 1, 2020 will be evaluated calendar year 2021 and if approved will be effective January 1, 2022.

## 4. Evaluation Process

The following outlines the evaluation and decision process for designating or undesignating a City street truck route:

1. Written requests shall be submitted on the required form with any supporting documentation attached.
2. Within 10 business days of the receipt of the written request, the Director, or their designee will notify the applicant:
  1. Whether and, if so, what additional information is needed to evaluate the request; or,
  2. If no additional information is needed, that the request is being forwarded for consideration.

**5. Technical Review**

The following DOT Divisions will review the roadway:

- Traffic Division
- Engineering and Construction (TEC)
- Safety
- ATVES

DOT Divisions will review the request for existing conditions including but not limited to:

- Road classification
- Pavement Type and PCI
- Existing Truck Signage
- Volume of Trucks
- Recent traffic calming studies
- Designation in Complete Street typology
- Traffic Signals
- Bike facilities (existing and planned)
- Crash data involving trucks
- Bridges on corridor or nearby
- ATVES operations on or near corridor
- TEO's deployment
- 311 SR complaints related to trucks
- Connection of roadway to county/state designated truck routes

**6. Socio Economic Review**

The following DOT Divisions will review the roadway and context:

- Transportation Planning
- Complete Streets
- Strategic Initiative

DOT Divisions will review the request for existing conditions including but not limited to:

- Number of existing residents along corridor
- Schools and educational institutions on the corridor or nearby
- Alternative truck routes available
- Roadway classification alternatives
- Alternative Truck Designations Available
- Number of existing businesses along the corridor
- Neighborhood
- Council District
- Congressional District
- Population
- Lane Use

**7. Community Engagement**

After the technical review. The Department of Transportation will hold 2 community meetings, one of which will be during the day (business hours 9AM to 5PM) and one evening meeting 6PM to 8PM.

**8. City and State Agency review**

The proposed truck route will be reviewed by, but not limited to the following City and State Agencies:

- Fire Department
- Department of Planning
- DPW
- MDOT
- MPA
- SHA

**9. Determination**

The Director, Department of Transportation or their designee will make the final determination regarding the request received by the annual submission deadline and publish the decision on the Baltimore City, Department of Transportation website on December 1.

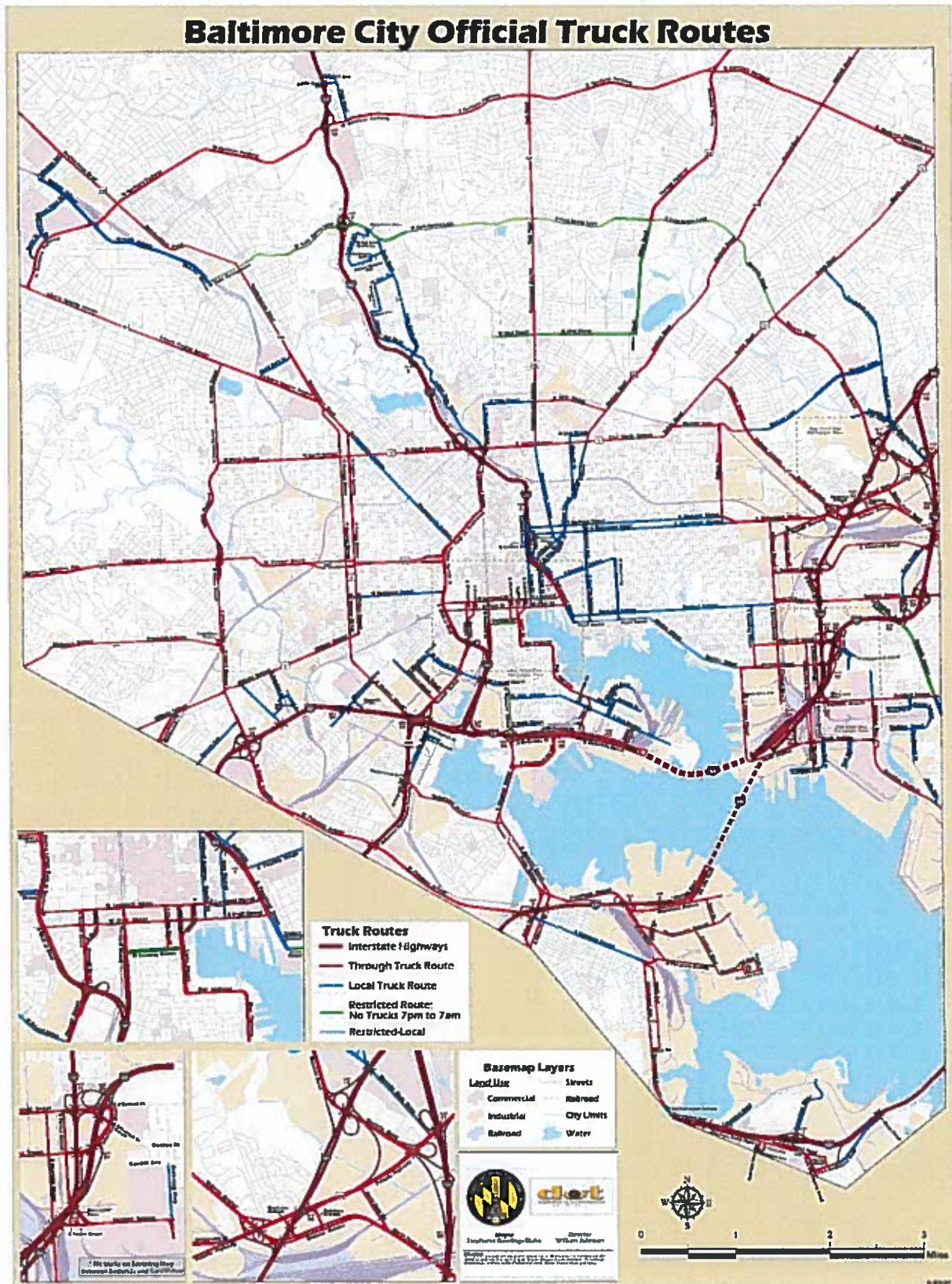
**10. Updated Truck Route Map**

Once final determination is made regarding the requested street, the truck route map will be updated to reflect all changes to truck routes during the calendar year. The updated map and routes will be effective on January 1.

**11. Appeals and Exceptions**

Any party aggrieved by a decision of the Director regarding the decision on the truck route request shall appeal to the Director before taking any further action. The appeal must be in writing and address to the Director, Department of Transportation, 417 East Fayette Street, 5<sup>th</sup> Floor, Baltimore. MD 21202.

Appendix A: Official Truck Route Map published 2015





Appendix B: Request for Truck Route Designation in Baltimore City

REQUEST FOR TRUCK ROUTE DESIGNATION IN BALTIMORE CITY

The Baltimore City Department of Transportation is responsible for the designation of truck routes within the City of Baltimore. The truck route map is updated annually on January 1 each calendar year.

Proposed changes to the truck routes (new designation, change in designation, or removal of designation) are evaluated by BCDOT and the Commercial Vehicle Management Plan Coordinating Advisory Committee.

Process for requesting a Truck Route designation near you:

Please complete:

Contact Name: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Community Association (If Applicable): \_\_\_\_\_

Type of designation being requested (select one):

- Road to be designated a truck route
□ Road designation change
□ Road to have designation removed

Name of Road: \_\_\_\_\_

Limits:

- Entire corridor
□ Between \_\_\_\_\_ and \_\_\_\_\_ (intersecting street) (intersecting street)

Tracking # \_\_\_\_\_ (for internal use only)

Truck Section Form #1a

Step 1: Submit the completed request form to Truck.Section@baltimorecity.gov or address below.

Step 2: Once the request is received, DOT will conduct a corridor evaluation, which consists of field visits with findings documented, data collection and analysis.

Step 3: If the location is determined to warrant a truck route designation or change in designation, BCDOT will present the location to the Commercial Vehicle Management Plan Coordinating Advisory Committee.

Step 4: If approved by the Commercial Vehicle Management Plan Coordinating Advisory Committee, the BCDOT Director will make the final approval for publication in the Annual Update to the Commercial Vehicle Management Plan.

A proposed camera location must be approved by both the committee and DOT Director prior to implementation. Implementation for truck routing in the Commercial vehicle Management Plan is done one time each calendar year on January 2nd.

Provide a description of the proposed truck route designation change including the reason for the request, observations, etc.:

Multiple horizontal lines for providing a description of the proposed truck route designation change.

(If additional space is needed, please attach additional information to this request)

Please submit this completed form to: Baltimore City Department of Transportation Truck Section 417 East Fayette Street, 5th Floor Baltimore City, MD 21202

Truck.Section@baltimorecity.gov