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## **Baltimore City Department of Transportation Median/Right-of-Way Community Art Request Procedure**

The Department of Transportation procedures have been established for community art requests:

1. Submit the initial request by mail or email to Baltimore City Department of Transportation (DOT).

Mail:           Baltimore City Department of Transportation  
                  417 East Fayette Street  
                  Room 747  
                  Baltimore, MD 21202

Email:           shayna.rose@baltimorecity.gov

Please include:

- A map/image of the proposed community art location. If there are multiple locations, include a list of addresses.
- Copy of the organization's certificate of liability insurance. The certificate holder should be the Mayor and City Council of Baltimore.
- A mock-up of the design, including dimensions.
- The organization's name, address, and the name of the director or representative.

2. Within 90 days of submittal, DOT will determine whether the requested location(s) meet the City's safety and maintenance requirements. If DOT does not approve a location, the organization will have the opportunity to submit a new location, which will be subject to review by DOT.

3. Once approved, the organization will enter into an MOU with the Mayor and City Council of Baltimore, in which the community assumes responsibility for all installation and maintenance of the art.