

## Constructing New Tree Pit How-To

1. Submit a Miss Utility Ticket for your locations
  - a. Resources: <https://www.missutility.net/resources/>
2. Submit a Planting Request Form and you will receive a confirmation email where you can drop points or submit a spreadsheet with your locations
  - a. Link: [www.treebaltimore.org/tree-order](http://www.treebaltimore.org/tree-order)
3. Submit a DOT ROW permit application
  - a. Link: <https://transportation.baltimorecity.gov/right-way-permits>
  - b. Application must include:
    - i. Temporary Traffic Control Plan including sidewalk closure signs, temporary pedestrian routes, and the locations where temporary ramps are placed.
    - ii. ADA Compliance showing new pit does not obstruct 5' wide section at least every 200'.
    - iii. Forestry will evaluate the locations and provide an approval letter that you can submit with your DOT ROW applications in order to waive permit fees.
    - iv. Map and spreadsheet of addresses for exact locations and corresponding new pit measurements for Highways and Bridges review.
4. Once ROW permit is received work can commence. Timing of permit approvals may vary so please be sure to account for at least 30-60 days.