



AROW Permitting

Arts in the Right-of-Way (AROW) Program

The Arts in the Right-of-Way (AROW) program within the District Department of Transportation (DDOT) facilitates art in the public realm through various forms of art on public amenities and facilities. Interested parties should familiarize themselves with the following guidelines and process before reaching out by filling out [this form](#) or emailing Neighborhood.Planning@dc.gov. Below are the requirements and permitting process for AROW projects.

Eligible Participants

The following organizations are eligible to apply for an AROW permit:

- Business Improvement Districts (BIDs);
- Nonprofits and community-based organizations; and
- Individuals with support from their ANC

Requirements

The following are DDOT's requirements for an art wrap on traffic control boxes. All requirements will be checked for during the permit review process. Depending on the specific location, DDOT may include additional requirements to ensure safety of all roadway users.

Design Requirements

- Art should reflect the culture, spirit, and history of the District in a way that is appropriate for the location, include site-specific history.
- Cannot include any form of advertisement or copyright protected images.
- Artwork shall not include speech of any kind.
- Artwork can include QR codes that provide additional information but cannot include any form of advertisement or copyright protected images.
- DDOT holds the right to deny or request modification to design.

Installation Requirements

- Contractor shall include detailed installation plan in permit application for review by DDOT.
- Contractor shall not drill into the ground or install any objects using a fastening device.
- For installations on asphalt, contractor should clean the surface prior using degreaser and apply a sealant after installation to extend the lifetime of the artwork.



Maintenance Requirements

- Applicant must sign a maintenance agreement taking full responsibility for maintenance of the art.
- DDOT reserves the right to remove any artwork to attend to maintenance or modification of the right-of-way.
- DDOT will conduct an inspection post-installation to ensure art does not impede function.

Permitting Process

Applicant can apply for AROW permits through DDOT's [Transportation Online Permitting System \(TOPS\)](#). For any questions about the process or required documents, please email the AROW team at neighborhood.planning@dc.gov. Below are the documents that are required for submission in TOPS.

Required Documents

1. **Site Plan:** the site plan should include all fixtures in public space as well as the area the Applicant plans to occupy during installation. If installation required blocking off roadway, the applicant *must* include a Traffic Control Plan in their application.
2. **Installation Diagram & Plan:** the installation diagram should include all proposed artwork and the location. This should detail the size and location of artwork as well as details about installation and materials.
3. **Traffic Control Plan:** this is only required if the Applicant is proposing to close off part of the roadway or not preserving at least a 6-foot clear pedestrian path during installation.
4. **Maintenance Agreement:** the maintenance agreement must subject the Applicant to full responsibility for the maintenance of artwork.
5. **Letters of Support:** letters of support are optional but should be included. They can include ANC resolutions, letters from adjacent businesses, property owners, and BIDs or other neighborhood organizations.

TOPS Instructions

Once logged into TOPS, Applicants should apply for all AROW projects through the *Other Work Related Occupancy* permit category found under *Occupancy Permits* in TOPS. This permit will be reviewed for both the artwork and the installation plan. Please follow the instructions below regarding permitting:

- TOPS will ask for a building permit number, enter 99999999 to bypass and continue with the permit;
- TOPS will ask for the location of the permit, the applicant should use the block range rather than the address (for example, submit the 800 Block of 14th Street NW rather than 801 14th Street NW);
- Submit all required documents when prompted to upload documents. It does not matter what category they are uploaded in;
- If the Applicant has not been in contact with the AROW team prior, please sent permit tracking number to Neighborhood.Planning@dc.gov once the application has been submitted in TOPS.



AROW Projects

Below is a list of projects that have been permitted and installed within the District and a list of the required documents for each. DDOT encourages applicants to reach out to the AROW team prior to permitting especially if interested in AROW projects not listed below.

Traffic Control Box Art

See Traffic Control Box Art Program Sheet

- Site Plan
- Installation Diagram & Plan
- Maintenance Agreement
- Letters of Support (*optional*)

Corral Art (in existing corral)

See Micromobility Corral Scooter Stencils

- Photo of corral
- Installation Diagram & Plan
- Letters of Support (*optional*)

Crosswalk Banners

See Crosswalk Banners Program Sheet

- Site plan
- Installation Diagram & Plan
- Traffic Control Plan
- Maintenance Agreement
- Letters of Support (*optional*)

Mural in Existing Closed Roadway

- Photo of closed roadway
- Installation Diagram & Plan
- Traffic Control Plan (*if applicable*)
- Letters of Support (*optional*)

Installation & Inspections

DDOT must be on site during installation and will conduct an inspection after the applicant installs the permitted art wrap on designated traffic control box. DDOT reserves the right to remove or modify the wrap to ensure the traffic control box can function correctly and safely.

Structures and markings, including artwork, on the transportation network must be permitted by the District Department of Transportation. DDOT does not allow structures or markings of any kind on sidewalks or roadways that may interfere with the intended purpose and effectiveness of the transportation network.