



POLICY AND PROCEDURE

SUBJECT:

TRAFFIC CALMING DEVICE REQUEST

DATE: October 1, 2013

NUMBER: DPW-13-001

1.0 POLICY STATEMENT

The health, safety and welfare of the City's residents and business owners are of paramount importance. It is with that importance in mind that citizens and business owners are allowed to request traffic calming devices on City-owned roads where said individuals believe that pedestrian safety is being compromised by speeding vehicular traffic.

2.0 PURPOSE OF THE POLICY

The purpose of this Policy is to establish a written set of guidelines and procedures for requesting traffic calming devices on City-owned roads.

3.0 DEFINITIONS

Traffic calming device shall mean any device constructed or erected for the purpose of slowing down or reducing motor vehicle traffic speed with the overall goal of improving pedestrian safety (e.g, stop signs, speed humps, speed tables, chicanes, rumble strips, etc.).

4.0 AUTHORITY

The City of Riviera Beach has adopted this policy to provide guidance and direction to citizens or taxpayers requesting traffic calming devices. All residents and business owners will be required to follow the procedures as stated in this policy when requesting traffic calming devices.

6.0 APPLICABILITY

This policy applies to all residents and business owners located within the City's corporate limits requesting the installation of traffic calming devices on City-owned roads.

7.0 PROCEDURE

1. Complete a Traffic Calming Device Request application that is available on the City's website at www.rivierabch.com or an application can be obtained at the City of Riviera Beach Public Works Department.
2. The Department's Engineering Division will investigate the request to determine what, if any, traffic control devices can be constructed or erected to reduce motor vehicle traffic speed. The department uses various criteria (Palm Beach County standards for speed hump installation) in evaluating the request which includes, but is not limited to: ownership of



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roadway, distance from intersection to intersection, distance from intersection to existing traffic calming devices, existing traffic calming devices in the immediate area and the overall length of the street.

3. Within 30 days of initiating the investigation, the Department will contact the requester, via mail, informing them of the City's decision to approve or deny the application, and advising of the type of device approved. Application approval allows the requester to proceed to step four (4) of this policy.
4. Upon receiving notice of application approval from the department, the requester will be required to obtain signatures from at least 50% of the residents or business owners on the street that will be affected by the traffic calming device(s). If the installation of traffic calming device(s) will affect residents or businesses not located on that street then signatures from 50% of the combined affected will be required. Signature pages and a map of the petition area will be provided with the letter of approval from the department. Signatures have to be collected and submitted back to the Department of Public Works within 30 calendar days. If signatures cannot be obtained then the application will be terminated due to lack of community acceptance and approval. If the application is terminated, the requester may submit a new application at any time.
5. Upon obtaining the required signatures, the requester shall submit copies to the Department for verification. After verification of signatures, assuming there are no discrepancies, then the request will be approved for submittal to the City Manager. If the City Manager approves the request, it shall be added to the master list for installation. The project will be put on the master list in the order in which it was approved by the City Manager. Once on the list for traffic calming device installation, the requester will be notified by the Engineering division. Installation times will vary based on the Department's budget, labor and materials cost, and the number of existing requests. If discrepancies are found with signatures then the requester will be notified within 15 calendar days that discrepancies were found, what the discrepancies are and what needs to be done to remedy the issue. The requester will have 15 calendar days to correct the discrepancies. If the discrepancies are not corrected within the allotted time then the application will be terminated. If the application is terminated, the requester may submit a new application at any time.

Departmental Sponsor: DEPARTMENT OF PUBLIC WORKS

Policy Review Date:

References:

Departments Affected: NONE

APPROVE BY:

A handwritten signature in blue ink, appearing to read "Ruth C. Jones", written over a horizontal line.



City of Riviera Beach Public Works Department TRAFFIC CALMING DEVICE APPLICATION

APPLICANT INFORMATION

Name: _____

Address: _____

Tel. No: _____

Email: _____

REQUEST INFORMATION

Date of Request: _____

Location of Request: _____

Reason for Request: _____

APPLICATION CERTIFICATION:

I certify that I have received and read the Policy & Procedure which outlines the request process, and that, to the best of my knowledge, the submitted information and statements are true and correct.

Applicant's Signature

Date

NOTE: Any desire to amend or withdraw application must be submitted in writing to the Public Works Department.

COMPLETED APPLICATIONS CAN BE RETURNED IN PERSON, VIA MAIL, OR BY FAX TO:
CITY OF RIVIERA BEACH PUBLIC WORKS ■ 2391 AVENUE "L" RIVIERA BEACH, FL 33404
PHONE: 561-845-4080 ■ FAX: 561-840-4845



City of Riviera Beach Public Works Department
TRAFFIC CALMING DEVICE APPLICATION
WITHDRAWAL

APPLICANT INFORMATION

Name: _____

Address: _____

Tel. No: _____

Email: _____

REQUEST INFORMATION

Date of Withdrawal: _____

Location of Request: _____

Reason for Withdrawal: _____

APPLICATION CERTIFICATION:

I certify that I am willing submitting this Application for Traffic Calming Device Withdrawal.

Applicant's Signature

Date