

TRAFFIC CONTROL DEVICE REQUEST APPLICATION

DEPARTMENT OF PUBLIC WORKS

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APPLICATION DATE: ___/___/___

APPLICANT INFORMATION

APPLICANT NAME: _____ PHONE: (____) _____

ADDRESS: _____

TYPE OF DEVICE / SIGN REQUEST: _____

REQUESTED LOCATION OF DEVICE / SIGN: _____

(include nearest intersections, attach maps or sketch if necessary)

SPECIFIC REASON FOR REQUEST: _____

SPECIFIC INFORMATION PERTAINING TO TRAFFIC CONTROL DEVICES:

- A Traffic Division will conduct a preliminary study that will take into consideration traffic and pedestrian volumes, vehicular speeds, accident history, sign spacing, and other conditions.
- A field investigation will also be conducted.
- This process takes some time to complete, but it provides engineers and public works officials with enough information to reach decisions that will be in best interest of public safety and efficient street operation.
- A study will take approximately four weeks.
- If the installation of a traffic control device or sign is deemed appropriate, the necessary legislation, if required, will be passed and it will be scheduled for installation.
- Traffic control devices and signs may be installed on a conditional basis or trial period subject to removal upon evidence of negative results.
- **Control devices not in accordance with the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD) will not be considered or installed.**

SIGNATURE OF APPLICANT

DATE

c: Police Department, Public Improvements Traffic Division