



"The Capital City of the Palm Beaches"

ENGINEERING SERVICES DEPARTMENT
401 CLEMATIS STREET, 4TH FLOOR
WEST PALM BEACH, FLORIDA 33401
MAILING ADDRESS: P. O. BOX 3366
WEST PALM BEACH, FL 33402
TEL: 561: 494-1040
FAX: 561: 494-1116

Thank you for your interest in The City of West Palm Beach's Traffic Calming Program. Enclosed, please find the "Application for Traffic Calming in West Palm Beach".

The City accepts applications from residents and neighborhood associations. The City's Traffic Calming Committee, made up of representatives from the Police, Fire, Public Utilities, and Planning Departments, along with Palm Tran and outside citizens, evaluates the applications and makes recommendations to the City Commission. The City Commission then votes at a public hearing whether to approve or deny the traffic calming request. Page 11 of the Application gives further details on this process.

Please provide all materials listed on Pages 3 and 4 of the application. It is strongly recommended that the applicant or contact person meet with City Staff prior to submitting an application. All requirements must be properly submitted to avoid process delay.

You may contact us at the following:

Traffic Engineering Staff:

Miranda Beadles	494-1087	mbeadles@wpb.org
Brian Collins	494-1076	bcollins@wpb.org

APPLICATION FOR TRAFFIC CALMING IN WEST PALM BEACH

City of West Palm Beach
Traffic Calming Committee
401 Clematis Street
West Palm Beach, Florida 33401
(561) 494-1040



INSTRUCTIONS:

1. It is strongly recommended that the Applicant or Contact Person meet with City staff prior to submitting this application.
2. The Applicant must complete and sign this form below, and provide all materials as listed on pages 3 and 4 of this petition.

APPLICATION FORM:

PROJECT LOCATION _____

APPLICANT _____

CONTACT PERSON _____

TELEPHONE _____

MAILING ADDRESS _____

As the Applicant, it is affirmed and certified that the provisions and regulations of the City of West Palm Beach will be observed. It is further certified that the above statements, exhibits or plans submitted herewith are true to the best of the knowledge and belief of the Applicant. Further, it is understood that the petition, attachments and fees become part of the official records of the City of West Palm Beach and are not returnable.

SIGNATURE OF APPLICANT _____

REPRESENTING _____

DATE _____

TRAFFIC CALMING APPLICATION CHECKLIST:

Project Location: _____

The following checklist is designed to assist in preparing the **Application for Traffic Calming**. The petitioner should check off each item and submit this form with the completed petition. Omitted items may cause a delay in the review process.

The petition should include the following items:

	<u>Included</u>	<u>Omitted</u>
1. Application form completed and signed (<i>Front page</i>).	_____	_____
2. Original Application submitted together with 15 copies.	_____	_____
3. Oath of Applicant (<i>Exhibit A</i>).	_____	_____
4. Location Description (<i>Exhibit B</i>).	_____	_____
5. Statement of the Reasons for the Traffic Calming Request (<i>Exhibit C</i>).	_____	_____
6. Maps / Drawings / Photographs (<i>Exhibit D</i>).	_____	_____
7. Names and Addresses of all Residents and Property Owners whose properties abut the subject rights-of-way (<i>Exhibit E</i>).	_____	_____
8. Signed Petition for Traffic Calming (<i>Exhibit F</i>) (75% of the Residents and 50% of Property Owners).	_____	_____

DESCRIPTION OF TRAFFIC CALMING APPLICATION REQUIREMENTS:

In accordance with the procedure set forth in Article 26 of the City Code, and Ordinance No. 2434-91, the City Commission, of its own determination or upon petition, may erect traffic calming measures on any public street, or road, or portion thereof, comprising a part of the City street system and all real property dedicated or acquired for transportation or public travel.

A. PRIOR TO FILING

Please check with the City (561) 494-1059 to determine if there are new requirements for the application process.

B. WHERE TO FILE

The original application plus 15 (fifteen) copies shall be filed with the following office:

Traffic Calming Committee
City of West Palm Beach
401 Clematis Street
West Palm Beach, Florida 33401

C. OATH OF APPLICANT (EXHIBIT A)

The person(s) representing the organization, attesting that the facts contained herein are true and correct to the best knowledge of the Applicant, shall sign the Oath.

D. LOCATION DESCRIPTION (EXHIBIT B)

The location description for the requested traffic calming measures shall be typewritten as Exhibit B and shall be submitted as part of this application.

E. STATEMENT OF THE REASONS FOR THE TRAFFIC CALMING REQUEST (EXHIBIT C)

The Applicant shall state the reasons for the requested traffic calming measures. The request should include a review of the design standards established by the City Commission.

F. MAPS / DRAWINGS / PHOTOGRAPHS (EXHIBIT D)

Maps, drawings, and/or photographs, which depict the subject rights-of-way plus all streets, roads, alleys, and other rights-of-way within the general district, shall be submitted.

TRAFFIC CALMING APPLICATION REQUIREMENTS (CONT)

G. RESIDENTS AND PROPERTY OWNERS ADDRESSES (EXHIBIT E)

The names and addresses of all residents and property owners whose properties are located on the same block(s) as the proposed traffic calming measure(s) shall be submitted with this application.

H. SIGNED PETITION (EXHIBIT F)

The petition shall contain the names, addresses, and signatures of not less than seventy-five percent (75%) of the residents and fifty percent (50%) of the property owners whose properties are located on the same block(s) as the proposed traffic calming measure(s).

(Corporate Seal)

STATE OF FLORIDA, COUNTY OF PALM BEACH

EXHIBIT B

**LOCATION DESCRIPTION
OF
BLOCK / AREA TO BE TRAFFIC CALMED**

EXHIBIT C

**STATEMENT OF THE REASONS
FOR THE TRAFFIC CALMING REQUEST**

EXHIBIT D

MAPS / DRAWINGS / PHOTOGRAPHS

PROCEDURE ON RECEIPT OF TRAFFIC CALMING APPLICATION:

Traffic Calming Applications shall be accepted in April and in October each year. All applications must be received by the cycle due date. No late applications shall be processed.

Upon receipt of the completed application, the City staff shall review the request for traffic calming. Staff shall then schedule the appropriate speed study and/or traffic volume counts. If traffic calming is warranted at those locations, staff proceeds to the next step. If traffic calming is not warranted by the staff review and speed study and/or counts, the applicant will be informed that the application is denied.

Staff next reviews the lists and signatures of property owners and residents, meets with residents to discuss the traffic calming request, and prepares a preliminary plan. Copies of the application are distributed to the Traffic Calming Committee, as well as to the Fire, Police, and Utilities Departments.

The traffic calming request is placed on the agenda for the Traffic Calming Committee's twice-per-year review, and advertised in the newspaper. The Traffic Calming Committee determines which requests shall be forwarded to the City Commission for approval and funding. If the Traffic Calming Committee does not warrant the proposed traffic calming, the applicant will be informed that the application is denied. Approved requests are then forwarded to the City Commission.

The City Commission shall review all approved requests at their public hearings. City Commission has the final authority on which traffic calming proposals will receive city funds for implementation.

Approved traffic calming measures are then painted on the street in their approximate locations. Flyers are distributed to neighbors informing them of the proposed new traffic calming measures. The flyers include the contact numbers for whom to call in case they have questions or concerns regarding the traffic calming. When the two-week long test period is over, the traffic calming measures are built.

An evaluation of the traffic calming is made after the measures have been in place for a period of time. The evaluation will consist of another speed study and traffic count. Before and after conditions will be compared. Comments will be solicited (via pre-printed Comment Cards) from the affected neighbors. Adjustments will be made to the built traffic calming measures, if the review determines such adjustments to be necessary.

If neighbors have requested landscaped traffic calming measures, and if the City determines that these measures are not being adequately maintained, then the City has the right to minimize the landscaping with stamped concrete.

Traffic Calming Committee
City of West Palm Beach

(561) 822-1400

