



Office of the Mayor

To whom it may concern:

In response to your recent request for information concerning the City of Pensacola's policy on the installation of traffic calming devices, enclosed is a copy of the current policy and an official petition form.

As the neighborhood contact person, you are advised to carefully read the policy, requirements, and instructions before moving forward with this petition. Please keep this information packet intact while offering the petition to residents, as each signature indicates that the property owner or lessee has read all instructions and information relating to this petition.

The completed petition should be sent to the City of Pensacola, Public Works, and Facilities, 2757 North Palafox Street, Pensacola, Florida 32501.

If you have any questions concerning the procedures for installing traffic calming devices, please contact the Public Works Department at 435-1755.

Sincerely,

A handwritten signature in blue ink, appearing to read "Keith Wilkins".

Keith Wilkins  
City Administrator

# **PETITION FOR INSTALLATION OF TRAFFIC CALMING DEVICES**

**Purpose:** To petition the City of Pensacola regarding the installation of traffic calming devices for the purpose of alleviating speeding on City road.

**ALL PERSONS ARE ENCOURAGED TO CAREFULLY READ THE POLICY AND INFORMATION/INSTRUCTIONS PRIOR TO SIGNING THE PETITION.**

It is a policy of the City of Pensacola that requests for installation of traffic calming devices will be processed by the Public Works and Facilities Department subject to the following conditions:

## **1. Petition Process:**

City staff must receive a petition signed by 75% or more of the owners of property, which abut the roadway on which traffic calming devices are requested (application processing fee - **\$175.00**). Lessees of property, which abut the affected roadway, may sign the petition in lieu of the property owner, if the property owner resides outside of Escambia County. A contact person shall be noted on the petition to act as neighborhood coordinator.

For intersections where traffic circles are desired, the petition must include signatures from at least 75% of affected property owners along the intersecting side streets. Staff will determine the geographic limits of where property owners may be reasonably impacted.

Limits of the petition area will be determined by one of the following:

- a. 1000' or greater in each direction of proposed placement
- b. Other limits – as defined by city staff

## **2. Requirements:**

- a) The roadway on which traffic calming devices are requested is a paved roadway. Traffic calming devices may be constructed concurrently with a programmed paving project.
- b) The roadway on which traffic calming devices are requested has a posted speed limit of 25MPH or less, has average daily traffic (ADT) volumes of less than 1500 vehicles per day, and is not functionally classified as an arterial road. However, minor arterial roads may be eligible for certain traffic calming features if ADT volumes are no greater than 1500 vehicles per day.
- c) Streets with ADT volumes exceeding 1500 vehicles per day may require a special evaluation and justification for approval, considering other alternative measures, where appropriate.

- d) The 85<sup>th</sup> percentile speed of the roadway, which traffic calming devices are requested, equals or exceeds 6 mph above the posted speed limit, and/or other safety factors are prevalent.
- e) If City staff determines the area is more suitable for and qualifies for a Community Traffic Management Plan an approach based on the subdivision or area layout, a meeting will be held with the stakeholders (HOA, Neighborhood Watch, etc.) to identify the process and cost. These groups will be asked to contribute to the purchase and implementation of the traffic calming devices.

The City of Pensacola shall respond to all petitions for installation of traffic calming devices within 30 days or their receipt. If the petition does not meet the conditions listed above, the City of Pensacola, or designee, shall so notify the contact person in writing.

If the petition meets the conditions listed above, the City of Pensacola, or designee, shall notify the contact person that the petition is valid and that an investigation will be conducted to determine appropriate traffic calming devices for the roadway on which these devices have been requested. This investigation may include field checks, neighborhood input and/or traffic engineering studies. Upon completion of the investigation, the City of Pensacola, or designee, shall set a meeting with affected property owners to discuss traffic calming and to seek consensus on maintenance of a speed hump, speed table or construction of alternative devices (e.g. median islands, traffic circles, lane narrowing, road blocks, directional diverters, multi-way stops signs).

### **3. Exemptions:**

For traffic calming requests on roadways that are directly adjacent to a city owned parcel containing a community center or public park, the petition rule above may be waived if such request is supported and sponsored by the District Councilmember's Office; however, all requirements of a) to e) above must still be met.

### **4. Design Criteria:**

Traffic calming devices to be constructed on roadways shall be designed for speeds of 25MPH or less. Public Works & Facilities Staff will determine the appropriate design speed based on the conditions for each roadway that is petitioned.

## **5. Instructions for Completing the Petition:**

1. Only one signature per property is counted.
2. Each signatory must be the registered property owner (**based off the Property Tax Appraiser's information**) or a lessee of the address for which he/she is signing if owner is not in Escambia County.
3. Signatures must be legible and supplemented by the printed name of the signatory and date.
4. If a signatory is not the person currently listed as owner on the tax roll (With the exception of a lessee), an explanation as to the signatory's relationship to the property owner is needed. For example, if said property was inherited, but the tax roll does not reflect this change, an explanation of this would be necessary.
5. A contact person to act as a neighborhood coordinator should be noted on the petition. Please include an address, email, and daytime phone number for this individual.

The official petition form enclosed is the only acceptable form for use as a petition.

If something other than a speed hump or speed tables is desired, use the space below your signature to express in writing what device you prefer (Example: traffic circle, median island, roadblocks)

### **Petitions and Processing Fee to be submitted to:**

City of Pensacola  
Public Works and Facilities Department  
2757 North Palafox Street  
Pensacola, Florida 32501

Further inquiries should be made to the Public Works and Facilities at (850) 435-1755.