

Procedure for the Evaluation of Requests

1. Citizens shall submit a request for implementation of traffic calming measures in writing to the following:

City of Santa Clara
Traffic Engineering Division
1500 Warburton Avenue
Santa Clara, CA 95050

2. Initial steps will be to consider and determine the effectiveness and feasibility of Level 1 Traffic Calming measures in mitigating the concern(s). The City Traffic Engineer will work directly with citizens to develop solutions involving Level 1 treatments.
3. Should Level 1 treatments prove unsatisfactory in resolving the concern, Level 2 and Level 3 treatments will then be considered. A neighborhood meeting will be scheduled to allow residents of the impacted neighborhood to express their concerns. The meeting will be conducted to identify the issue(s) of concern and to arrive at a feasible solution. A neighborhood representative or contact person shall be identified/selected at this meeting. The designated representative will be given a standard Traffic Calming Request/Petition Form and will be expected to collect all necessary signatures from residents. Also, the neighborhood representative will act as a facilitator between the neighborhood residents and the Traffic Engineering Division staff.
4. The neighborhood representative indicated above shall return the completed Request/Petition Form to the Traffic Engineering Division within 30 calendar days. All residents of the affected neighborhood are to be contacted and the petition must contain the signatures of property owners representing at least 70% of the properties that face directly on the block under consideration. There must also be 100 percent concurrence from residents within 100 feet of the proposed Level 2 or Level 3 device. A separate petition must be submitted for each block.

If the neighborhood representative cannot obtain the necessary neighborhood concurrence, Level 2 and Level 3 devices will not be used and the Traffic Engineering Division will continue to investigate the use of Level 1 treatments in mitigating the traffic concern.

Completed petitions shall be submitted to the Traffic Engineering Division at the address indicated above.

5. Once the petition is received, the Traffic Engineering Division will undertake engineering studies and will work closely with the Police and Fire Departments to determine whether or not the street in question meets the established criteria for an installation.

If the street is eligible for a Level 2 or Level 3 device, the matter will be scheduled for an upcoming City Council meeting. All residents will be notified of the proposal and will be given the opportunity to address Council. If the recommendation is denied, the Level 2 or Level 3 device will not be used and the Traffic Engineering Division will continue to investigate the use of Level 1 treatments in mitigating the traffic concern. If the recommendation is approved, on the other hand, the Level 2 or Level 3 device will be scheduled for installation.

If, on the other hand, it is determined that the street is **not** eligible for the requested Level 2 or Level 3 device, the representative will be notified in writing giving the reason why the street is not eligible. The designated neighborhood representative will be given 15 days to appeal the decision in writing to the Traffic Engineering Division. Only then will the appeal be scheduled to be heard before the City Council.

If the appeal is denied, the Level 2 or Level 3 device will not be used and the Traffic Engineering Division will continue to investigate the use of Level 1 treatments in mitigating the traffic concern. If appeal is approved, on the other hand, the device will be scheduled for installation.

6. Evaluation of Level 2 and Level 3 devices will be done on a first-come first-served basis.
7. Level 2 and Level 3 devices will only be installed in conformance with the design guidelines that have been established by the City Traffic Engineer.
8. If there is subsequently a desire by residents to remove a Level 2 or Level 3 device, it will only be considered for removal after a petition requesting removal is received by the Traffic Engineering Division from property owners representing at least 70% of the properties that face directly on the block.
9. Contracts for the installation of Level 2 or Level 3 device installations will be bid semi-annually. When funding runs out, improvements will be done after subsequent budgets are approved. All installations will be prioritized according to the priority scoring system established in this report.

CITY OF SANTA CLARA

Traffic Engineering Division

PETITION FOR INSTALLATION OF LEVEL 2 AND LEVEL 3 TRAFFIC CALMING DEVICES

The undersigned approve/disapprove the implementation of a traffic calming measure on the following residential street:
 on _____ between _____ and _____

The undersigned have read the Neighborhood Traffic Calming Program (NTCP) installation and removal policy and fully understand the procedures.

All persons signing this petition do hereby certify that they reside within the area impacted .

Return petition forms to:

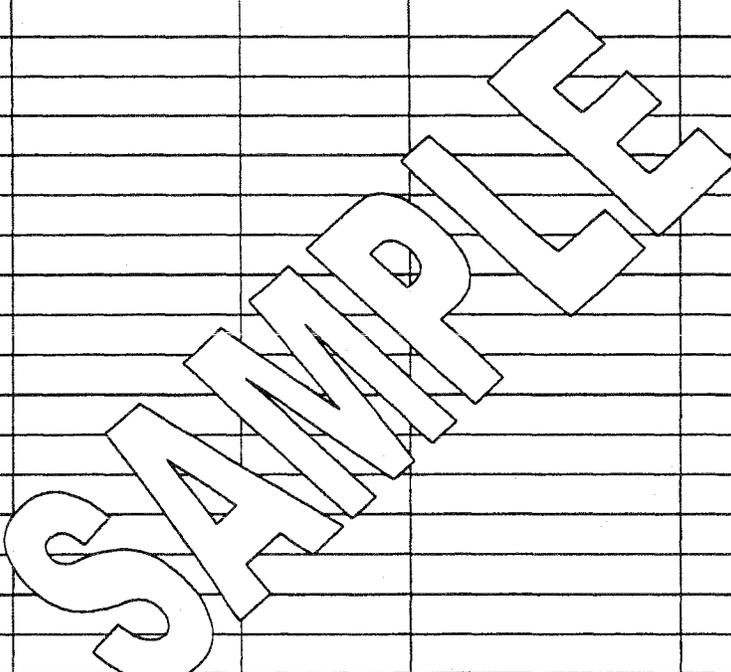
City of Santa Clara
 Traffic Engineering Division
 1500 Warburton Avenue
 Santa Clara, Ca 95050

Contact person(s): _____ Phone No(s): _____

The contact person(s) will act as the facilitator(s) between the neighborhood residents and the Traffic Engineering Division staff. The facilitator's duties will include collection of all necessary signatures from residents.

ONLY ONE SIGNATURE ALLOWED FOR EACH ADDRESS

Name (Please Print)	Address	Phone No.	(Signature Required) APPROVE	(Signature Required) DISAPPROVE
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* Level 3 devices shall not be installed on emergency response routes.