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## TRAFFIC SAFETY OR CONTROL DEVICE REQUEST

Please refer to the Process Information Page that follows for an explanation of how your request will be reviewed.

DATE \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

This is a:  Traffic Safety Request  Traffic Control Device Request

Issue/Request \_\_\_\_\_

Location: \_\_\_\_\_

*Please describe the reason(s) for this request. (Attach supporting documents and/or information if necessary)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Map/Diagram of Location, if necessary*

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# TRAFFIC SAFETY OR CONTROL DEVICE REQUEST PROCESS

Traffic Safety Requests will be accepted by the City of Happy Valley throughout the year.

Following is an explanation of how your TCD Request will be reviewed for consideration.

## TRAFFIC SAFETY REQUEST

- Applicant completes Page 1 of the Traffic Safety or Control Device Request and submits it to City Hall via e-mail, fax, mail or hand delivery.
- Request form is routed to the Community Services/Public Safety Director.
- Preliminary review by Director and if necessary, the City Traffic Engineer.
- Findings/Recommendations are presented to the Traffic & Public Safety Committee (TPSC) .
- TPSC will review and make decisions based upon the applicable criteria, recommendations from the Public Safety Director and available funding.

## TRAFFIC CONTROL DEVICE

- Applicant completes Page 1 of the Traffic Safety or Control Device Request and submits it to City Hall via e-mail, fax, mail or hand delivery.
- Request form is routed to the Community Services/Public Safety Director.
- If the Community Services/Public Safety Director approves the request and funds are available, the Traffic & Public Safety Committee (TPSC) will then notify the Applicant as to when the request will be completed. If funds are not available, the Applicant will be notified that the request will be submitted to the TPSC at the following March meeting.
- In March of each year, the TPSC will prioritize requests. The priorities will be based upon applicable criteria, recommendations from the Public Safety Director and funding available in the upcoming budget year (fiscal year July 1 - June 30).
- The TPSC's prioritized list will be incorporated in the budget preparation process. Only funded projects may be carried over to subsequent budget years at the discretion of the TPSC.

The Traffic & Public Safety Committee meets on the second Thursday of each month at 7:00 pm at City Hall. Applicants will be notified as to the meeting date at which their request will be reviewed, and are welcome to attend this public meeting.