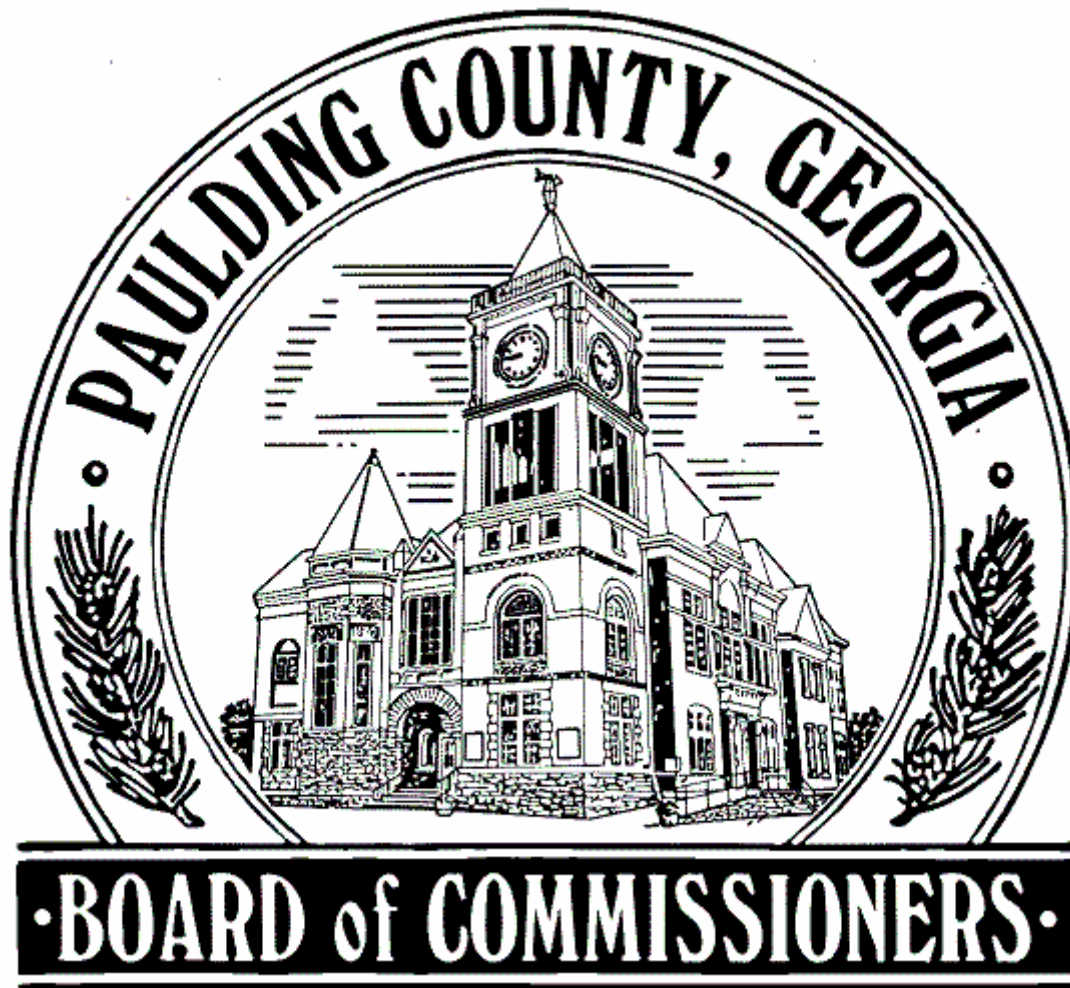


TRAFFIC CALMING POLICY

PAULDING COUNTY, GEORGIA



DEPARTMENT OF TRANSPORTATION
SCOTT GREENE
DIRECTOR

January 2009

TABLE OF CONTENTS

<u>Index No.</u>		<u>Page No.</u>
1	INTRODUCTION AND GENERAL STANDARDS.....	1
1.1	Function of the Paulding County Traffic Calming Program.....	1
1.2	Street Classification.....	1
1.3	Legal Authority.....	1
1.4	Standardization of Application.....	1
Exhibit 1	Flow Chart.....	2
1.5	Traffic Calming Device Design.....	2
1.6	Expense.....	2
2	PROGRAM ELEMENTS.....	3
2.1	Speed Criteria.....	3
2.2	Establishment of a Special Assessment District.....	3
2.3	Petition for Traffic Calming Devices.....	3
2.4	Removal Process.....	4
2.5	Design Review Process.....	4
3	PERMIT APPLICATION.....	5
3.1	Permit.....	5
3.2	Bond, Escrow or Letter of Credit.....	5
4	GENERAL CONSTRUCTION GUIDELINES.....	6
4.1	Materials.....	6
4.2	Inspection.....	6
4.3	Keeping the Road Open to Traffic.....	6
4.4	Traffic Control.....	6
4.5	Construction Methods.....	6
4.6	Signs and Pavement Markings.....	6
Appendix A	PETITION COVER LETTER.....	7
Appendix B	PETITION FORM.....	8
Appendix C	APPLICATION AND PERMIT.....	9

1. INTRODUCTION AND GENERAL STANDARDS

1.1 Function of the Paulding County Traffic Calming Program

In response to numerous complaints about speeding problems in neighborhoods, the Paulding County Department of Transportation (PCDOT) has studied other similar community traffic calming programs along with other research on this topic. This research found that the Institute of Transportation Engineers (ITE) completed a report for the Federal Highway Administration (FHWA) titled, *Traffic Calming: State of the Practice*. This report contains several types of traffic calming devices and defines traffic calming as follows: “*Traffic calming is the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users*”. The information in this report is critical to this policy and shall be used as a guide for any traffic calming device placed within this county. The above mentioned report is available for review at the PCDOT office or you may order a copy from the ITE bookstore online at www.ite.org. The following policy has been established for the citizens of Paulding County who wish to pursue the installation of traffic calming devices in their neighborhoods. Refer to Exhibit 1, on page 2, as a guideline to be followed when considering the installation of a traffic calming device.

1.2 Installation Considerations

PCDOT will only consider installation of traffic calming devices on streets classified as local, residential streets with a posted speed limit of 25 mph. Data obtained from traffic engineering studies of physical and traffic related factors should be used in determining where traffic calming devices are appropriate. Traffic engineering studies may indicate that traffic calming devices would be unnecessary or unsafe at certain locations.

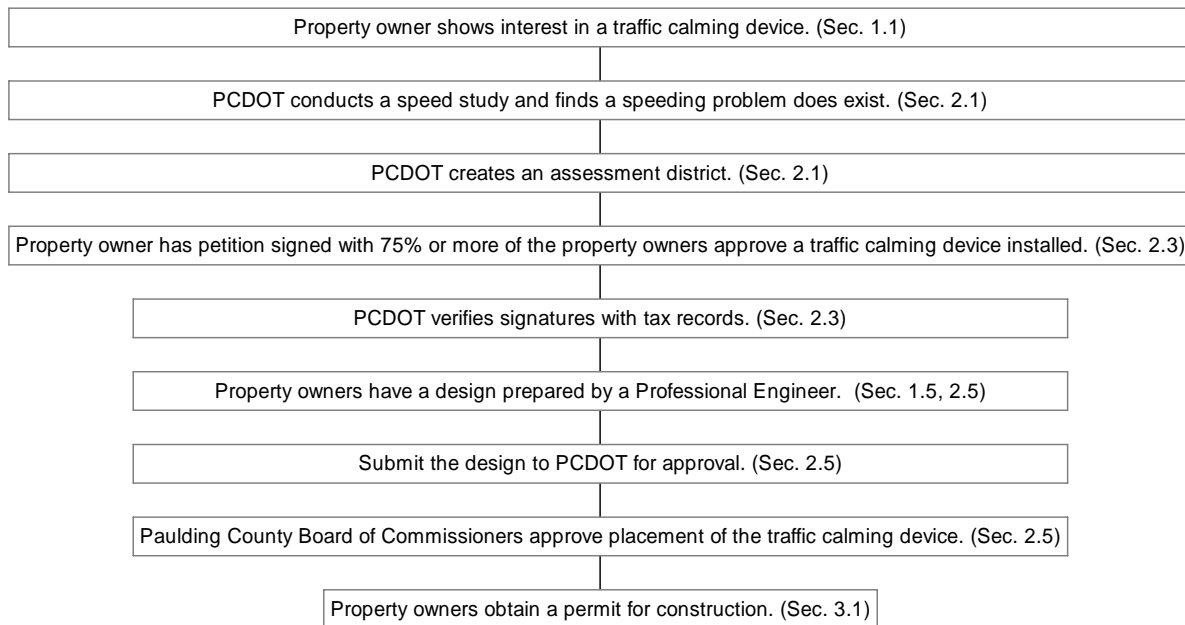
1.3 Legal Authority

Only the Paulding County Board of Commissioners can authorize the placement of a traffic calming device and shall also have the authority to remove any traffic calming device as seen necessary.

1.4 Standardization of Application

In keeping with the general recommendation of the Manual on Uniform Traffic Control Devices (MUTCD), uniformity aids in the recognition and understanding of traffic control devices. Therefore strict adherence to the standards and guidelines outlined in this manual will help ensure that any given traffic calming device installation will be equally recognizable and require the same action on the part of the motorists regardless of where it is encountered.

Exhibit 1 - Flow Chart



1.5 Traffic Calming Device Design

The association/neighborhood will be responsible for having the new traffic calming device engineered by a Registered Professional Engineer in the state of Georgia and submitted to PCDOT for approval. The ITE report titled *Traffic Calming: State of the Practice* shall be utilized when considering an appropriate traffic calming device. The design for roadways and other structures shall be in accordance with the American Association of State Highway and Transportation Officials' *A Policy on Geometric Design of Highway and Streets* (commonly referred to as the AASHTO Green Book).

1.6 Expense

The Association/Neighborhood will be responsible for the cost of engineering and construction of the traffic calming device.

2. PROGRAM ELEMENTS

2.1 Speed Criteria

PCDOT traffic studies must find a speeding problem does exist. The speed study will provide the 85th percentile speed, which must prove speeds are at least 10 mph over the posted speed limit of 25 mph. The 85th percentile speed is an excellent indicator of street character and is used by nearly all states and cities for establishing regulatory speed limits.

2.2 Establishment of an Assessment District

If a street or street section meets or exceeds the speed criteria and meets the classification criteria, PCDOT will create an assessment district. The assessment district will consist of the street with the device, all intersecting side streets and possibly other effected areas. Properties may be excluded from the assessment district if it seems that such properties would receive no or only a remote benefit from the effect of the traffic calming device.

2.3 Petition for Traffic Calming Devices

If PCDOT concludes that a speed problem exists as determined in 2.1, they will forward the traffic calming proposal along with petition forms to the homeowner's representative. (Reference Appendix A – Petition for Traffic Calming Devices and Appendix B – Petition Form). A properly executed petition is a generally accepted method to effect a public action. The following rules and requirements, which will be included with the petition forms, help ensure the fairness and integrity of the petition process:

The objective of the Paulding County Traffic Calming Program is to provide property owners a process to install traffic calming devices on County maintained neighborhood roads, where engineering studies indicate that their use would meet the desired results of reducing neighborhood speeds and their installation is favored by 75% of the homeowners in the assessment district.

To have a traffic calming device installed in Paulding County, a petition must be submitted to PCDOT. All of the property owners in the subdivision or defined service area shall be contacted and given opportunity to sign this petition, indicating “yes” or “no” concerning the installation of traffic calming devices. If both husband and wife are joint legal owners, both signatures are required. A “Mr. and Mrs.” Signature is not acceptable. All owners must sign individually. This includes owners of undeveloped lots; renting tenants are not an acceptable substitute for the legal homeowner. No signature will be withdrawn from the petition after it is filed with PCDOT. The purpose of the witness' signature is to verify the signatures of the property owners. The percentages will be calculated, based on individual lots where owners' sign affirmatively, divided by the total number of lots in the plotted subdivision, or “assessment district”. Each lot counts as only one vote, regardless of the number of owners signing. If lots require more than one signature and do not have a unanimous vote, the vote will not be counted. At least 75% of the lots must vote in favor of the traffic calming device before petitions can be reviewed by PCDOT. Once the petition is signed, notarized and returned to PCDOT, it will be checked against tax records and land lot maps to insure it meets all requirements.

For subdivisions not completely built out, a minimum of 60% of the total units with-in the assessment district must be occupied before a petition for the installation of traffic calming devices will be considered, and a minimum of 80% of the total units must be occupied before a petition for the removal of the devices will be considered.

2.4 Removal Process

Removal of traffic calming devices can proceed if the county is presented a petition requesting that the devices be removed. The petition must be completed following the same criteria defined in 2.3. Such a petition for removal will only be considered after traffic calming devices have been in place for a period of at least one year.

2.5 Design Review Process

All designs submitted to PCDOT for traffic calming devices must meet all the requirements listed in sections 1.1, 1.4, and 1.5. PCDOT will review (allow up to 60 days) and possibly require modifications to the design. Once PCDOT approves the design, it will be forwarded to the Paulding County Board of Commissioners for their consideration.

3. PERMIT APPLICATION

3.1 Permit

After the approval of the traffic calming device from the Paulding County Board of Commissioners and before any construction of a traffic calming device begins, a permit must be obtained from PCDOT. (Reference Appendix C – Application and Permit). At this time PCDOT does not charge for these permits. The applicant must furnish copies of the approved plans and is responsible for all engineering and construction cost. Job review and inspection and limited engineering service may be rendered by PCDOT during the time the work is being accomplished.

3.2 Bond, Escrow or Letter of Credit

Each applicant will provide a performance bond or letter of escrow to assure that the authorized work is accomplished in accordance with the approved permit. Any letter of escrow must be from a bank housed in Georgia. A bond may be underwritten by a surety company housed outside Georgia if it is countersigned by a Georgia resident agent of said surety company. Such security will be described on a form approved by PCDOT and the amount will be based on a dollar estimated of the work as determined by PCDOT. The applicant must notify the appropriate permit inspector when the work is completed. When the permit Inspector is satisfied that all work is completed as described in the permit, PCDOT will perform a final inspection. No bond or escrow may be released with out written authorization from the Paulding County Board of Commissioners.

A letter of credit from a Georgia based bank must be without an expiration date or written in such a manor as to automatically renew annually and the bank agrees to notify PCDOT by registered letter at least 60 days prior to its expiration date if it does not intend to renew the letter of credit. The Paulding County Board of Commissioners will give written authorization to release the bank from its obligation as soon as all work authorized under the permit has been completed satisfactorily.

4. GENERAL CONSTRUCTION GUIDELINES

4.1 Materials

All materials furnished and/or installed by the permittee shall be from sources certified by the Georgia Department of Transportation (GDOT), and shall meet all specifications set forth by GDOT. Hot Mix Recycled Asphaltic concrete may be furnished and placed in lieu of virgin mix; in accordance with Section 402 of the GDOT Standard Specifications. The permittee must notify PCDOT prior to using the recycled material, and the finished work must meet the required density and gradation specifications.

4.2 Inspection

PCDOT does not commit to furnishing full-time inspection or testing of the work in progress, or at material sources. Absence of inspection and/or testing by PCDOT will in no way relieve the Permittee of his responsibility and liability to provide quality workmanship in accordance with the specifications.

4.3 Keeping the Road Open to Traffic

The work shall be performed in such a manner as to maintain at least one lane of traffic at all times or use a PCDOT approved detour route. Permittee shall phase his construction such that traffic across the completed work shall be minimal until such time that the asphalt has sufficiently cooled to prevent damage to the work. When directed by PCDOT, permittee will limit his hours of operation to avoid peak hour traffic.

4.4 Traffic Control

The permittee shall furnish, install, maintain and remove all necessary traffic signs, barricades, lights, signals, cones and other traffic control devices; and all flagging and other means of traffic protection and guidance as required by the Standard Specifications of GDOT, and the MUTCD.

4.5 Construction Methods

All work performed for this project will be in accordance with GDOT Standard Specifications for Construction of Roads and Bridges, Current Edition, and the Supplemental Specifications, Current Edition, and attached modifications and special provisions.

4.6 Signs and Pavement Markings

PCDOT will supply and install all signs, posts, hardware and pavement markings for each traffic calming device.

Appendix A – Petition for Traffic Calming Devices

PAULDING COUNTY
DEPARTMENT OF TRANSPORTATION
240 CONSTITUTION BLVD.
DALLAS, GA 30132

SPECIAL NOTE

Your signature on this petition indicates that you have read and fully understand all information concerning the traffic calming program.

We the undersigned, all being property owners of the subdivision legally titled “_____”, do hereby petition through our subdivision or unit(s) for installation of a traffic calming device. There are _____ lots currently existing in petition area shown and each owner as shown on the tax record has affirmatively signed this petition.

This petition represents that 75% or more of the property owners of this petition area to be affected join in this request.

Personally appeared before me, a Notary Public, the undersigned affiant, who says on oath that _____ is one of the subscribing witnesses to the within instrument; that each of said witnesses saw the execution and delivery of the same by each grantor therein for the purpose set forth; and that each of said witnesses signed the same as purported.

Sworn to and subscribed before me,
This ____ day of _____, 20____

WITNESS

NOTARY PUBLIC
Paulding County, State of Georgia

**Appendix C - Application and Permit
DEPARTMENT OF TRANSPORTATION**

240 Constitution Blvd.

Dallas, GA 30132

770-445-4759 Fax 770-443-7566

APPLICATION AND PERMIT FOR THE INSTALLATION OF TRAFFIC CALMING DEVICES

APPLICATION IS HEREBY MADE TO THE PAULDING COUNTY DEPARTMENT OF TRANSPORTATION

(INDIVIDUAL/HOME OWNER-NAME AND ADDRESS)

FOR PERMISSION TO CONSTRUCT THE FOLLOWING DESCRIBED TRAFFIC CALMING DEVICES WITHIN THE PUBLIC RIGHT OF WAY OF

COUNTY ROAD NUMBERS _____ IN PAULDING COUNTY.

DESCRIPTIONS: _____

LOCATIONS: _____

THE TRAFFIC CALMING DEVICES COVERED HEREBY SHALL BE INSTALLED IN ACCORDANCE WITH THE PLANS ATTACHED HERETO AND MADE A PART HEREOF.

PERMIT REQUESTED THIS _____ DAY OF _____ 20 _____

WITNESS TO SIGNATURE: _____ BY: _____

SIGNATURE

TITLE

PERMISSION IS GRANTED FOR THE ABOVE DESCRIBED ENCROACHMENT IN ACCORDANCE WITH THE PLANS AND PROVISIONS HEREOF, THIS PERMIT IS TO BE STRICTLY CONSTRUED AND NO WORK OTHER THAN THAT SPECIFICALLY DESCRIBED ABOVE IS HEREBY AUTHORIZED.

* APPLICANT OR PERMITTEE AS USED IN THIS PERMIT INCLUDES CONTRACTOR(S), THEIR SUBCONTRACTOR(S), AGENTS AND ASSIGNS.

PERMIT IS GRANTED THIS _____ DAY OF _____ 20 _____

BY: _____

TRAFFIC OPERATIONS DIVISION MANAGER

DISTRIBUTION AFTER APPROVAL
MANAGER)

WHITE - APPLICANT

YELLOW - PAULDING D.O.T.

BLUE - TRAFFIC OPS DIVISION

GREEN - INSPECTOR

(TO BE COMPLETED BY TRAFFIC OPERATIONS DIVISION

COUNTY ROAD NUMBERS: _____

PROJECT NUMBER: _____ ACTIVE: _____ UNDER CONTRACT _____

PERMIT NUMBER: _____

GENERAL PROVISIONS

IT IS EXPRESSLY STIPULATED THAT THIS PERMIT IS A LICENSE FOR PERMISSIVE USE ONLY AND THE PLACING OF TRAFFIC CALMING DEVICES UPON PUBLIC PROPERTY PURSUANT TO THIS PERMIT SHALL NOT OPERATE TO CREATE OR VEST ANY PROPERTY RIGHT IN THE HOLDER.

WHENEVER NECESSARY FOR THE CONSTRUCTION, REPAIR, IMPROVEMENT, MAINTENANCE, SAFE AND EFFECTIVE OPERATION, ALTERATION OR RELOCATION OF ALL OR ANY PORTION OF THE HIGHWAY, AS DETERMINED BY THE DEPARTMENT, ANY OR ALL OF SAID TRAFFIC CALMING DEVICES AUTHORIZED HEREUNDER SHALL BE IMMEDIATELY REMOVED FROM THE RIGHT-OF-WAY, OR RESET OR RELOCATED THERON, AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION, AND AT THE SOLE EXPENSE OF THE PERMITTEE UNLESS OTHERWISE AUTHORIZED BY THE DEPARTMENT.

THE APPLICANT SHALL BE RESPONSIBLE FOR ALL MAINTENANCE/REPLACEMENT OF ANY LANDSCAPING INCLUDED IN THE TRAFFIC CALMING DEVICE. APPLICANT AGREES TO INDEMNIFY AND HOLD HARMLESS THE COUNTY, THE DEPARTMENT OF TRANSPORTAION, AND ALL OFFICERS, EMPLOYEES OR AGENTS OF THE DEPARTMENT OF TRANSPORTATION OR THE COUNTY, OR ANY POLITICAL SUBDIVISION THEROF, AGAINST ANY AND ALL CLAIMS, DAMAGES, DEMANDS, ACTIONS, CAUSES OF ACTION, COSTS AND EXPENSES OF WHATSOEVER NATURE, WHICH MAY RESULT FROM ANY INJURY TO, OR THE DEATH OF, ANY PERSONS OR FROM THE LOSS OF, OR THE DAMAGE TO, PROPERTY OF ANY KIND OR NATURE, WHEN SUCH INJURY DEATH, LOSS OR DAMAGE ARISES OUT OF THE CONSTRUCTION, OF THE TRAFFIC CALMING DEVICES COVERED BY THIS PERMIT.

ALL WORK PERFORMED FOR THIS PROJECT WILL BE IN ACCORDANCE WITH GEORGIA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATION FOR CONSTRUCTION OF ROADS AND BRIDGES, CURRENT EDITION, AND THE SUPPLEMENTAL SPECIFICATIONS, CURRENT EDITION, AND ATTACHED MODIFICATIONS AND SPECIAL PROVISIONS.

DURING THE INITIAL INSTALLATION OR CONSTRUCTION OF FACILITIES AUTHOZIED BY THIS PERMIT, THE PERMITTEE SHALL, AT ALL TIMES, MAINTAIN FLAGMEN, SIGNS, LIGHTS, FLARES, BARRICADES, AND OTHER SAFETY DEVICES IN ACCORDANCE WITH THE DEPARTMENT'S MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES AND AS MAY BE NECESSARY TO PROPERLY PROTECT TRAFFIC UPON THE HIGHWAY AND TO WARN AND SAFEGUARD THE PUBLIC AGAINST INJURY OR DAMAGE.

IT IS EXPRESSLY PROVIDED THAT WITH RESPECT TO ANY LIMITED ACCESS HIGHWAY, THE PERMITTEE SHALL NOT HAVE OR GAIN DIRECT ACCESS, EITHER INGRESS OR EGRESS, FROM THE MAIN TRAVELED WAY OF SAID HIGHWAY OR ITS ON OR OFF RAMPS TO ANY FACILITIES AUTHORIZED BY THE PERMIT EXCEPT UPON SPECIFIC APPROVAL BY THE DEPARTMENT

IT IS THE APPLICANT'S RESPONSIBILITY TO VERIFY THE LIMITS OF THE PUBLIC RIGHT-OF-WAY FOR LOCATION OF TRAFFIC CALMING DEVICES AUTHORIZED HEREBY.

NO INHERENT OR RETAINED RIGHT OR PRIVILEGE OF ANY ABUTTING PROPERTY OWNER IS AFFECTED BY THIS PERMIT NOR IS THE DEPARTMENT RESPONSIBLE FOR ANY CLAIM WHICH MAY DEVELOP BETWEEN THE PERMITTEE AND ANY PROPERTY OWNER CONCERNING USE OF THE RIGHT-OFWAY. PERMITEE IS RESPONSIBLE FOR MAINTAINING REASONABLE ACCESS TO PRIVATE DRIVEWAYS DURING INSTALLATION OF ITS TRAFFIC CALMING DEVICES AND FOR RESTORATION OF DRIVEWAYS TO THE OWNER'S SATISFACTION.

APPROVAL OF THIS PERMIT DOES NOT CONSTITUTE APPROVAL OF DESIGN OR CONSTRUCTION DETAILS FOR THE PROPOSED FACILITIES. APPLICANT IS RESPONSIBLE FOR COMPLIANCE WITH ALL APPLICABLE GOVERNMENTAL CODES AND REGULATIONS.

USE OF EXPLOSIVES WITHIN THE ROADBED OR BENEATH THE PAVEMENT IS PROHIBITED UNLESS APPROVED BY SEPARATE PERMIT.

APPLICANT SHALL BE RESPONSIBLE FOR OBTAINING APPROVALS FOR THE PROPOSED INSTALLATION WHICH MAY BE REQUIRED BY CITY OR STATE GOVERNMENTS ON ROADS OR STREETS UNDER THEIR JURISDICTION OR BY ANY OTHER AGENCY.

PERMITEE SHALL GIVE THE DEPARTMENT A MINIMUM OF 24 HOURS NOTICE PRIOR TO BEGINNING ANY WORK UNDER THIS PERMIT.

THIS PERMIT SHALL BE VOID UNLESS WORK HEREUNDER IS BEGUN WITHIN SIX (6) MONTHS OF THE DATE OF ITS APPROVAL.

THE PROVISIONS OF THIS PERMIT ARE REGULATORY AND NOT CONTRACTUAL. NO INTEREST OR RIGHT OF AN APPLICANT GRANTED BY THIS PERMIT MAY BE TRANSFERRED TO ANOTHER EXCEPT BY WRITTEN CONSENT OF THE DEPARTMENT.

THIS PERMIT MAY BE REVOKED AT THE PLEASURE OF THE DEPARTMENT UPON THIRTY (30) DAYS WRITTEN NOTICE TO THE PERMITTEE.

**SPECIAL PROVISIONS
TRAFFIC CONTROL DETAILS, CONSTRUCTION GUIDELINES, GENERAL DETAILS**

THE INSTALLATION COVERED BY THIS PERMIT HAS BEEN COMPLETED IN ACCORDANCE WITH THE PROVISIONS OF THE PERMIT AND THE PLANS ATTACHED HERETO.

DATE: _____

SIGNED: _____