

**MANATEE COUNTY
TRANSPORTATION DEPARTMENT
TRAFFIC MANAGEMENT DIVISION**

**Procedures For Requesting
Traffic Calming**

1. The local community (that is, a Homeowners' Association (HOA) or Local Residents' Group (LRG)) identifies a need for traffic calming measures in the Study Area and forms a working group.
2. A letter to Traffic Management Division is generated by the group requesting traffic calming.
3. Traffic Management Division staff reviews the area in light of the request and defines a scope of work.
4. Staff convenes a meeting with the working group to discuss issues and to obtain a consensus on whether or not to proceed.
5. Staff conducts traffic studies (speed, site review, etc.), collates and evaluates collected data.
6. Staff reviews study data and traffic calming techniques, and if traffic calming measures are warranted, develops preliminary plans (defines location and type of control for the Study Area).
7. Staff reviews selected sites with the working group, if measures are warranted. If not, staff sends letter indicating measures are not warranted.
8. Staff presents overall plan to neighborhood representatives, reviews alternative suggestions and selects the preferred traffic calming measures by the HOA or LRG and preferred locations.
9. Staff will outline on a plat the affected property owners once the preferred device location has been established. Prior to any permanent calming installation the County will require signed confirmation letters from affected property owners indicating approval in front of or within 50 to 100 feet of their property. If a clear confirmation can not be achieved by all affected property owners, staff will submit this information to the Board for further direction.
10. Support for the selected option must be documented by a petition from the HOA or LRG signed by 67% or more of the homeowners in the study area. Execution of a Landscaping Agreement (if applicable) must also accompany the petition.
11. The Board of County Commissioners (BCC) approves the location and design.
12. The final design, generated by Staff or consultants, is awarded to contractors or scheduled for force account (in house). The HOA or LRG is notified of the construction start date.
13. **NOTE: Removal of any installed measures also requires a petition 67% or more of the residents in the Study Area.**