



## STOP SIGN REQUEST INFORMATION

The stop sign is a traffic control device that is installed when it is determined a full stop is always required on an approach to an intersection. The City of Alexandria is required to follow the requirements in the Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD) for stop sign installation. The MUTCD contains warrants which must be met before a stop sign can be installed.

Self-Check: Answer the questions below to determine if the requested street or intersection should be considered for additional stop signs:

1. Is the stop sign requested to address excessive travel speeds on the requested street?
2. Is the stop sign requested to address cut-through traffic?
3. Does the side street have significantly less vehicular volume than the requested street?

If you answered "yes" to all the above, your street does not meet the requirements for additional stop signs. Stop signs are installed to address safety issues and are **not** installed to control speeds or deter trips. The installation of unwarranted stop signs leads to less compliant behavior and will render this important safety device less effective at other locations.

*If the requested street experiences excessive travel speeds, the street may qualify for the Speed Reducer Program. Visit the program website for more information: <https://www.alexandriava.gov/localmotion/info/default.aspx?id=77924>*

If the reason for the stop sign request differs from the above, proceed to fill out the form on the next page and submit to the City of Alexandria's Traffic Engineering Department. Please refer to the process in which to expect moving forward.

Process:

1. Complete and Submit application to Traffic Engineering Department.
2. Based on the eligibility, the City will approve or deny the application.
3. If approved, the City will conduct a Stop Sign Warrant Analysis
4. Once analysis is complete, city staff will inform Project Champion of findings and eligibility.
5. If additional stop signs are deemed warranted, city staff will inform the Project Champion, along with any (if any) nearby civic associations.
6. The findings of the analysis in which warrants additional stop signs will be docketed for a Public Hearing before the Traffic and Parking Board. The Project Champion is expected to attend the Traffic and Parking Board Public Hearing and provide testimony.
7. With the Traffic and Parking Board's approval, city staff will ensure to communicate to motorists and nearby communities of pending traffic pattern change.
8. Once motorists and nearby communities have had adequate notice, the stop sign will be installed by city staff.





## STOP SIGN REQUEST FORM

Please fill out this application and return to [Cuong.Nguyen@alexandriava.gov](mailto:Cuong.Nguyen@alexandriava.gov) or mail to Cuong Nguyen, Traffic Engineering, 2900 Business Center Drive, Alexandria, VA 22314

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

Reason for the Request:

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Project Champion (Point of Contact) Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Best Way to Contact:

Email

Phone

Best Time of Day to Contact:

Morning

Afternoon

