

*City of Alexandria, Virginia*

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**MEMORANDUM**

DATE: MARCH 22, 2006

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: BUDGET MEMO #20: CITIZEN CONTRIBUTIONS FOR TRAFFIC CALMING

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This memorandum is in response to Councilman Krupicka's question regarding citizens voluntarily contributing to traffic calming projects in their neighborhoods.

Staff supports neighborhood contributions to (or paying entirely for) traffic calming if they meet the eligibility criteria within the existing program. A copy of the City's *Neighborhood Traffic Calming Program Guide* is attached, which describes the qualifying criteria and the process for implementing traffic calming devices.

Staff piloted a neighborhood contribution program for two traffic calming projects in 2003, and found that the citizens were receptive to the idea. Projects were completed ahead of schedule on West Mason Street and Lloyds Lane, and City dollars were freed up to complete other priority traffic calming construction.

Although there is no written policy regarding citizen contributions for traffic calming projects in their neighborhoods, staff supports this practice.

Attachment



# Neighborhood Traffic Calming Program Guide

City of Alexandria

301 King Street  
Suite 1000

Alexandria, VA 22314

[www.AlexTrafficCalming.org](http://www.AlexTrafficCalming.org)  
[trafficalming@alexandriava.gov](mailto:trafficalming@alexandriava.gov)

September 2005

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\*An electronic version of this Guide is available on-line at [www.AlexTrafficCalming.org](http://www.AlexTrafficCalming.org), or you may request a printed copy by contacting 703-519-3400, x217.

## **INTRODUCTION**

The City of Alexandria's Neighborhood Traffic Calming Program (NTCP) incorporates education, enforcement and engineered street design into protecting the quality of life in City neighborhoods. The City has developed the NTCP to provide residents with the opportunity to raise neighborhood traffic concerns and to participate in the selection of strategies that promote safe, lawful and pleasant conditions for residents, pedestrians, bicyclists and motorists in City neighborhoods.

Traffic calming is defined by the Institute for Transportation Engineers as "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." With this Guide as a framework, staff will work with neighborhoods to develop a plan to calm traffic in order to meet the goals listed below.

## **GOALS**

The goals of the NTCP are as follows:

1. Provide protection to residential neighborhoods from traffic operating at excessive speeds and excessive volumes of traffic.
2. Keep neighborhood street use, to the greatest extent possible, within the classification defined in the transportation chapter of the Master Plan (i.e. local streets, residential collectors, primary collectors).
3. Increase access, safety, comfort and convenience for pedestrians and bicyclists by changing the culture of neighborhood street use from "cars first" to "people first."
4. Base the expenditure of public resources on need.
5. Foster a collaborative working relationship between City staff and neighborhood residents in the development of traffic calming measures.

## CRITERIA

For a neighborhood to qualify for NTCP assistance, at least one of the criteria thresholds below must be met for a local street, residential collector or primary collector, ~~as defined in Appendix A - Street Classification Map~~. Traffic surveys conducted by the City will determine whether these thresholds are met. These criteria are based on those used in successful traffic calming programs in North America and Europe.

**SPEEDING** - The speeding criteria is met if 15% of the motorists on any street travel at 5 mph or more above the posted speed limit.

**EXCESSIVE TRAFFIC VOLUME** - The traffic volume criteria is met if the volume for a particular street classification exceeds the following:

<u>Street Classification</u>	<u>Vehicles Per Day</u>
Local Street	3,000
Residential Collector	7,000
Primary Collector	10,000

Note: ~~See Appendix A to find the classification for any City street.~~

## IDENTIFYING NEIGHBORHOOD TRAFFIC CONCERNS

Before requesting assistance from the City, the neighborhood should clearly define what the traffic issues are and achieve neighborhood consensus on that definition. The broad areas of concern are speeding and traffic volume, but there may be additional issues that need addressing as well.

~~Defining the problem occurs on two levels. The first level is clearly understanding what the residents' concerns are; determining if there is, in fact, a basis for those concerns and then expressing those concerns. The second level of the problem definition is the accumulation of data to support the identified problem(s).~~

## PROCESS STEPS

Due to the popularity of the NTCP and the fact that a limited amount of money is available on an annual basis, neighborhoods wanting to participate in this program must complete an application which will be evaluated by staff in the Department of Transportation and Environmental Services. Below is a description of the application process which represents a **community-based, problem-solving approach**. A flowchart of this process is provided in **Appendix A**.

### 1. TRAFFIC CALMING APPLICATION

Requests for traffic calming measures on neighborhood streets can come from Alexandria residents for the street on which they live or the presidents of civic associations, on behalf of the association; ~~or from individuals who do not live within the boundaries of an active civic association. If there is no active civic association, the a~~ Applications must include the signatures of ~~at least~~ at least four affected homeowners neighbors with similar concerns; ~~not all from the same street~~. This requirement is to ensure that the issue is perceived as neighborhood-wide, not solely an individual issue. If one is unsure about the presence of a civic association in his/her neighborhood, contact the City's Office of Citizen Assistance at 703-838-4800.

Traffic calming requests are made using the City of Alexandria NTCP Application (see Appendix ~~CB~~). Communities should only submit their most serious traffic concerns. There is no deadline for applications, but rather applications will be processed on a continuing basis. ~~Communities who submitted an application for traffic calming in the past fiscal year should contact the Traffic Calming Coordinator at 703-519-3400 x217 or trafficcalming@ci.alexandria.va.us to request their application be reconsidered for the present fiscal year.~~

~~This r~~Requests shall ~~with~~ include:

- Street segment where the issue(s) exists (i.e. X Street between Y Place and Z Avenue)\*;
- ~~- Time of day when the problem(s) occurs;~~ - Block address where speeding is perceived to peak;
- Possible causes of the issue;
  
- Perceived dangers to pedestrians, bicyclists, residents and property as a result of the issue; and
  
- Names, addresses and phone numbers of at least four nearby residents who share the concerns; (a petition is not needed at this point).

\*Some streets are not eligible for traffic calming, including dead-ends and private streets.

~~Staff will acknowledge the completed application in writing to the application's author and civic association contact.~~

## **2. DATA COLLECTION & ANALYSIS**

Staff will collect and analyze necessary traffic data to determine whether 1) the data supports the issue(s) identified in the application and 2) the street segment meets either of the criteria for traffic calming ~~as explained on page 4~~. Data collection will be conducted on weekdays, September through June ~~May~~, when public school is in session.

~~Communities that applied for traffic calming last year and did not meet the criteria may reapply this year due to the revised criteria.~~

### **A) DATA DOES NOT SUPPORT THE APPLICATION**

If the data collected indicate that the situation does not meet the thresholds for speeding and traffic volume ~~as defined on page 4~~, staff will report back to the application author ~~civic association, and any other individuals who have made their interest known to staff~~, that the issue did not meet the criteria for the NTCP. The situation will be eligible for re-evaluation after a two-year waiting period.

### **B) DATA SUPPORTS THE APPLICATION**

If the objective data confirm the existence of an issue, staff will calculate a street segment score using the Priority Worksheet (Appendix C~~D~~). To determine this score, staff will:

- Identify directly affected households ~~streets~~;
- Identify users of ~~affected~~ the applicant streets;
- Examine ~~Find~~ reported traffic ~~crash~~ collision data from the Police Department;
- Identify pedestrian ~~traffic~~ generators, such as schools, parks, shopping centers, etc.;
- Identify bike and transit routes; sidewalks and the presence of existing traffic calming measures;
- Analyze street use with respect to street classification; and
- Document any other relevant factors.

Staff will create a priority list of the applications based on these scores. The priority list will assist staff in objectively determining where the limited funds for this program will be allocated. ~~On a six-month cycle, s~~At a public hearing staff will present ~~the its recommended list~~ of Priority Worksheet scores ~~priority list~~ to the Traffic & Parking Board (T&PB) for review. ~~After public testimony, the T&PB may add up to 20 points on the Priority Worksheet to each applicant street's ranking based on concerns posed by the local communities which are not included in the Priority Worksheet. Based on findings of fact that would materially affect the implementation priorities, the T&PB may recommend adjustments to the priority list. The final~~ priority list will be made public on the NTCP Website, [www.AlexTrafficCalming.org](http://www.AlexTrafficCalming.org).

### **3. PROJECT INITIATION**

Staff will provide a list of addresses of directly affected households to the civic association ~~contact the community with~~ of the top priority street. Households to be notified will include those abutting the project street segment in addition to those who must use the project street to access their homes. The association will be responsible for notifying these neighbors about the first meeting to begin developing a traffic calming plan.

~~The selection will be made on the first work day of even numbered months. If a year passes and a street segment remains on the list without receiving assistance, two points will be added to its worksheet score to compensate for the likely increase in traffic volume. Street segments meeting the criteria but not receiving assistance during the current fiscal year will be included in the following year's priority list with a request by the application author or neighbor.~~ The order of the following year's priority list will be determined based on current and new applications.

### **4. FORMATION OF COMMUNITY WORKING GROUP & PLAN DESIGN**

For each high priority project selected, staff will first meet with the Fire Department to ~~determine any specific emergency requirements or other issues of the street of concern. Based on these concerns, the characteristics of the street and the results of the data collection, staff will develop a traffic calming concept. The neighborhood workgroup may move forward with the staff-proposed concept or develop an alternative with staff's assistance. Then staff will meet with the applicant community to discuss the steps to develop a traffic calming plan and to establish a Working Group to oversee the process.~~

~~A workgroup~~ Working Group usually consists of about ten residents representing the local civic association and the broader neighborhood where the traffic calming measures are proposed to be located. The community has a period of two months to form a

~~workgroup~~Working Group. If the community cannot form a ~~no-workgroup~~ Working Group has formed at the conclusion of the two months, staff will consider whether to grant an extension or conclude the project.

~~Once formed, the Working Group~~ The workgroup will focus on:

- Defining ~~T~~the scope and nature of the traffic issues as stated in the Application,
- Examining~~The~~ potential traffic calming measures that can most realistically address the traffic concerns, and
- ~~Working with City staff to develop~~ Developing preliminary design options and cost estimates for review by the neighborhood at public meetings ~~held by the association.~~

Once the preliminary designs are acceptable to the workgroup~~Working Group~~, community support must be gained via petitioning.

## 5. ASSESS COMMUNITY SUPPORT FOR TRAFFIC CALMING (PETITION)

The next step in the implementation process is to obtain the required level of community support to be eligible for final design and funding. To assess support, the community will be responsible for collecting signatures from the directly affected households on the street **segment(s) with the petition (see Appendix DE). “Directly affected households” shall be defined** as households which abut the project street.

Only one resident from each directly affected home may sign the petition. Homeowners and renters may sign. The workgroup~~Working Group~~ shall explain to the directly affected **residents that by signing the petition they accept the possibility that a traffic calming measure** may be built in front of their home. To assist the community, staff will prepare a plan ~~map and brochure explaining~~and Web page explaining what the proposed measures look like and where each traffic calming measure will be located. The workgroup~~Working Group~~ should include a cover letter validating that the criteria has been met; when delivering the petitions to staff.

Condominium and apartment buildings incorporating ~~25~~30 or more households will not be required to get signatures from all the residents, but rather the written support of the traffic calming plan by the condominium association or property management company, respectively. For this, the workgroup~~Working Group~~ should fill-out and sign Appendix EF. ~~The building may either approve or disapprove of the traffic calming plan.~~

### A) PLAN RECEIVES SUFFICIENT SUPPORT

If the traffic calming plan receives sufficient support (65% of directly affected

households signing) and a letter of support of the plan by the civic association, then it will be presented before the T&PB. See the Traffic Calming Toolbox Guidelines for specific support requirements.

### **B) PLAN DOES NOT RECEIVE SUFFICIENT SUPPORT**

If the response is not sufficient, staff will recommend either that the issue be referred back to the ~~Working Group~~ workgroup or that this process end. If the project is referred back to the workgroup ~~Working Group~~, staff may recommend alternative approaches more likely to meet with community acceptance. Projects failing to receive community support cannot be resubmitted for T&PB review for a period of two years.

## 6. TRAFFIC & PARKING BOARD REVIEW

When the workgroup ~~Working Group~~ has developed a plan meeting the minimum **community level of support, staff and a Working Group representative will present it and a letter** of support from the neighborhood civic association to the T&PB for discussion and their recommendations. All traffic calming projects will be presented to the T&PB for review prior to implementation. All T&PB meetings are open to the public.

## 7. PROJECT IMPLEMENTATION

**Once a project has been approved for funding, staff performs the following actions over the time periods shown:**

- **Conducts a survey of the site, if needed (1 - 2 months);**
- Develops detailed construction drawings based on the plan ~~preliminary design agreed to by the~~ neighborhood (2 - 4 months);
- ~~Acquires any right-of-way and/or easements needed;~~
- Schedules construction either by City workers or a ~~private~~ contractor(s) (1 - 2 months);
- Notifies directly affected residents about the ~~of~~ construction schedule (1 week) and;
- **Coordinates and oversees construction or notice to a private contractor(s) to proceed (1 - 3 weeks).; and**
- ~~Monitors all work for compliance to design specifications.~~

## 8. EVALUATION

If concerns arise from the implementation of a traffic calming plan, staff will examine the causes and potential fixes. Additionally, citizens who feel that the NTCP process needs refinement may bring their issues to staff for discussion and consideration.

## TRAFFIC CALMING MEASURES

When selecting the appropriate traffic calming measure(s), several principles need to be taken into consideration. In general, the traffic calming measure(s) selected should have all or most of the following attributes:

- Is consistent with Virginia law and meets the standards set out in the Manual on Uniform Traffic Control Devices and the American Association of State Highway and Transportation Officials guidelines,
- Addresses the issue in the most efficient and cost effective way possible,

- Accommodates the geometrics of the street (e.g., a traffic circle can only be built in an intersection that is large enough for it),
- Is compatible with the needs of the Fire and Emergency Medical Services Department ; and
- Addresses the needs of nearby schools.

Following is the “Traffic Calming Toolbox Guidelines” which lists a variety of traffic calming measures by the issue which is intended to be solved. The Guidelines provide a description of many measures, the necessary support and criteria for each and their cost.

**Staff will provide its expertise in traffic calming to assist the neighborhood workgroup** ~~Working Group~~ in developing its plan.

## LEARN MORE

To learn more about traffic calming and view images of a variety of measures, visit any of the following Websites:

- Alexandria’s traffic calming Website  
[www.AlexTrafficCalming.org](http://www.AlexTrafficCalming.org)
- Arlington’s, ~~VA,~~ traffic calming Website  
[www.co.arlington.va.us/dpw/planning/ntc](http://www.co.arlington.va.us/dpw/planning/ntc)
- Portland, OR, traffic calming Website  
[www.trans.ci.portland.or.us/trafficcalming](http://www.trans.ci.portland.or.us/trafficcalming)
- Pedestrian & Bicycle Information Center Image Library  
[www.pedbikeimages.org](http://www.pedbikeimages.org) and click on “Traffic Calming and Management”
- TrafficCalming.org  
[www.trafficcalming.org](http://www.trafficcalming.org)

<b>TRAFFIC CALMING TOOLBOX GUIDELINES</b>					
<b>Issue</b>	<b>Measure</b>	<b>Description</b>	<b>Criteria</b>	<b>Minimum Community Support Needed</b>	<b>Expense</b>
Bicyclist safety	bike lanes, signage and street symbols	improve safety of bicyclists and visually narrow streets to slow traffic	sufficient right-of-way	no minimum	low, \$100 - \$500
Cut-through traffic	turn restrictions	prohibit cut-through traffic at certain times of the day	high traffic volume	65% of households	slow, \$250

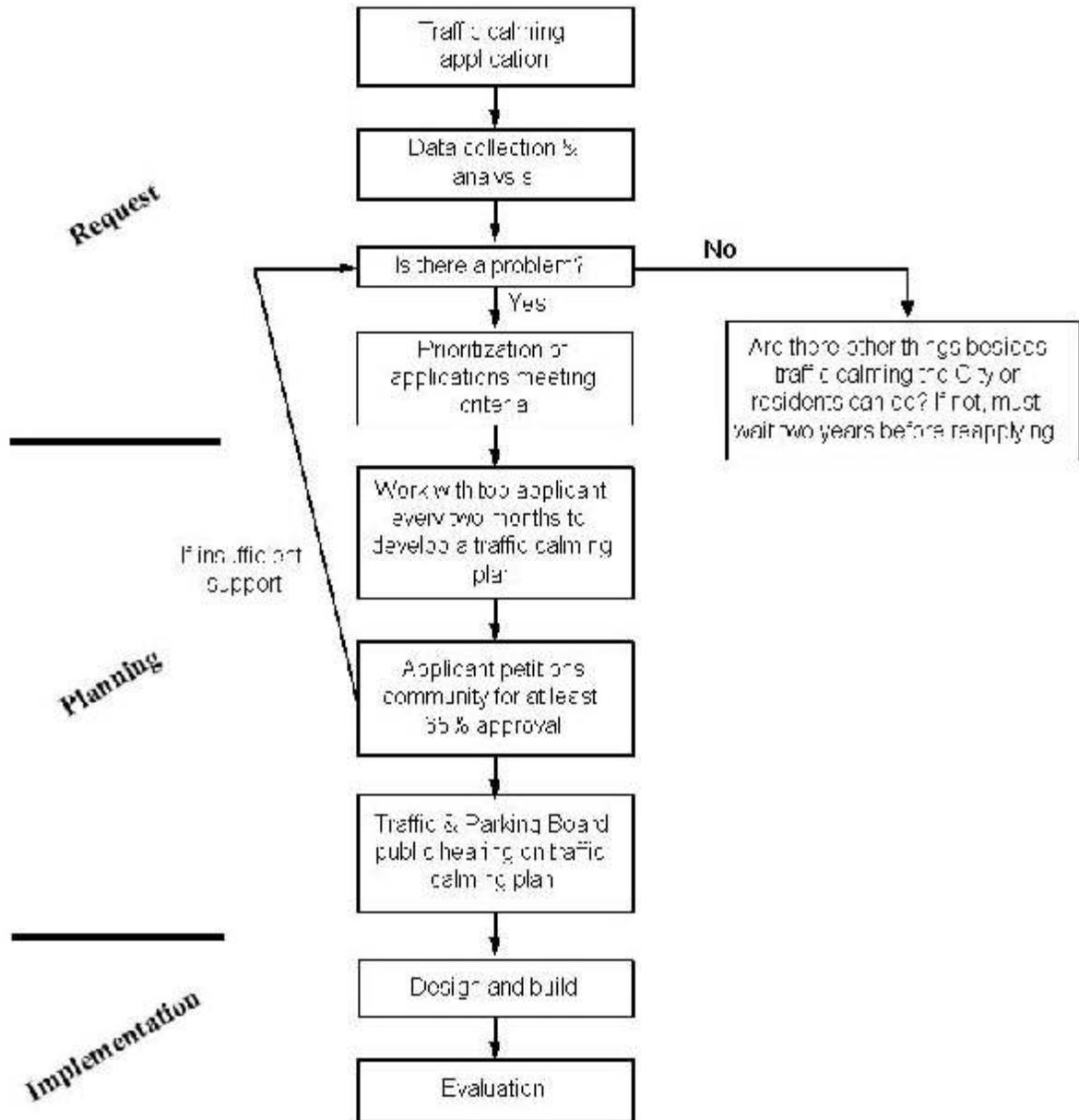
one-way streets	remove one direction of traffic on a two lane street	high traffic volume	65% of households	low to medium, \$250 - \$9,000
heavy truck restrictions	remove heavy truck traffic by shifting it to a nearby route	5% of total traffic are heavy trucks and an alternative arterial is nearby	approval by civic association	low, \$250
Cut-through traffic and speeding	gateway alert motorists of their entrance into a neighborhood	speeding criteria is met	65% of households	high, \$20,000- \$40,000
street closure: full or half street	full closure of street to one or both lanes of traffic in either direction before an intersection	high traffic volume	65% of households	high, \$20,000- \$35,000
diverters: full or half	raised barrier placed diagonally across an intersection that forces traffic to turn	high traffic volume	65% of households	high, \$20,000
<b>Issue Measure Description Criteria Minimum Community Support Needed Expense</b>				
Pedestrian safety	paver crosswalk	pressed asphalt crosswalk with brick pattern to highlight pedestrian crossing areas	significant pedestrian traffic	65% of households medium, \$5,000
mid-block crosswalk	provide greater visibility to crossing pedestrians	significant pedestrian traffic	no minimum	low, \$500
pedestrian refuge island	an island in the middle of the street to break the crossing into two sections	speeding criteria is met	65% of households	high, \$10,000- \$15,000
paddles	3' lime green bollards placed on centerline	case by case basis	approval by civic association	low, \$250
pedestrian-activated in-ground flashing beacon	highlights presence of pedestrians in crosswalk with flashing lights	mid-block location with significant pedestrian traffic	65% of households	high, \$21,000
pedestrian countdown signal	provides the number of seconds remaining to cross the street at an intersection	significant pedestrian traffic	approval by civic association	medium to high, \$13,000
bulb-outs	shorten distance to cross the street and slow traffic	significant pedestrian traffic	65% of households	high, \$10,000/set
Speeding	street markings	visually narrow street to slow traffic	Manual on Uniform Traffic Control Devices	65% of households low, \$300
street narrowing	physically narrow street to slow traffic	local and collector streets where the speeding criteria is met	65% of households	high, \$15,000
<b>Issue Measure Description Criteria Minimum Community Support Needed Expense</b>				
Speeding (cont.)	median	narrows streets to prevent turns at intersections or slow traffic	collector streets where the speeding criteria is met	65% of households high, \$15,000
chicanes	winding street causes motorists to drive slower	local and collector streets with sufficient right-of-way	65% of households	high, \$20,000- \$50,000
speed cushions	effective at slowing vehicles 5 - 10mph when crossing the bump	local streets where the speeding criteria is met	65% of households	medium, \$3,000
variable speed display board	radar unit and board alert motorist to their travel speed	speeding criteria is met	no minimum	medium, \$6,000

speed limit sign	reminds motorists of the speed limit	citizen complaint	no minimum	low, \$250
traffic circle	circular intersection appropriate for local streets	local streets with sufficient right-of-way	65% of household	high, \$6,000- \$10,000
roundabout	circular intersection appropriate for streets with higher volumes of traffic	collector streets with sufficient right-of-way	65% of household	high, \$15,000- \$25,000

**APPENDIX A - PROCESS FLOWCHART**~~APPENDIX A - STREET CLASSIFICATION~~  
**MAP**

\* A color copy of this map can be found at [www.AlexTrafficCalming.org](http://www.AlexTrafficCalming.org) or call 703-519-3400; x217 to request a copy be mailed to you.

APPENDIX A - PROCESS FLOWCHART



City of Alexandria  
Neighborhood Traffic Calming Program Application

Thank you for expressing interest in the City of Alexandria's Neighborhood Traffic Calming Program (NTCP). Fill out this form and mail to: NTCP, 301 King St., #1000, Alexandria, VA 22314, or email to: [trafficalming@ci.alexandria.va.gov](mailto:trafficalming@ci.alexandria.va.gov). ~~If you are unaware of the presence of a civic association in your neighborhood, contact the City's Office of Citizen Assistance at 703-838-4800.~~ An electronic version of this application is available at [www.AlexTrafficCalming.org](http://www.AlexTrafficCalming.org).

Please print ~~in ink~~ or type.

Applicant's Name: \_\_\_\_\_

Civic Association President's Signature: \_\_\_\_\_

Civic Association President's Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Civic Association: \_\_\_\_\_

Civic Association President's Signature: \_\_\_\_\_

Please describe your traffic concerns and include all of the following. Incomplete applications will be returned.

- Street segment where the issue(s) exists (i.e. X Street between Y Place and Z Avenue)\*;
- ~~- Time of day when the problem(s) occurs;~~ - Block address where speeding is perceived to peak;
- Possible causes of the issue;
- Perceived dangers to pedestrians, bicyclists, and residents ~~and property~~ as a result of the issue;  
and
- Names, addresses and phone numbers of at least four nearby residents who share the concerns, (a petition is not needed at this point).

\* Note: Some streets are not eligible for traffic calming, including dead-end and private streets.

APPENDIX CØ - PRIORITY WORKSHEET

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

<u>Measure</u>	<u>Definition</u>	<u>Points</u>
Speeding (0-100 pts.)	The percent of motorists who travel <del>at over</del> at least 5 mph above the speed limit plus the percent who travel <del>at over</del> at least 10 mph above.	_____
Volume (0-100 pts.)	Average daily traffic volume, divided by 100.	_____
<del>Crashes</del> Collisions (10-30 pts. each)	Number of reported <del>crash</del> collisions on the street segment in the last three years.	_____
<del>Fatalities</del> (15 pts. each)	<del>Number of fatalities on street segment in the last three years.</del>	_____
Bike/Transit Route (5 pts. each)	Street designated as official bicycle route on the City Recreation Facilities and Trails Map (bike map), or used as a regular transit route by DASH or Metrobus.	_____
Pedestrian Generators (7 pts. each)	<del>Public and private</del> Facilities which are likely to generate high volumes of pedestrian traffic (i.e. parks, shopping, restaurants, libraries, etc.).	_____
<b>Schools</b> <b>(15 pts. each)</b>	<b>Public or private grade schools</b>	_____
Sidewalks (0 or 5 pts.)	Existing sidewalks: If yes, 0 points; if no, 5 points.	_____
Traffic Calming (-5 or 0 pts.)	Existing traffic calming measures: If yes, -5 points; if no, 0 points.	_____
<b>Traffic &amp;</b>	<b>Board recommendation for additional points based on community</b>	_____

Parking concerns not included above.  
Board  
(0-20 pts.)

Total points =

Speed and Volume Data (Staff Use Only)

Volume = \_\_\_\_\_

Local \_\_\_\_\_ or Collector \_\_\_\_\_

85th% Speed = \_\_\_\_\_

% 5+ mph above = \_\_\_\_\_





**APPENDIX E-D- OFFICIAL NTCP PETITION**



**APPENDIX EF- MULTIFAMILY BUILDING PETITION VALIDATION**

**\*Note: This form is to be used instead of the Petition for condominiums and apartment buildings with over 25-30 residences.**

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

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

Number of Residences: \_\_\_\_\_

Building Type (circle one): Condominium / Apartment Building

**For Condominiums:**

The president of the condominium board should sign below to show its Association's support for the traffic calming plan.

Approval Signature: \_\_\_\_\_

Name of Condominium Association president: \_\_\_\_\_

Street Address and Phone of  
Condominium Association president: \_\_\_\_\_

**For Apartment Buildings:**

The property management company should sign below to show its support for the traffic calming plan.

Approval Signature: \_\_\_\_\_

Name of Property Manager:  
\_\_\_\_\_

Name of Property Management Company: \_\_\_\_\_

Street Address and Phone of  
Property Management Company: \_\_\_\_\_

