



WEST PALM BEACH

APPLICATION FOR TRAFFIC CALMING
CITY OF WEST PALM BEACH



PROJECT LOCATION

Please provide the street name, block number, side and/or adjacent streets and any other pertinent information regarding the location to be traffic calmed.

APPLICANT

Please provide the applicant/contact person's name, address, email and phone number.

Name: _____

Address: _____

Email: _____ Phone Number: _____

As the Applicant, it is affirmed and certified that the provisions and regulations of the City of West Palm Beach will be observed. It is further certified that the statements, exhibits and/or plans provided as part of this Application herewith are true to the best of the knowledge and belief of the Applicant. Further, it is understood that the petition, attachments and fees become part of the official records of the City of West Palm Beach and are not returnable.

Signature of Applicant _____

Date _____



APPLICATION CHECKLIST

The following checklist is designed to assist with the preparation of the Application for Traffic Calming in West Palm Beach. Any items not submitted may cause a delay in the review process.

- 1. Description of Project Location _____
- 2. Applicant Contact Information Provided _____
- 3. Applicant Signature Provided _____
- 4. Original Application and One (1) Copy Provided _____
- 5. Oath of Applicant _____
- 6. Statement of Reasons for the Traffic Calming Request _____
- 7. Maps/Drawings/Photographs _____
- 8. Names and Addresses of All Residents and Property Owners _____
- 9. Signed Petition for Traffic Calming _____

DESCRIPTION OF TRAFFIC CALMING APPLICATION REQUIREMENTS

In accordance with the procedure set forth in Chapter 86 of the City of West Palm Beach's Code of Ordinances, requests for traffic calming measures shall be made only on application forms approved by the Traffic Engineer accompanied by payment of the application fee. The City reserves the discretion to deny any application for traffic calming measures. Notwithstanding the foregoing, the City Commission retains the right to initiate, approve, deny or remove any traffic calming measure or appurtenant landscaping on any publicly dedicated street within the City limits.

To be eligible for consideration for traffic calming measures, a residential street must meet all of the following criteria:

- (1) The street is publicly dedicated, maintained by the city and located within a residential zoning district;
- (2) The area to be traffic calmed is at least 800 feet in length, between intersections;
- (3) The street is not an alley or a dead-end;
- (4) The street is not part of a bus route, a detour route, an evacuation route and/or an important access route for emergency vehicles;
- (5) Traffic counts on the street are more than 600 but less than 3,000 vehicles per day;
- (6) There must be written support from at least 75 percent of the residents and/or business owners whose properties front the area proposed to be traffic calmed, and such support must include 51 percent of the actual property owners.



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EXHIBIT A

OATH OF APPLICANT

STATE OF FLORIDA }
COUNTY OF PALM BEACH } SS:

The residents of the _____ block(s) of _____ hereby submit to the City of West Palm Beach, Florida, its application requesting traffic calming measures, in accordance with City Ordinance 3805-04.

The undersigned, as Applicant for the above named block/neighborhood, hereby acknowledges having read the foregoing Traffic Calming policy and procedures and agrees to provide all requested information in a timely manner. The undersigned acknowledges that the City may deny any application for traffic calming or may approve measures other than those requested. The execution of this Oath by the undersigned certifies that all the information provided and contained herein is true and correct, to the best knowledge of the Applicant. The undersigned hereby acknowledges that any falsification of written material requested by and provided to the City of West Palm Beach will result in return of the application.

Signature of Neighborhood Association President

Signature of Applicant

Neighborhood Name

Applicant's Title

I HEREBY CERTIFY that on this day before me, a Notary Public duly authorized in the State and County named above to take acknowledgements, personally appeared _____, to me known to be the person described as said Applicant of _____ in and who executed the foregoing instrument, and s/he acknowledges before me that s/he executed the foregoing instrument; and that the foregoing instrument is the act of the block/neighborhood.

Witness my hand and official seal of the County and State aforesaid this _____ day of _____ 20_____.

(Corporate Seal)

State of Florida, County of Palm Beach

Notary Public
State of Florida



EXHIBIT C

MAPS/DRAWINGS/PHOTOGRAPHS

Please use this page to sketch any maps or diagrams to further explain the reason for the traffic calming request. Maps, drawings and photographs may also be attached to the Application packet and submitted to the City.



CITY OF WEST PALM BEACH CODE OF ORDINANCES

Sec. 86-350. - Criteria.

To be eligible for consideration for traffic calming measures, a residential street must meet all of the following criteria:

- (1) The street is publicly dedicated, maintained by the city and located within a residential zoning district;
- (2) The area to be traffic calmed is at least 800 feet in length, between intersections;
- (3) The street is not an alley or a dead-end;
- (4) The street is not part of a bus route, a detour route, an evacuation route and/or an important access route for emergency vehicles;
- (5) Traffic counts on the street are more than 600 but less than 3,000 vehicles per day;
- (6) There must be written support from at least 75 percent of the residents and/or business owners whose properties front the area proposed to be traffic calmed, and such support must include 51 percent of the actual property owners.

(Ord. No. 3805-04, § 2, 12-6-2004)

Sec. 86-351. - Final authority of commission.

Notwithstanding any other provision of this article, the city commission retains the right to initiate, approve, deny or remove any traffic calming measure or appurtenant landscaping on any street within the city limits.

(Ord. No. 3805-04, § 2, 12-6-2004)

Secs. 86-352—86-369. - Reserved.

Sec. 86-370. - Establishment of traffic calming advisory committee.

The traffic calming advisory committee is hereby established as an advisory body to the city.
(Ord. No. 3805-04, § 2, 12-6-2004)

Sec. 86-371. - Members; appointment; term.

The traffic calming advisory committee shall consist of 11 members who shall be appointed by the mayor. Members shall include the following from city staff: director of public utilities, transportation engineer, traffic engineer, transportation planner, operations and maintenance superintendent (streets), a fire department representative, a police traffic operations

*City of West Palm Beach - Traffic Calming Advisory Committee
4th Floor, Engineering & Public Works Department - 401 Clematis St - West Palm Beach, Florida 33401
Phone 561/494-1040 Fax 561/494-1116*



representative, or other staff as appointed by the mayor. A Palm Tran representative shall also be a committee member. Three members shall be citizens who reside within the city, appointed by the mayor, who shall serve without compensation. Members of the committee shall be appointed for a term of three years, unless removed by the mayor. Any vacancy shall be filled by the mayor for the remainder of the unexpired term. Members shall be deemed to continue to hold office until a successor has been appointed.

(Ord. No. 3805-04, § 2, 12-6-2004)

Sec. 86-372. - Organization.

- (a) The traffic engineer shall serve as chair of the traffic calming advisory committee and shall call meetings as necessary and shall preside at its meetings. The committee may formulate rules, regulations and procedures for the conduct of its business.
- (b) All meetings shall be open to the public. The committee shall keep a record of its discussions, findings regarding each application, ranking recommendations and other official actions. All records of meetings shall be public record and available from the public utilities department.

(Ord. No. 3805-04, § 2, 12-6-2004)

Sec. 86-373. - Duties and responsibilities.

The duties and responsibilities of the traffic calming advisory committee shall include the following:

- (1) To review all applications for traffic calming measures to ensure that all applications comply with the criteria established in the Code of Ordinances;
- (2) To adopt procedures for the review and evaluation of applications for traffic calming measures;
- (3) To recommend to the city commission approval or disapproval of applications for traffic calming measures;
- (4) To evaluate and make recommendations to the city commission as to the traffic calming measure recommended for approval;
- (5) To evaluate and make recommendations to the city commission as to the priority of applications for traffic calming recommended for approval;
- (6) To ensure that traffic calming measures will not block access to fire hydrants or impair travel for fire, rescue or solid waste vehicles.

(Ord. No. 3805-04, § 2, 12-6-2004)

Sec. 86-374. - Application; review cycles.

- (a) Applications for traffic calming will be handled on a bi-annual review cycle. Applications for traffic calming will only be accepted during the months of April and October each year.
- (b) Requests for traffic calming measures shall be made only on application forms approved by the traffic engineer accompanied by payment of the application fee. The city reserves the discretion to deny any application for traffic calming measures.
- (c) Notwithstanding the foregoing, the city commission retains the right to initiate, approve, deny or remove any traffic calming measure or appurtenant landscaping on any street within the city limits.

(Ord. No. 3805-04, § 2, 12-6-2004)

Sec. 86-375. - Procedure.

Timely filed applications for traffic calming will be reviewed for completeness. Accepted applications will be reviewed and evaluated by the traffic calming advisory committee. The recommendations of the traffic calming advisory committee will be considered by the city commission at a public meeting. The city may deny any applications for traffic calming measures. The city may approve traffic calming measures other than those requested. Installation of traffic calming measures shall be made in accordance with state law and city ordinances.

(Ord. No. 3805-04, § 2, 12-6-2004)

Sec. 86-376. - Removal of traffic calming measures.

Requests for removal of installed traffic calming measures shall follow the same procedure as applications for such measures and shall be reviewed by the traffic calming advisory committee and approved by the city commission. Removal of installed traffic calming measures shall be at the expense of the party requesting removal.

(Ord. No. 3805-04, § 2, 12-6-2004)

Sec. 86-377. - Landscaping.

- (a) The feasibility of landscaping traffic calming measures shall be determined by the traffic calming advisory committee and approved by the city commission.



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- (b) Landscaping of traffic calming measures shall be in accordance with a plant palette established by the director of planning and zoning based on the plant materials and specifications set forth in chapter 94 of the City Code of Ordinances.
- (c) The applicant requesting traffic calming will be expected to donate the approved landscaping materials.
- (d) The residents and/or businesses with property within 100 feet of and fronting the traffic calmed area must agree to maintain the landscaping in accordance with the City Code of Ordinances.
- (e) In the event the installed landscaping within the traffic calming measure is not maintained in accordance with the requirements of chapters 78 and 94 of the City Code of Ordinances, the director of public utilities may recommend removal of the landscaping to the city commission and shall provide written notice to the residents and/or business owners with property within 100 feet of and fronting the traffic calmed area that such recommendation will be made to the city commission and providing the meeting date. Such notice shall be given least ten prior to the date of the city commission meeting.
- (f) If the city determines that the landscaping obstructs the view of traffic, creates other traffic hazards or creates a public safety concern, the mayor shall have the authority to direct removal of the landscaping.

(Ord. No. 3805-04, § 2, 12-6-2004)