

Revised: January 30, 2007

City of Fairfax, Virginia



Instructions
Petition for Traffic Calming

Purpose

To petition the City with regard to implementing a traffic calming study, modifying a traffic calming plan or appealing the decision of the city manager with regard to traffic calming plan.

**ALL PERSONS ARE ENCOURAGED TO CAREFULLY READ THE
"POLICY FOR USE OF TRAFFIC CALMING ON CITY STREETS"
AND THESE INSTRUCTIONS PRIOR TO SIGNING THE PETITION.**

When Petition Required

It is the policy of the City Council of the City of Fairfax, Virginia that requests for traffic calming be processed by the City Manager under the following criteria:

1. Initiation of a traffic calming study requires the receipt of a petition signed by at least one member of sixty-six percent (66%) of the households facing on the block(s) of the street on which the Traffic Calming Study is requested and fifty percent (50%) of the households on streets which intersect with the street on which the Traffic Calming Study is requested.
2. Requests for removal or modification of traffic calming devices once installed requires the receipt of a petition signed by at least one member of sixty-six percent (66%) of the households facing on the block of the street on which the traffic calming project is located and fifty percent (50%) of the households on streets which intersect with the street on which the traffic calming project is located.
3. Requests to appeal to the City Council any decision by the City Manager with regards to a traffic calming plan requires the receipt of a petition signed by at least one member of sixty-six percent (66%) of the households facing on the block of the street on which the traffic calming plan is proposed and fifty percent (50%) of the households on streets which intersect with the street on which the traffic calming plan is proposed.

In calculating the percentages in paragraphs 1, 2 and 3 above, only one signature per household shall be considered.

Instructions for Completing the Petition

1. For each household that signs a petition, only one signature per household is required.
2. Each signatory must be the property owner listed in the City's real estate records for that property or a lessee residing at the address for which they are signing.
3. Signatures must be legible and accompanied by the printed name of the signatory and the date when they signed the petition.
4. Each signatory shall provide the address of their property and a daytime phone number.
5. Each signatory should provide in the space provided any limitations or exceptions to the statement at the top of the petition form.
6. If the signatory is not a person currently listed as the owner of the property and not a lessee residing at the address, an explanation as to the signatory's relationship to the listed property owner shall be provided.
7. A contact person to act as a neighborhood coordinator should be noted on the petition, along with address and daytime phone number.
8. The attached official petition form is the only acceptable form for use as a petition.

City Responsibilities

1. The City Manager, or designee, shall respond to all petitions for traffic calming within 30 days of their receipt.
2. If a petition does not meet the requirements set forth in these Instructions, the City Manager, or designee, shall so notify the contact person in writing.
3. If a petition meets the requirements set forth in these instructions, the City Manager, or designee, shall notify the contact person that the petition is valid and make arrangements for required meetings and formation of a task force. The City Manager, or designee, shall initiate the collection of data by city staff in accordance with the policy.

All petitions shall be submitted to:

Transportation Division
City of Fairfax, Virginia
10455 Armstrong Street
Fairfax, Virginia 22030