

REGULATORY (STOP, YIELD, ETC.) SIGNAGE REQUESTS

I. PURPOSE:

The following guideline establishes policies and procedures for the Public Works Traffic Engineering Division in handling the requests for regulatory signage within the City of Little Rock.

II. POLICY:

The responsibility of the proper handling of a request for regulatory signage will be vested in the Public Works Traffic Engineering Division Manager.

III. RESPONSIBILITY:

Requests for the installation of regulatory signage may be initiated by a citizen, an agency or any City Department. In any instance, all requests will be kept, along with pertinent information, in a central file. Included with each request is the result of the study performed on the request and the final determination and action taken on the request. All applicants for signage will be advised of the status of their request.

IV. PROCEDURE:

Upon receipt of the request, the Traffic Engineering Division will:

- A. Immediately notify the citizen in receipt of the request by written or oral communication.
- B. Engineering personnel assigned to study the project, except in cases where previous traffic study and/or professional expertise preclude the necessity for an additional study. The study includes, but is not limited to the following:
 1. Accident analysis over an appropriate time period and preparation of collision diagram.
 2. Traffic Volumes Study: Machine counts and traffic volume maps.
 3. Field investigation for sight distance analysis and topographical problems.
 4. Classification of intersecting streets according to the Master Street Plan.

- C. Analysis of study data to determine if signage is warranted to the requirements set forth in the Manual on Uniform Traffic Control Devices and accepted Traffic Engineering practices.
- D. Individuals initiating the request are advised by written or oral communication of the study results and planned course of action. If signing is warranted, a work order will be issued and the signage will be installed.

Approved:



Bruce T. Moore
City Manager