



CITY OF LAFAYETTE Transportation Action Request Form

Engineering Department, City of Lafayette, 3675 Mt. Diablo Blvd. Ste. 210, Lafayette, CA 94549

Name			
Mailing Address		City/Zip	
Email		Organization (if applicable)	

Location of Problem (Provide street name and cross street(s) or other locational information.) If needed, attach a simple map showing the location.

Description of Problem (sight distance, traffic signal, crosswalk, bike lanes, walkways, on-street parking, etc.) Attach a sketch, if needed, to clarify the problem.

Suggested Change or Improvement (signs, guard rails, traffic signal, pruning, pavement marking, speed enforcement, prohibit parking, etc.)

- Location Map Attached** **Sketch of Problem Area Attached** **Petition Attached (if required)**



CITY OF LAFAYETTE

Transportation Action Request Form

Engineering Department, City of Lafayette, 3675 Mt. Diablo Blvd. Ste. 210, Lafayette, CA 94549

HOW TO MAKE A TRANSPORTATION ACTION REQUEST

Thank you for your interest in vehicle, bicycle and pedestrian safety improvements. The Transportation Action Request form is used to request review of your transportation concern, such as changes in parking regulations, installing stop signs, installing crosswalks, constructing walkways, implementing traffic calming measures, etc. If this is a maintenance request, such as filling a pothole, replacing a damaged sign, or re-stripping the street, please submit your request online at <https://www.lovelafayette.org/city-hall/city-departments/public-works/maintenance-request>.

HOW ARE YOUR REQUESTS REVIEWED AND ACTED UPON?

Once you turn in your request, Engineering staff will review it to see if it can be handled administratively or if it needs to be forwarded on to the Transportation & Circulation (TransCirc) Commission. Requests forwarded to the Commission will be scheduled on an upcoming meeting as the agenda load permits. If your request is handled administratively, but not to your satisfaction, you still have the option to appeal in writing to the TransCirc Commission or participate at one of its meetings during the Public Comments portion of the agenda.

The TransCirc Commission hears requests that cannot be handled directly by Engineering Department staff. The Commission will not hear requests or appeals for denied requests for improvements under the jurisdiction of an engineer and/or state or national engineering guidelines. Examples include traffic control devices such as stop signs, placement of roadway markings, and changes in speed limit. The Commission is responsible for recommending discretionary actions to City Council such as changes in parking, installation of walkways, and requests for some signs within the right-of-way. The TransCirc Commission seeks public input from interested parties prior to making its recommendation. Once the Commission makes a recommendation, staff issues a work order if the work reinforces an existing regulation, or staff will forward the Commission's recommendation on to City Council for final consideration.

Many TransCirc Commission recommendations that are forwarded to the City Council are included on the Council's agenda under the "Consent Calendar," which means "non-controversial" and, normally, require no further discussion. Items needing discussion by the City Council are listed under "New Business". Once City Council has taken an affirmative action on a matter, staff issues a work order or arranges the appropriate follow-up work.

HOW WILL YOU BE NOTIFIED OF THE STATUS OF YOUR REQUEST?

When a request is handled directly by staff, staff will contact you to inform you of the City's recommended action. When an item is scheduled for the TransCirc Commission's agenda, the City will send you an email notifying you of the upcoming meeting. For subsequent meetings of the TransCirc Commission and the City Council, the applicant is responsible for tracking meeting dates. You may look up meeting dates and agendas on the City's web site at www.lovelafayette.org or sign up for E-notifications at <https://www.lovelafayette.org/residents/e-notification/e-notification> to receive meeting agendas via email for upcoming meetings of the TransCirc Commission (or any other commission/committee of your choice).

WHO PAYS?

As a general rule, the City will pay for a solution to a problem where the area affected by the solution is within a public right-of-way. Adjoining property owners are generally responsible for the cost of solutions or parts of solutions located on private property. However, walkways and certain traffic-calming measures and control devices are governed by special City policies regarding installation and responsibility of cost.

WHEN SHOULD A PETITION BE SUBMITTED AND WHO NEEDS TO SIGN IT?

If your request will impact a number of people, the City encourages you to submit a petition showing support for your request from those affected by it. Requests that require financial contribution other than by the City require a petition. Additionally, walkways, stop signs, traffic-control devices, and changes in parking regulations should be supported by petitions. For an effective petition, the applicant should canvas at least 300 feet (about one block length) in each direction of the area that would be impacted by the request. For example, for a stop sign request at an intersection, the area canvassed should cover about one block length on both sides of the street on all legs of the intersection. You should collect a list of names, addresses and phone numbers of petitioners. Petition forms are available from City staff or on the City's web site at www.lovelafayette.org.

STOP SIGNS, CROSSWALKS AND TRAFFIC CONTROL DEVICES: A FEW THINGS TO KEEP IN MIND

Stop signs are not to be used for speed control, but rather to assign right of way at an intersection. Many times the need for a stop sign can be eliminated if the sight distance is increased by removing an obstruction.

For concerns about vehicle speed control on your street, an application for traffic calming is required. More information on the City's Traffic Calming Program can be found at www.lovelafayette.org/trafficcalming.

Installation of a crosswalk does not automatically change the level of safety of a pedestrian crossing. A marked crosswalk should be used to direct pedestrians *where* to cross rather than as a safety or protection device. To improve the safety of crossing a street additional remedies may be required.



City of Lafayette

Transportation Action Request Petition

**Return Petition to: Engineering Services Department, City of Lafayette,
3675 Mt. Diablo Blvd., Ste. 210, Lafayette, CA 94549
925-284-1951**

If your request will impact a number of people, the City encourages you to submit a petition showing support for your request from those affected by it. Requests that require financial contribution other than by the City, require a petition. Additionally, stop signs, traffic control devices, and changes in parking regulation should be supported by petitions. For an effective petition, the applicant should canvass at least 300 feet, about one block length, in each direction of the area that would be impacted by the request. For example, for a stop sign request at an intersection, the area canvassed should cover one block length on both sides of the street on all legs of the intersection.

We, the undersigned, request the City to: _____

	Name (with Business Name, if applicable)	Address	Email	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

For additional petitions, copy this page. Return completed petition with Transportation Action Request Form.