

SPEED ZONE REQUEST FORM INSTRUCTIONS

For an investigation on a city street, county road, or state highway within a city there should be a "Speed Zone Request". This request gives all required information about the roadway, and it shows what the roadway authority (both engineering and enforcement) think the speed zone should be and why. The fields are generally self-explanatory but a little information on what should be in each field follows.

REQUESTOR INFORMATION:

AGENCY NAME: Name of the Agency Requesting the investigation (could be a city, county, etc.)

CONTACT TITLE: Title of person making the request (could be Traffic Engineer, Public Works Director, Engineer Tech, etc.)

FIRST NAME: First name of person making the request

LAST NAME: Last name of person making the request

TELEPHONE NUMBER: Telephone number of person making the request

E-MAIL ADDRESS: E-Mail address of person making the request

ROAD LOCATION:

NAME OF ROADWAY: Name of the road to be investigated

FROM: Beginning parameter (including MP if on highway) of section needing investigation

TO: Ending parameter (including MP if on highway) of section needing investigation

ADDITIONAL JURISDICTIONS: List any other jurisdiction(s) that may be involved

SPEED RECOMMENDATIONS:

REQUESTED SPEED - MPH: What speed you propose the road segment should be

REASONS FOR THIS RECOMMENDATION: Provide the reason why you think this road segment should have this speed

EXISTING POSTED SPEED: The speed that currently exists on the road segment

ENTERING - MPH: Existing speed on the roadway immediately prior to the piece to be investigated for change of speed

EXITING - MPH: Existing speed on the roadway immediately following the piece to be investigated for change of speed

AVERAGE DAILY TRAFFIC VOLUME (ADT): How many vehicle trips on average traverse the road in one day

ROADWAY CLASSIFICATION: Select one of the following functional classifications from the dropdown menu: LOCAL, COLLECTOR, ARTIERIAL

ENGINEERING: Enter the requested speed if the local engineering department has a speed recommendation

REASONS FOR THIS RECOMMENDATION: Enter the reasoning behind the local engineering department's recommendation

ENFORCEMENT: Enter the requested speed if the local law enforcement office has a speed recommendation

REASONS FOR THIS RECOMMENDATION: Enter the reasoning behind the local law enforcement office's recommendation

ARE THERE SPECIAL PLANS TO ENFORCE THE PROPOSED SPEED ZONING?: Enter any special plans or lack thereof (above the beyond normal patrol/enforcement) to enforce the proposed speed

RESIDENTS: Enter the requested speed from residents if the local citizenry have been vocal and/or wrote letters/petitions

REASONS FOR THIS RECOMMENDATION: Enter the reasoning behind the residents' recommendation

If you have more than one segment of the roadway to include in this request, you are able to add additional segments.

If you have supplemental information that you wish to submit, you can reply to the acknowledgement email that will be generated after your request is received and attach electronic documents.