



# How to... request traffic-calming devices for your neighborhood

## **#1: SUBMIT A LETTER IN WRITING REQUESTING A TRAFFIC STUDY**

The letter should state that you are requesting a traffic study for a possible speed-calming measure to be installed on a street or in a neighborhood. The type, locations and quantities of measures requested should be detailed in a letter or email and addressed/copied to:

[Stephanie.Hollinghead@FairhopeAL.gov](mailto:Stephanie.Hollinghead@FairhopeAL.gov) | [Richard.Johnson@FairhopeAL.gov](mailto:Richard.Johnson@FairhopeAL.gov) | [Lisa.Hanks@FairhopeAL.gov](mailto:Lisa.Hanks@FairhopeAL.gov)

## **#2: GATHER A PETITION**

A petition from 90% of the residents on the street segment proposed for traffic calming must be submitted, including votes for and against. If this is a subdivision-wide, request, a letter from the HOA/POA Board is requested.

## **#3: TRAFFIC STUDY MUST BE PRESENTED TO FAIRHOPE TRAFFIC COMMITTEE FOR CONSIDERATION**

This study will be conducted by the Fairhope Police Department. The Police and Public Works may make recommendations for or against requested measures at this meeting.

## **#4: APPROVED REQUEST SUBMITTED TO FAIRHOPE CITY COUNCIL**

If approved by the Traffic Committee, the request will be presented to the Fairhope City Council for consideration and possible approval. The material cost estimate prepared by Public Works is included in this request.

## **#5: IF APPROVED AND ORNATE OPTIONS ARE CHOSEN, PAYMENT IS EXPECTED IN FULL BEFORE INSTALLATION BEGINS**

If approved, requestors will be responsible for full payment for the approved traffic calming measure prior to installation by the Fairhope Public Works Department.

**Installation of traffic-calming measures are generally completed within 3 to 6 months after City Council approval receipt of payment if required.**

