

# NEIGHBORHOOD TRAFFIC CALMING PROGRAM SPEED HUMP APPLICATION & REVIEW PROCEDURES

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1. Applicant submits a Neighborhood Traffic Calming Program Application Form to the Public Works Department Transportation Bureau for the construction of speed humps on a specific block.
2. Engineering staff will assess the block based on technical criteria to determine if speed humps are feasible. The traffic volumes and speeds will be surveyed. If the requested block does not meet the technical criteria, a letter will be sent to the applicant expressing the denial of the request based on the technical justification.
3. If the technical criteria are met, staff will conduct a field inspection and identify the location(s) and number of proposed speed humps. A drawing of the block identifying the proposed locations with adequate spacing will be prepared.
4. An Abutting Property Owner Consent form will be prepared and mailed to the applicant. This form is to be signed by the owners of residential units abutting the proposed hump locations. Consent from each of these owners is required to move forward with the application process.
5. Upon receipt of the required signatures from the property owners abutting the proposed hump locations, staff will mail a survey form to the remaining owners/residents on the block. The form shall be returned to the City, officially acknowledging support or objection to the installation.
6. If less than 60% of the residents support the proposal, staff will notify the applicant that the process has been canceled due to an insufficient number of supporting signatures. The applicant will be advised that a new application will be required to restart the process. BHMC 7-3-501 requires a 1 year lapsing period before applicants can reapply after the expiration of the original application.

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7. If enough responses support the proposal (60% or more), staff will prepare the purchase of the materials, construction plans, and installation schedules. In order to reduce costs, an effort will be made to group a number of speed hump projects for construction as one bid advertisement.
8. As construction time approaches, a notice will be delivered to all residents advising of the schedule and possible traffic and parking operation alternatives during the day(s) of construction.
9. Speed humps will be installed on the day(s) scheduled by staff. Within 24 to 48 hours after construction, the street crews will add pavement markings, striping, and related signs.

For more information, see Beverly Hills Municipal Code Section 7-3-501 at:

[www.beverlyhills.org/MuniCode](http://www.beverlyhills.org/MuniCode)