

**INSTRUCTIONS FOR CITY OF DANIA BEACH, FLORIDA PETITIONS FOR
ROAD CLOSURES OR SPEED HUMPS**

Persons preparing and circulating a petition should use the Petition format, which is attached. The procedures set forth in (revised) Exhibit "A", attached to the City of Dania Beach Resolution No. 2003-190 provide the detailed procedures that must be followed:

As to the Petition, PLEASE NOTE THAT EACH PAGE OF THE PETITION MUST SHOW THE FOLLOWING INFORMATION, AT THE TOP OF EACH PAGE:

Petition to be Submitted to City of Dania Beach, Florida

Petition For

(please check the appropriate box below)

Street Closure

Speed Humps

We, the persons whose names, signatures and addresses appear below, petition the City Commission of the City of Dania Beach, Florida to (check the applicable box):

close the following street(s) _____
(identify the portion(s) of the street(s))

or

install speed humps on the following street(s) _____
(identify the portion(s) of the street(s))

Each of us is a property owner who owns property which fronts on, or has a back property line on or has a mailing address on, the street(s) identified above:

PRINT name	Signature	Address	Date Signed
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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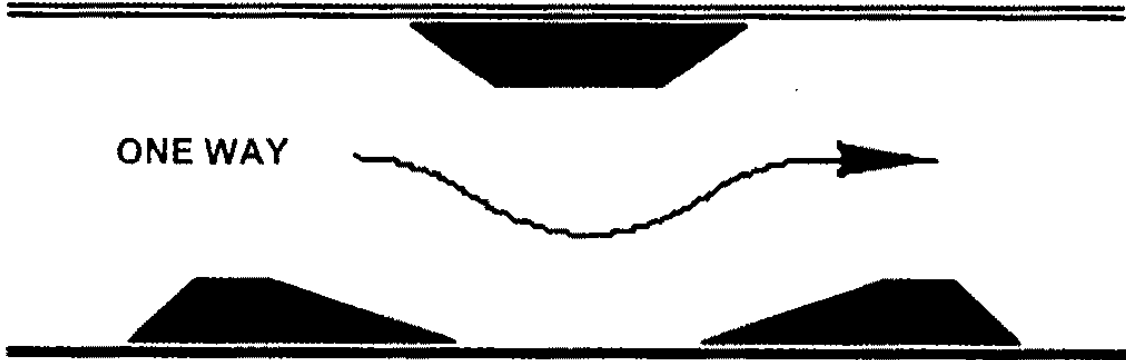
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MEDIAN

ONE WAY

CHICANE





CITY OF DANIA BEACH

Revised September 2008

PROCEDURES FOR STREET CLOSURES AND INSTALLATION OF TRAFFIC CALMING DEVICES (SPEED HUMPS, CIRCLES, CHICANES¹, etc.)

The procedure is a six step process; each process is further defined in the sections of the procedure outlined below.

- STEP 1.** **FOR ROAD CLOSURES**, the applicant is required to petition property owners and tenants within the affected and surrounding area in order to obtain supporting signatures for the request. Approval must be obtained from at least two-thirds (2/3) of the affected residents, as evidenced by the signatures on the petition, in order to proceed (see, also, Section III. A.b., below, as to an additional requirement if there are more than 100 properties within a quarter-mile in all directions of the street). **FOR TRAFFIC CALMING DEVICES**, the applicant must provide written notice, on the application form, as to the exact location(s) the speed hump(s), circle, chicane or other device is proposed to be located.
- STEP 2.** Once the applicant for a closure has obtained the necessary two-thirds (2/3) majority on the petition, then the petition will be submitted to the Public Services Director for procedural review. A completed traffic calming device application form should be submitted to the Director for review.
- STEP 3.** The Public Services Director will then coordinate the review of the application by all the necessary agencies and Departments. This review will include public safety (Fire and Police Departments), and may also include other departments/agencies such as the Community Development and Parks & Recreation Departments. At any point in this step the process may be terminated if any reviewing agency/Department makes a finding that the proposed street closure or traffic calming device will be ineffective or detrimental to the overall community. The Department or agency must provide a written response to the Public Services Director explaining its decision/reasoning. This information will

¹ A "chicane" is a type of traffic calming device that consists of curb extensions on a roadway that alternate from one side of a street to the other, forming an "s" shaped curve in a roadway; please see the attached illustration.

be forwarded to the applicant. In the event the process is terminated, the applicant may request a hearing before the City Commission if the applicant disagrees with the termination reason.

- STEP 4. If the application (and petition as to closures) pass agency and departmental review, the next step will be to place the application on the agenda for the Dania Beach City Commission for consideration inclusive of the standard public notice as well as a public hearing to be held at the Commission meeting.
- STEP 5 . The application will be presented to the Dania Beach City Commission for consideration and final determination (approval/denial). During this step, funding sources will also be identified if the application is approved.
- STEP 6. Upon approval of the application and identification of a funding source, the Public Services Department will then implement the approved street closure or traffic calming device(s) as scheduling permits, including all applicable procurement, bidding, and incorporation into the work schedule.

Section I: Functional Responsibility for Reviewing Requests for Street Closures and Traffic Calming Devices

The City Manager's Office has designated the Public Services Director (the "Director") to be the person to review, implement and enforce the City's guidelines for street closures and traffic calming devices. Such duties shall include, but not be limited to, the following:

1. Implement the guidelines established.
2. Facilitate citizen input through the process of notification.
3. Review all applications and advise the applicant, in writing, as to whether or not the application has met the requirements set forth in these procedures.
4. Monitor all phases of the procedures established for this process.
5. Coordinate all Police, Fire, and affected Departments' and agencies' reviews.
6. Present the completed application and supporting documentation to the City Commission along with the request for the Commission's authorization for public hearing. If the process is terminated as set forth above and the applicant wishes to proceed with an appeal, the Director shall provide the Commission with the additional information and documentation provided by the applicant for an appeal of such denial.

Section II: General Provisions for Requesting a Street Closure or Traffic Calming Devices

All individuals and organizations (applicants) requesting a street closure or installation of traffic calming devices must submit a City of Dania Beach Application for Street Closure or Traffic Calming Devices as provided in Section III below (accompanied by the required petition, as to a closure).

Section III: Petition Process (Step 1)

A. Street Closures

The applicant shall submit to the City Clerk's Office the original copy of a petition which clearly states, on each page containing petition signatures, the full intent of the petition, and which is signed by the following:

- a. The owners of a two-thirds (2/3) majority of the properties which front on, back on, or have a mailing address containing the name of the affected street, and
- b. If there are one hundred (100) or more properties within a quarter-mile distance in all directions of the affected street, as determined by the City's Community Development Department, the owners of twenty percent (20%) of such properties.

The petition shall contain, in addition to the signatures, the clearly-printed names and complete Dania Beach addresses of all signatories who are property owners. In the event a petitioner or applicable property owner is an organization, all non-Dania Beach-resident organization members' names, addresses and signatures shall be substantiated by a list of organization members from the organization's official records.

The City Clerk's Office will forward all completed applications and petitions to the City Public Services Department.

B. Traffic Calming Devices (Speed Humps, Circles, Chicanes, etc.)

The applicant shall submit the application to the City Clerk's office with a copy to the Director of the Public Services Department, identifying the street and requested location of each traffic calming device. The Community Development Department will mail written notice to affected owners of properties within 1,000 feet in all directions of the affected street, to give them an opportunity to agree with or object to the request. If the street is a dead end street, only notice to those whose properties are adjacent to the subject portion of the street shall be notified. If more than two-thirds of those who are notified of the request are in support of the request it will proceed to be evaluated and processed as provided in Section IV, below. The City Commission may at its discretion and upon expert advice, change the type of traffic calming device as necessary.

Section IV: Criteria Considered When Reviewing Requests for Street Closure or Traffic Calming Devices' Installation (Steps 2 and 3)

All applications requesting that a City of Dania Beach street be closed or that traffic calming devices be installed will be reviewed by the City Public Services Director's Office for completeness and submitted to the Police and Fire Departments and affected agencies for review

and recommendation prior to submission to the City Commission for consideration. Reviews and final determinations will be based on the following criteria:

1. Whether or not the request proposes to close or install Traffic Calming Devices on a major roadway or street.
2. Whether or not the street requested has a closure or Traffic Calming Devices in place at another location.
3. Whether or not the request will segment a particular street when the segmentation is not created by a natural landform or waterway.
4. Whether or not the applicant has met the requirements referenced in the General Provisions of these Procedures and what the results are of the surveys of affected parties.

Section V: Notification of Street Closure or Traffic Calming Devices' Installation (Step 4)

1. Notification regarding the closure or Traffic Calming Devices' installation shall be mailed by the Community Development Department to, in addition to the applicable property owners specified in Section III above, the respective presidents of all civic, condominium and homeowners' associations within one quarter (1/4) mile of the affected street.
2. Notification shall also be provided to the City's Community Development Department and to the Police and Fire Departments and affected agencies.
3. Notification shall be mailed to the owners of properties within one quarter mile as to a closure and 1,000 feet as to Traffic Calming Devices, in all directions of the subject street or applicable portion(s) of the street, as to traffic calming devices. If any of the properties are condominium or cooperative complexes, notification to the condominium or cooperative associations, requesting posting in every building within the complexes, shall be sufficient.
4. Notification shall be advertised in the local monthly newspaper once in the month prior to submittal to the City Commission and in a daily newspaper once prior to submittal to the City Commission. Notification in the local monthly newspaper may be included in the City's newsletter portion of that publication.
5. Signs, prepared according to the same requirements as those provided through the City's zoning procedures, shall be posted for a minimum of thirty (30) days prior to submittal to the City Commission at the beginning and end of the affected street and not more than 1,000 feet apart between the two ends and at all intersections with principal arterial roadways, as determined by the City.

6. Following a final determination by the City Commission, the City shall be responsible for notice of approved changes to the City's Fire Department, Police Department (Broward Sheriff's Office District II Office) and other applicable governmental agencies.

Section VI: Automatic Denial

Automatic denials will occur as a result of the following:

1. A request is made to close or install Traffic Calming Devices on any of the major roadways (including County and State managed roads) .
2. An application is not submitted as required in Section II of these procedures.
3. A portion of the street has already been closed or Traffic Calming Devices are already installed causing a redundancy.
4. A request was proposed and considered by the City within three years of the date of submittal of the application, unless waived by the Commission.
5. The Police or Fire Department or any affected agency deems the closure or installation to be a hazard or unnecessary act, subject to the appellate process mentioned above in Step 3.

Section VII: Police, Fire Departments and Affected Agencies

After the application has been fully reviewed by the Director of Public Services, it shall be submitted to the Police and Fire Departments and affected agencies. At any point in this process, the request may be denied based on hazard or unnecessary act; denial is subject to the appellate process in Step 3.

Section VIII: Final Determination (Step 5 and 6)

The City Commission shall make a Final Determination on granting or denying an application. In doing so, the Commission shall have absolute discretion and may grant or deny same for any reason or for no reason. All applications for Street Closures or Traffic Calming Devices installations in the City of Dania Beach shall be processed by the City Commission as a resolution, requiring one Public Hearing and final approval shall require a 4/5 vote of the City Commission.

Section IX: Waiver of Guidelines

The City shall consider a waiver to any portion of these guidelines or Procedures, except for Section VI: Automatic Denials, if by a 4/5 vote of the City Commission the Commission agrees to such a waiver of such portion for any other reason.

**CITY OF DANIA BEACH
APPLICATION FOR TRAFFIC CALMING DEVICES**

PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION

1. Applicant Information:

Name/Sponsoring

Organization: _____

If Organization, name of

Director/President _____

Address: _____

Telephone: Daytime: _____

Evening: _____

Cell: _____

Fax: _____

E-mail: _____

2. Name or numerical designation of street: _____

3. Are you proposing an addition of one or more traffic calming devices to an existing street?

4. Proposed boundaries of roadway where proposal would take effect:

5. What are the reasons for the proposed traffic calming device(s):

6. What type(s) of traffic calming device(s) are you requesting (e.g., one or more speed humps, traffic circle, chicane)?

7. Please identify the proposed location(s) of the devices:

Signature of Applicant _____

PRINTED NAME OF APPLICANT

If Applicant is an organization, signature must be of a presiding officer

Date of Application _____

**CITY OF DANIA BEACH
APPLICATION FOR STREET CLOSURE**

PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION

2. Applicant Information:

Name/Sponsoring

Organization: _____

If Organization, name of

Director/President _____

Address: _____

Telephone: Daytime: _____

Evening: _____

Cell: _____

Fax: _____

E-mail: _____

5. Name or numerical designation of street: _____

6. Are you proposing a street closure to an existing street?

7. Proposed boundaries of roadway where proposal would take effect:

5. Please explain the reasons for the proposed street closure:

6. Is there already a closure in place on the subject street? Yes [] No []

If yes, what is the location of that closure? _____

7. What neighborhoods will be impacted by the request? _____

8. Please answer "YES" or "NO" to both "A" and "B" listed below:

A. Have you submitted an original petition signed by the owners of a two-thirds (2/3) percentile majority of the properties which front on, back on, or contain the address of the affected street?

Yes _____ No _____

B. If there are 100 or more properties within a quarter-mile distance in every direction of the affected street, have you submitted a petition signed by the owners of 20% of such properties? Yes____ No ____

9. Have the civic, condominium and homeowners' associations of the impacted communities been contacted? Yes _____ No _____

If "Yes," please specify the names of such associations and the results of each community organization's response and attach their correspondence, if any:

10. Have all the residents, businesses or both on the street been contacted? Yes__No__
If "No," please submit list of those not contacted and explain attempts to contact them.
If "Yes," please submit the supporting documentation.

Signature of Applicant_____

PRINTED NAME OF APPLICANT

If Applicant is an organization, signature must be presiding officer

Date of Application _____