



## Neighborhood Traffic Safety Program

### *Instructions for Obtaining Petition Signatures*

In order to have the City conduct a speed study, Applicants for the Neighborhood Traffic Safety Program must obtain signatures on the city's petition form from a simple majority (more than 50 percent) of the households on each target street for which application has been made.

Applicants are asked to observe these guidelines when obtaining signatures.

1. Some Applicants have submitted petitions along with their application, but they do so at their own risk. It is advisable to submit the application first and obtain signatures later. Two reasons:
  - a. When the Application is submitted, the Fire Department, Police Department and KAT all have a chance to express any concerns about installing traffic calming devices on the streets you have applied for.
  - b. The Kick-Off Meeting gives the Applicant a chance to reach out to and educate neighbors about the program before going door to door to collect signatures.
2. Applicants should create a list of addresses on the target street(s) so that you can divide up the door-to-door work with other neighbors and keep up with which households have signed, which ones have declined, and which ones need to be revisited. The Office of Neighborhoods may be able to provide the list if needed.
3. If the Applicant has applied for more than one street, please keep the petitions separated by streets. Do not mix streets on the same form.
4. It is not necessary for the Applicant to gain signatures from a majority of households in every block, although that would be a worthy goal. However, even if the Applicant obtains majority support over the length of the target street, the Office of Neighborhoods and the Engineering Department together may determine and ask for additional effort/signatures if there is a significant imbalance of support from one end of the street to the other. Please visit every household.
5. The base number of households should include all households in single family and duplex homes, as well as triplex and four-plex apartment houses.

6. Parcels with complexes above four units do not have to be counted in the base number of households, but Applicants are encouraged to reach out to and inform both the owner and residents of such developments.
7. Corner homes with a different street address should be included in the base if the home has a driveway on the subject street. Other corner homes may be included in the base at the discretion of the Applicant.
8. Vacant homes or apartments, at the time of the door to door campaign, do not have to be counted in the base.
9. Only one signature per household can be counted.
10. When petitions are submitted, applicants must include the "NTSP Petition Submittal Form" and the list of addresses, indicating the house numbers of the households that signed the petition, which ones declined to sign, and which ones could not be reached.
11. The purpose of this form is to help the Applicant determine if you have met the "simple majority" threshold and to help the Office of Neighborhoods verify your petition signatures more quickly.
12. If you are having difficulty filling out this form or meeting the requirements, please contact the Office of Neighborhoods at 215-3232. We are here to help.

# NTSP Petition Submittal Form

(One Form for Each Street, please)

Date:

Applicant Group:

Contact Name / Phone / Email:

Problem Street

BETWEEN \_\_\_\_\_ AND \_\_\_\_\_

Attachments:

\_\_\_ Petitions (originals) for the Problem Street [SAVE YOUR OWN COPY.]

\_\_\_ List of Addresses with signing households checked off

\*\*\*\*\* **Percent Calculation** \*\*\*\*\*

- A. Total Number of Households on the Target Street (including duplexes, triplexes and four plexes) \_\_\_\_\_
- B. Minus Any Vacant Homes - \_\_\_\_\_
- C. Base Number of Households (A minus B) \_\_\_\_\_
- D. Number of households that signed the Petition \_\_\_\_\_
- E. Percentage of Signing Households (D divided by C) \_\_\_\_\_ percent

\*\*\*\*\* **Example** \*\*\*\*\*

- A. Total Number of Households on the Target Street (including duplexes, triplexes and four plexes) 44
- B. Minus Any Vacant Homes - 4
- C. Base Number of Households (A minus B) 40
- D. Number of households that signed the Petition 23
- E. Percentage of Signing Households (D divided by C) 57.5 percent

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