



Engineering Division
Department of Public Works
265 Strand St, St. Helens, OR 97051
503.397.6272
Engineering@sthelensoregon.gov
www.sthelensoregon.gov/Engineering

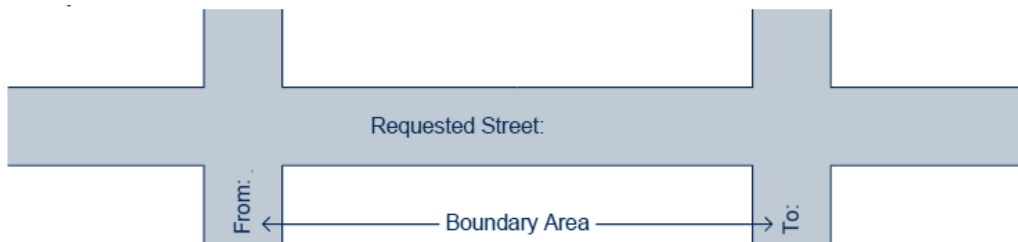
SPEED HUMP REQUEST FORM

PART 1: APPLICANT INFORMATION

Applicant Name: _____
Applicant Mailing Address: _____
Applicant Street Address: _____
Phone Number: _____ Email Address: _____

PART 2: STREET INFORMATION

Requested Street: _____
From: _____ To: _____



PART 3: REASON FOR REQUEST

A. Please describe the problem you are seeking to resolve with the installation of a speed hump.

B. Are there specific days of the week or times of day when the problem is more significant?

C. Please check any issues below that apply to your street:

- | | |
|--|--|
| <input type="checkbox"/> Speeding vehicle traffic | <input type="checkbox"/> Cut-through traffic |
| <input type="checkbox"/> Frequent accidents | <input type="checkbox"/> High pedestrian volume |
| <input type="checkbox"/> Large volume of vehicle traffic | <input type="checkbox"/> Lack of amenities (sidewalks, crosswalks, etc.) |

Applicant Print Name

Applicant Signature

Date

Submit completed request form to Engineering@sthelensoregon.gov or mail to the Public Works Engineering Division Office at 265 Strand Street, St. Helens OR 97051. The form can also be dropped off at City Hall at 265 Strand Street. If you have any questions, please contact the Engineering Division at (503) 397-6272.

In accordance with St. Helens Municipal Code Section 10.20 and Ordinance No. 3300, streets that will be considered for speed hump installation must meet the criteria found in SHMC 10.20.050 which is summarized below:

- Street must be classified as a Local (Residential) street. Major arterials, minor arterials, and collector streets are not eligible for speed humps.
- Street must not be a primary access route for emergency vehicles, truck route, or a route heavily used due to the proximity of an emergency vehicle facility.
- Street must have a posted speed limit of 30 miles per hour or less and have no more than one traffic lane in each direction.
- Street grade must be less than eight percent (8%).
- Street must have adequate vertical and horizontal alignment and sight distances to allow for safe installation of speed humps.
- Traffic studies must show that more than 50% of the vehicles travelling on the street are travelling at or above the posted speed limit.
- The average daily traffic (ADT) volume must be no less than 500 vehicles per day and no more than 2,500 vehicles per day.
- Traffic studies must show that the 85th percentile speed must be at least 5 miles per hour over the posted speed limit.
- Speed hump will not result in the need for widening other roadways, for additional storm drain measures, cause delays in emergency response time, or cause drivers to seek other routes to bypass the speed hump.
- Street must be at least 1,000-ft in length, uninterrupted by stop signs, yield signs, or signal controls.
- Proposed location of speed hump(s) cannot be closer than 200 feet from an unsignalized intersection or 250 feet from a signalized intersection.
- Citizen support for the project must be demonstrated through a petition showing a minimum of 75% support of occupied properties on the affected street(s).

SPEED HUMP REQUEST FEES

~ Fees for Speed Hump Requests Are Set By Resolution No. 2004, Universal Fee Schedule ~

<u>Fee</u>	<u>Total Due</u>	<u>Receipt No.</u>	<u>Date Paid</u>
Application Fee, \$150.00	\$ _____		
Traffic Study Fee, \$2,200.00	\$ _____		

PART 4: SPEED HUMP REQUEST PROCEDURES

The following procedures shall be used to evaluate and approve speed hump requests in St. Helens.

1. Speed Hump Requests are received by the Engineering Division.
2. Engineering Division staff shall make a preliminary assessment of the request to determine eligibility.
3. Applicant is notified if street does not meet minimum requirements for speed hump installation.
4. If street meets minimum requirements, Engineering Division staff will contact the Applicant to discuss the next steps in the process, including securing neighborhood support for the speed hump, traffic study requirements, and potential project costs.
5. Applicant shall circulate a neighborhood speed hump support petition in the area determined by the Engineering Division and shall provide documented evidence of community support for the installation of speed humps. Petition must document a minimum of seventy-five percent of the properties within the boundary area in support the installation of traffic calming measures.
6. Engineering Division staff shall conduct a traffic study to determine if the street meets the requirements for speed humps based on the criteria set forth in Section 10.20.50. Speed study shall be conducted for a minimum of 30 days.
7. If the street meets all criteria, request will be routed to the following agencies for review and approval: Public Works Department, Planning Department, Police Department, and Fire Department.
8. After the community engagement process has been completed, residential approval thresholds are met, departmental approvals have been received, and traffic calming funds to build the speed hump have been received, the Engineering Division shall complete a full engineering study of the site and develop a preliminary design proposal for the requested speed hump.
9. The proposal will be presented to City Council for approval and a public hearing shall be held prior to installation of speed humps to present the preliminary design to interested residents.
10. Following the public hearing, Engineering staff will develop construction documents and will begin implementation of the project.
11. Six months after speed humps are completed, Engineering staff will perform another traffic study to determine if corrective measures or other actions are needed.
12. See SHMC 10.20.090 for details regarding the modification or removal or speed humps after installation.

OFFICE USE ONLY

Confirm receipt of Speed Hump Request Form: _____
Received by (Print Name) Date

Compatibility of Location
Does the street meet functional classification and geometric requirements for speed hump?

Determination of Need
Based on traffic study, does the street meet functional classification and geometric requirements for speed hump?

Evidence of Community Support
Has the petition been verified and does 75% of the properties in the boundary area support the speed hump request?

Department/Agency	Signature	Action (Check One)	Date
Planning		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Police		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Fire		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
PW Operations		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Engineering		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Public Works Director		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	

PART 5: PETITION SUPPORTING THE INSTALLATION OF SPEED HUMPS

Please provide evidence of neighborhood support for the installation of speed humps. The form below can be used for this request. Evidence of support must be within the study area as identified in Part 2 of the request form. Additional copies of the petition page may be submitted as needed to secure the required number of signatures. The sponsor of the petition shall contact every resident of the abutting properties on the subject street. If a resident is in support of the petition, the word "YES" shall be noted in the "Indicate Support for Speed Hump" petition space. If a resident is against the speed humps, the word "NO" shall be noted in the "Indicate Support for Speed Hump" petition space. If the sponsor is unable to contact a resident, "No Contact" shall be noted in the "Indicate Support for Speed Hump" petition space with the days and times that contact was attempted. Sponsor must make at least two (2) attempts on separate days to contact a resident.

Please secure signatures from a minimum of 75% of the properties whose properties are adjacent in the boundary area indicated in Part 2 of the request form. To determine the number of signatures needed multiply the total number of properties in the boundary area by 0.75. Only one representative per property.

APPLICANT/NEIGHBORHOOD REPRESENTATIVE: _____
NAME ADDRESS PHONE NUMBER

DATE	NAME (PRINT)	SIGNATURE	STREET & MAILING ADDRESS	PHONE NUMBER	INDICATE "YES" or "NO" IN SUPPORT FOR SPEED HUMP

