



Neighborhood Traffic Management Program (NTMP) Policy and Procedure Guide

“How to Request Traffic Calming Devices in Your Neighborhood”

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NTMP Revised: *(City Council adopted)*

April 12, 2022 – Revised criteria and program process

NTMP Previous Versions:

September 17, 2018 – Revised criteria and program process

August 17, 2010 – Revised program removal process

March 25, 2008 – NTMP Program adopted

Policy and Program Purpose

- ➔ **POLICY** – *The City of El Paso’s Neighborhood Traffic Management Program (NTMP) is a formal application and standard review process with set criteria for the installation of warranted traffic calming devices in public right-of-way.*
- ➔ **PURPOSE** – *The NTMP addresses safety concerns caused by driver behavior in residential neighborhoods with the installation of warranted small-scale traffic calming devices. The NTMP process is initiated by residents to request traffic calming devices on residential streets.*

Pre-Qualifications

- ➔ **REQUIREMENT** – *The subject street must meet all the following criteria before applying to the NTMP:*
 - ✓ *Paved street within El Paso City Limits*
 - ✓ *Street classification is Local or Collector (Arterials are not eligible to apply)*
 - ✓ *Statutory Speed limit between 20 and 35 miles per hour (MPH)*
 - ✓ *One travel lane of traffic in each direction – Turn lanes, bike lanes and parking lanes are not counted as travel lanes*
 - ✓ *Street must be composed primarily of residential single-family or duplex housing*

Application and Eligibility Criteria

The NTMP application must be submitted to the City of El Paso’s Streets and Maintenance Department to be reviewed for program criteria and eligibility.

- ➔ **REQUIREMENT** – *Must submit a complete NTMP application and petition of support that meets a minimum of 51% residential households in support of traffic calming devices on the subject street.*
- ➔ **REQUIREMENT** – *Traffic study findings for the subject street must meet both the traffic volume and speed criteria to warrant traffic calming installations through the NTMP:*
 - ✓ **Traffic Volume** – *Must be between 500 and 7,500 vehicles per day*
 - ✓ **Traffic Speed** – *10% of the traffic volume must be traveling 5 MPH or more over the speed limit (90th percentile speed)*

If NTMP application is warranted per a traffic study, traffic calming devices are installed in public right-of-way as determined by the Streets and Maintenance Department.

A NTMP application is considered ineligible if:

- *It does not meet all the pre-qualification criteria*
- *Minimum petition requirement is not met (incomplete application)*
- *Traffic study findings do not meet both traffic volume and speed criteria*

Traffic Calming Devices

In general, traffic calming installations physically modify the roadways and encourage drivers to alter their behavior by reducing speed, raising awareness of pedestrians and bicyclist, or diverting traffic to more appropriate streets. These installations are intended to be self-enforcing and low-maintenance.

There are additional considerations to placement of traffic calming devices based on their proximity to existing conditions; such as but not limited to:

- Roadway curves, street grades, signals, stop signs, intersections, school zones, restricted parking and warning signage, bus stops, fire hydrants, storm water drains, underground utility access and connection points, property lines and driveway alignments, landscaping and trees, etc.

The primary traffic calming devices considered under the NTMP are: *

1. Speed Cushions and Signage



Description: Raised rubber devices installed directly onto the roadway. Typically installed in series based on roadway length and in sets based on roadway width.

- Speed cushions must be designated with warning signs to notify approaching drivers. Signage improves visibility at night.
- Designed to accommodate the wheelbase clearance of emergency vehicles.

Considerations: Street must have adequate sight and stopping distance to safely accommodate devices.

- Not installed within sharp or right-angled roadway curves.
- Not installed on steep roadway sections with a vertical grade greater than 8%. Approval of City Traffic Engineer or designee is required if device location is on a street section that exceeds a 6% grade.
- Not installed within school zones.

2. Pavement Markings



Description: Pavement markings on roadway surfaces are used to provide guidance to drivers and pedestrians. (For example: yellow centerlines and white edge lines)

- Pavement striping may be used to reduce travel lane widths and create higher visibility for driver awareness.

Considerations: For use within school zones and on roadways with curves and street grades that cannot safely accommodate speed cushions.

3. Speed Feedback Signs



Description: A digital sign device that indicates the driver's speed in relation to the posted speed limit.

Considerations: For use only on Collector streets, unless otherwise approved by City Traffic Engineer or designee. Must have sufficient right-of-way and not block ADA accessibility.

*Note: Other small-scale traffic calming devices may be considered on case-by-case project review based on engineering judgement and available funds. (For example: speed tables, speed legends, delineators, angle parking, pavement marking enhancements to existing crosswalks, etc.)

Ineligible Requests

Contact the **City's 3-1-1 hotline** to report requests that are beyond the scope of the Neighborhood Traffic Management Program (NTMP).

For example, and not limited to:

- **Traffic calming improvements on Arterial roadways (major and minor streets) *** – These roadways are designed for higher vehicle volume and speeds.
- **Traffic control devices such as stop signs and traffic signals** – These control devices are intended to assign right-of-way at intersections and must be warranted per the Texas Manual on Uniform Traffic Control Devices.
- **Modification to speed limits** – Speed limits are established based on roadway design and by State statute.
- **School zone flashers** – Request must come from the school principal and are funded 100% by the school district.
- **Guardrails, barricades, streetlights, crosswalks, sidewalks, curb cuts, street resurfacing, etc.** – These requests have their own separate review processes.
- **Robust traffic calming devices such as traffic circles, curb extensions, diverters, etc.** – These large-scale projects are beyond the funding scope of this program and are not considered.

Report online: www.elpasotexas.gov/311

**Note: Street classification is determined in the City's Major Thoroughfare Plan (MTP). To review street classification per the MTP, please refer to the City's Planning and Zoning interactive map at:*

<https://gis.elpasotexas.gov/planning/index.html>

(To find from the City's homepage at www.elpasotexas.gov, enter a search for "GIS Maps". Scroll through available interactive maps and select the "Planning Zoning" map. Under the "Layers" tab, expand "Selectable Layer" and check "MTP" to view.)

Overview – NTMP Request Process

STEP 1		Apply	<ul style="list-style-type: none">▶ Submit complete NTMP application▶ Minimum of 51% petition of support from residential households on the subject street
STEP 2		Review	<ul style="list-style-type: none">▶ <u>Subject street meets pre-qualifications:</u><ul style="list-style-type: none">✓ Paved street within City limits✓ Local or Collector street✓ Speed limit between 20 to 35 MPH✓ One travel lane of traffic in each direction✓ Primarily composed of residential single-family or duplex housing▶ <u>Meets petition requirement</u><ul style="list-style-type: none">▪ Application will be returned if additional petition signatures are required
STEP 3		Traffic Study	<ul style="list-style-type: none">▶ Measures traffic volume and speeding trends▶ City typically conducts a study on a week day during the school year
STEP 4		Eligibility Notification	<ul style="list-style-type: none">▶ <u>Traffic study findings must meet both criteria:</u><ul style="list-style-type: none">✓ Traffic Volume – Must be between 500 and 7,500 vehicles per day✓ Traffic Speed – 10% of traffic volume must be 5 MPH or more over the speed limit (90th percentile speed)▶ Applicant receives notification of application status (If eligible, continue to Step 5)
STEP 5		Funds and Design	<ul style="list-style-type: none">▶ Projects are prioritized by order the application was received and qualified for program▶ City's Streets and Maintenance Department determines types and locations of traffic calming devices within public right-of-way▶ Improvements contingent on available program funds
STEP 6		Public Notification	<ul style="list-style-type: none">▶ Mail notification of upcoming traffic calming improvements to residential properties within project limits
STEP 7		Installation	<ul style="list-style-type: none">▶ Typically installed in phases:<ul style="list-style-type: none">▪ Roadway preparation▪ Sign installation▪ Speed cushion installation
STEP 8		After-Study/ Maintenance	<ul style="list-style-type: none">▶ Evaluate effectiveness of installed traffic calming devices▶ Submit on-going maintenance through the City's 3-1-1 hotline

STEP
1

Apply



- **REQUIREMENT** – Must submit a complete NTMP application and petition of support that meets a minimum of 51% residential households in support of traffic calming devices on the subject street.

NTMP Application

- NTMP application is available online or residents may request the form be mailed to their address by submitting request to City's 3-1-1 hotline.
- NTMP application is resident-initiated and must be submitted to the City of El Paso's Streets and Maintenance Department to be reviewed for program criteria and eligibility.
 - Applications are accepted year-round.
 - One street per application request – If request is for multiple streets, applicant must submit separate applications for each street.
 - Application and petition of support are valid for 3 years from date of submittal – A new application is required if the last one submitted is over 3 years old.
 - ▶ Previously implemented NTMP projects – A new NTMP application may be required depending on the type of traffic calming devices previously installed and their recorded effectiveness. For example:
 - If only pavement markings were installed and the application is over 3 years old – A new NTMP application is required for speed cushion requests.
 - If physical traffic calming devices were installed – City staff will review and determine if the past project is considered maintenance or if a new NTMP application is required for additional traffic calming devices outside of the original project scope.
 - Recommend the subject street segment to be at least one block or 300 feet in order to conduct a traffic study.

NTMP Petition of Support *

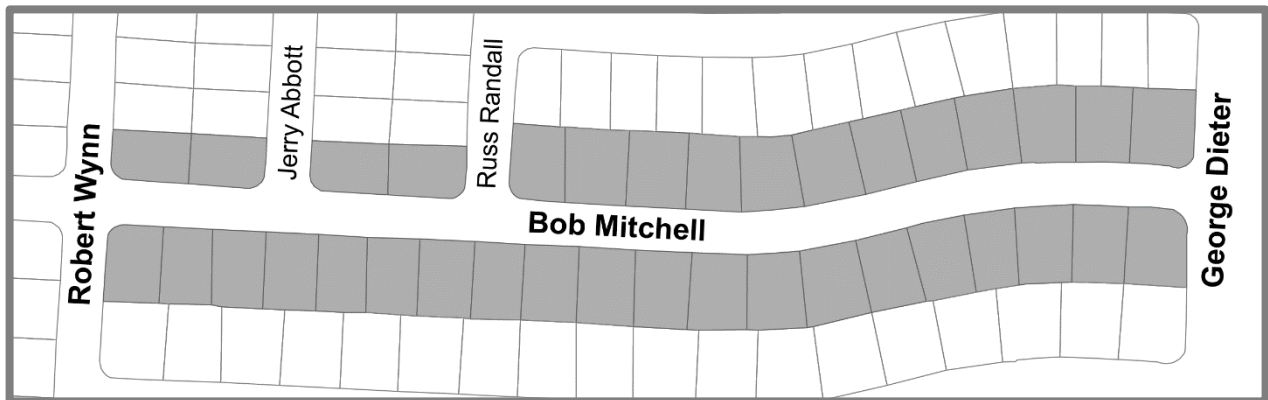
- Total number of residential properties ____ multiplied by 0.51 = ____ (round up to next whole number)
- Only residential single-family or duplexes properties with a front-yard or side-yard that are directly next to subject street are counted.
 - Signatures collected outside the application limits are not counted.
- Only one signature per household is counted.
 - Multiple residents from same address may sign; however, they are only counted as one household.
 - Addresses that are not signed, unable to verify or illegible to read are not counted.
- Total household petition count does not include vacant lots, parks, public facilities, schools, churches, apartment complexes or commercial businesses.

* **Note:** City staff may revise subject street limits to ensure there is enough roadway length distance to support traffic calming devices – additional signatures may be requested. Staff may also recommend reasonable segments to collect signatures of support for long street segments with over a hundred households.

The following illustrations are typical examples of household petition signatures to collect for a NTMP application:

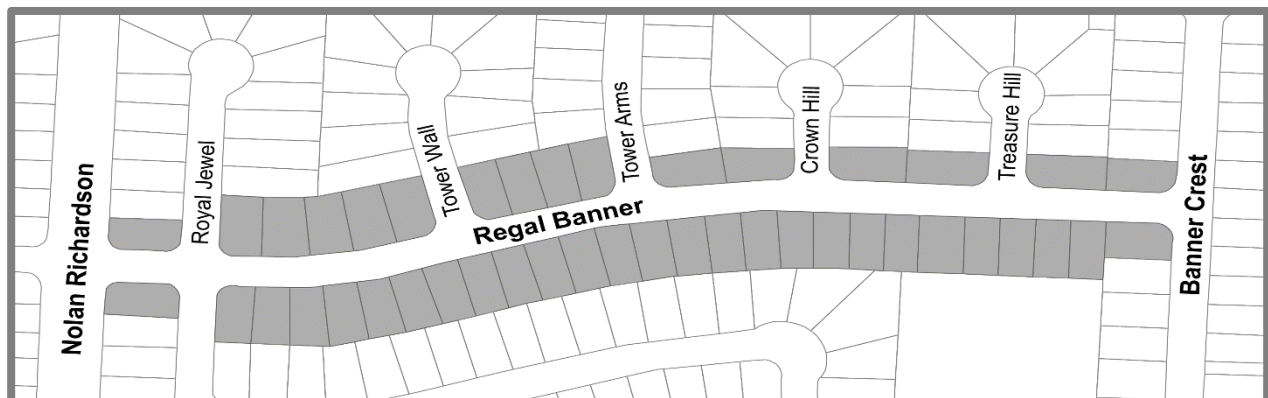
► **Example 1:** Bob Mitchell from Robert Wynn to George Dieter

- **Total number of residential properties 36 households multiplied by 0.51 = 19 households** (round up to next whole number).
 - Out of the 36 households on Bob Mitchell from Robert Wynn to George Dieter (parcels shown in gray below) at least 19 residential household signatures are required to meet the minimum of 51% support.
 - Example street includes residential properties whose front-yards or side-yards (corner houses) are directly next to the requested street. Signatures for this example may be collected within the limits shown in gray.



► **Example 2 –** Regal Banner from Nolan Richardson to Banner Crest

- **Total number of residential properties 43 households multiplied by 0.51 = 22 households** (round up to next whole number).
 - Out of the 43 households on Regal Banner from Nolan Richards to Banner Crest (parcels shown in gray below) at least 22 residential household signatures are required to meet the minimum of 51% support.
 - Example street with cul-de-sacs includes residential properties whose front-yards or side-yards (corner houses) are directly next to the requested street. Residential properties within a cul-de-sac that have a different street name are not included in the total household count. (Smaller cul-de-sacs with same street name would be included in total household count.) Signatures for this example may be collected within the limits shown in gray.



Application Review

STEP
2

Review



NTMP Staff Review

City staff documents submitted NTMP applications and verifies the application meets the pre-qualifications and petition of support requirement. NTMP application review time is subject to the number of applications under review.

Applicant receives confirmation of reviewed NTMP application and is notified if any additional information is required. For example:

- Pre-qualifications are not met – Applicant is informed the requested street does not meet all the pre-qualification criteria and is ineligible for the program.
- Additional petition signatures are required – Application is returned and applicant is informed on the minimum number of additional signatures to collect in order to resubmit the application to continue the review process.
- Pre-qualifications and petition requirements are met – Staff prepares request for a traffic study on the subject street and notifies applicant of tentative timeframe for traffic study to be conducted.

Conduct Traffic Study

STEP
3

Traffic Study



NTMP Traffic Studies

A traffic study measures vehicle volume and speeding trends on the subject street. Traffic study data collection and review time is subject to the number of citywide traffic studies under review.

- Traffic studies are typically conducted on a week day during a regular school calendar year.
 - Depending on the length of the subject street one or more counters are typically placed along the roadway. Recommend the subject street to be at least one block or 300 feet in order to conduct a traffic study.
- City staff reviews the findings and prepares the corresponding application status notification.
 - The highest volume of average daily traffic (ADT) and 90th percentile speed are recorded to determine if the NTMP eligibility criteria is met.

Application Status

STEP
4

Eligibility Notification



- ➔ **REQUIREMENT** – Traffic study findings for the subject street must meet both the traffic volume and speed criteria to warrant traffic calming installations through the NTMP:

- ✓ **Traffic Volume** – Must be between 500 and 7,500 vehicles per day
- ✓ **Traffic Speed** – 10% of the traffic volume must be traveling 5 MPH or more over the speed limit (90th percentile speed)

NTMP Application Eligibility Status

- **Eligible Applications** – If the traffic study meets the NTMP program criteria for both traffic volume and speed, the applicant is notified the application is eligible.
 - Eligible applications are placed in queue on the NTMP project list.
 - Projects are prioritized in order the application was received and qualified for the program.
- **Ineligible Applications** – If the traffic study does not meet the NTMP program criteria for both traffic volume and speed, the applicant is notified the application is ineligible.
 - The applicant or another resident from subject street may request a traffic restudy while NTMP application is still valid within 3 years from the date of submittal.
 - Restudy requests are subject to review and are typically conducted after 12-months from the date of the last study on file.

Program Funds and Project Design

STEP
5

Funds and Design



NTMP Program Funding

- Funds are provided through the City’s annual budget for small-scale NTMP projects. Improvements are contingent on available allocated funds. Depending on the queue of NTMP projects, installation may take more than a fiscal budget year.
 - Eligible applications remain in queue on the NTMP project list until installed. Private funding or donations do not expedite the NTMP project’s place in queue.
- If City funds are not available, the project cost as recommended by the City Traffic Engineer or designee – design, materials, labor, construction and installation – may be paid 100% by private funding or donations.

NTMP Project Prioritization

- Projects are prioritized in the order the application was received and qualified for the program.
- The City Traffic Engineer or designee may deem that a street has demonstrated a sufficient need as to warrant an expedited response; such as, to coordinate with other capital projects.

NTMP Project Design

- The City of El Paso’s Streets and Maintenance Department determines the appropriate devices and locations for installations in public right-of-way based on best practices and engineering standards.

STEP
6

Public Notice



NTMP Project Notice

Advance written notice of the traffic calming improvements is mailed to residential households within the project limits. Notification typically includes a simplified illustration of the general placement of traffic calming devices and a tentative timeline for installation.

- If speed cushions are installed – Notice is sent to residential properties within project limits.
- If only signage or pavement markings are installed – Notice is sent to applicant and directly affected residential properties.

Installation Process

STEP
7

Installation



NTMP Project Installations

Traffic calming installation projects are assigned to designated Streets and Maintenance Department Service Operation Corrals based on geographical service areas – Central, East, Mission Valley, Northeast or Northwest (West) – and are placed in queue with other street related projects within the same service area.

Standard NTMP installations are typically speed cushions, which are installed in 3 phases: *

- Roadway segment preparation – Streets are inspected prior to construction to ensure existing pavement material is adequate to support the installation of speed cushions.
 - If pavement cut repair is required, then the roadway segment where the speed cushions are to be placed must be resurfaced before the devices are installed. The subsurface may also be thickened to support anchoring of speed cushions to roadway.
- Sign installations – Advance warning signs are typically placed at the beginning/end points of the project area and speed hump signs are placed at each speed cushion location.
- Speed cushion installations – Raised rubber devices are bolted directly onto the street. Sets are installed based on roadway width and are spaced apart to allow for emergency vehicle clearance.

* Note: Installation schedules are subject to change to accommodate any unforeseen or weather-related conditions.

STEP
8

After Study



NTMP After Traffic Studies

City staff typically schedules a traffic study 12 months* after the NTMP project is completed to determine the effectiveness of the traffic calming installations.

- Based on existing conditions and if speed trends persist, additional traffic calming improvements may be considered and implemented.

*Note: A traffic study may be conducted after 6 months if a NTMP Removal Request and Petition form was received.

Maintenance and Removal Process

Maintenance of Traffic Calming Devices

The maintenance of traffic calming devices installed in public right-of-way are the responsibility of the City. Report any on-going maintenance through the City's 3-1-1 hotline. For example:

- Visual obstructions or signage knockdowns
- Repairs or replacements to speed cushions or hardware

Removal of Traffic Calming Devices

Traffic calming devices installed under the NTMP may be considered for removal in the following situations:

- To mitigate an unforeseen safety concern or unacceptable diversion of traffic per the discretion of the City Traffic Engineer or designee.
- In response to a NTMP Removal Request and Petition form (see page 17).
 - If the removal request and petition form is submitted within the first year after installation, the resident(s) requesting removal will pay for all removal costs. If a petition for removal is submitted after the first year of installation, the City will cover removal costs.
 - Devices removed from a location under this process will not be eligible for re-installation for 3 years from the date that the devices are removed.

In addition, traffic calming devices may be eligible for removal if they meet the following criteria:

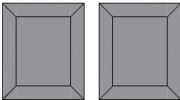
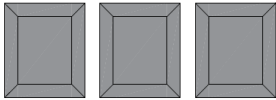
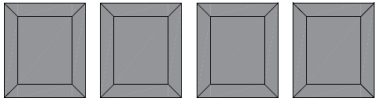
- ✓ Devices were not installed to address a safety issue as determined by the City Traffic Engineer or designee.
- ✓ Devices have been installed at least 6 months to allow for traffic review and analysis.
- ✓ NTMP removal petition was submitted with signatures from two-thirds (66%) of property owners immediately affected within 300 feet of the device.
- ✓ City Council approval is required if the removal request is for traffic calming installations that were a capital level project or tier 2 project that was funded under the adopted 2008 or revised 2018 NTMP guidelines. (For example: traffic circles, medians, curb extensions, etc.)

Traffic Devices Placement and Design Guidelines

The City of El Paso's Streets and Maintenance Department determines the appropriate devices and locations for installations in public right-of-way based on best practices and engineering standards.

Speed Cushions*

- ▶ Speed cushions are raised rubber devices installed directly onto the roadway; typically installed in series based on roadway length and in sets based on roadway width. Speed cushions are designed to accommodate the wheelbase clearance of emergency vehicles. For example:

Speed Cushion Sets (Approx. Roadway Width)	 Set of 2 (18 - 22 feet)	 Set of 3 (24 - 36 feet)	 Set of 4 (36 feet)
Device Spacing	<ul style="list-style-type: none"> ○ Typically spaced 300 to 500 feet apart to effectively reduce speed – other spacing may be used based upon existing roadway conditions and overall project design 		

- ▶ Speed cushion considerations on operational characteristics and design of the roadway:

Street Design	<ul style="list-style-type: none"> ○ Must be a paved street with a speed limit between 20 to 35 MPH within the City limits ○ Must be classified as Local or Collector street that serves primarily residential single-family or duplex housing ○ Not installed on roadways with more than one travel lane in each direction – turn lanes, bike lanes and parking lanes are not counted as travel lanes ○ Avoid negative impact to roadway drainage ○ If street has no curbs, devices should be placed in line with utility poles or other permanent objects when possible to prevent vehicles from driving around the devices – if not feasible, a special design should be considered to prevent vehicles from maneuvering around the devices (i.e. road side delineators)
Street Condition	<ul style="list-style-type: none"> ○ If pavement cut repair is required, then the roadway segment where the speed cushions are to be placed must be resurfaced before the devices are installed – the subsurface may also be thickened to support anchoring of speed cushions to roadway
Sight Distance	<ul style="list-style-type: none"> ○ Street must have adequate sight and stopping distance to safely accommodate speed cushions
Street Grade	<ul style="list-style-type: none"> ○ Devices are not installed on roadway sections with a vertical grade greater than 8% ○ Approval of City Traffic Engineer or designee is required if device location is on a roadway section that exceeds a 6% grade
Roadway Curves	<ul style="list-style-type: none"> ○ Device should be located on the tangent rather than the curve sections, if possible ○ Devices are not installed within sharp curve section of roadway – horizontal curves where the centerline radii are less than 300 feet and within 200 feet of beginning or end of a horizontal curve, unless it can be proven that sufficient sight distance is provided for a complete stop upon identification of the upcoming device ○ For crest and sag vertical curves, a device must be located to allow for sufficient stopping distance upon identification of the upcoming device



► **Speed cushions proximity to existing physical and built conditions:**

Traffic Control Devices <i>(traffic signal or stop sign)</i>	<ul style="list-style-type: none"> ○ Devices are not typically considered for roadways with less than 600 feet between consecutive traffic signals or stop signs ○ Typically placed 150 to 300 feet from a traffic signal or stop sign
Unsigned Intersection	<ul style="list-style-type: none"> ○ Mainly considered mid-block between intersections ○ May be placed at least 50 feet from intersection
Fire Hydrants / Bus Stops	<ul style="list-style-type: none"> ○ No devices shall be installed within 20 feet of a fire hydrant ○ Devices should avoid bus stops entirely – may be placed at least 20 feet from the end of the bus stop
Property Lines and Driveways	<ul style="list-style-type: none"> ○ Typically placed along property lines, as feasibly possible – may be placed within a front-yard section of a property due to driveway alignments. ○ Typically placed at least 5 feet from a driveway throat, as feasibly possible. Devices will not block access to driveways.
Utilities	<ul style="list-style-type: none"> ○ Devices are not placed over manholes, drainage structures, water valves/meters, or other subsurface utility access features – typically placed at least 3 to 5 feet away from utility features
School Zones	<ul style="list-style-type: none"> ○ Devices are not installed within school zones ○ May be placed before or after a school zone

* Note: Any references to typical distances are for guidance and may vary based on case-by-case project review.

Signs

► **Speed cushions must be designated with warning signs to notify approaching drivers. Signage improves visibility at night. The general design and application of warning signs shall be in conformance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD), latest edition.**

Sign Types	 <p>Advance Warning Sign</p>	 <p>Speed Hump Sign</p>
Sign Spacing	<ul style="list-style-type: none"> ○ Advance warning sign is typically placed within the public right-of-way 100 to 200 feet before a speed cushion ○ Speed hump sign is placed within the public right-of-way next to every speed cushion – may be placed within 10 feet from a speed cushion location to improve sign visibility 	

► **Speed feedback signs are digital sign devices that indicate the driver’s speed in relation to the posted speed limit.**

Speed Feedback Sign	<ul style="list-style-type: none"> ○ For use only on Collector streets, unless otherwise approved by City Traffic Engineer or designee ○ Typically installed in sets of two – one for each direction of traffic ○ Must have sufficient right-of-way and not block ADA accessibility
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Pavement Markings

- ▶ *Pavement markings on roadway surfaces are used to provide guidance to drivers and pedestrians. The general design and application of pavement markings shall be in conformance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD), latest edition.*

<i>Pavement Markings</i>	<ul style="list-style-type: none"> ○ <i>Pavement striping may be used to reduce travel lane widths and create higher visibility for driver awareness (For example: yellow centerlines and white edge lines)</i> ○ <i>For use within school zones and on roadways with curves and street grades that cannot safely accommodate speed cushions</i>
<i>Raised Pavement Markers</i>	<ul style="list-style-type: none"> ○ <i>Small reflective markers applied to roadways along pavement markings</i> ○ <i>May be used to supplement centerlines and edge lines as need based on roadway geometry</i>
<i>Delineators</i>	<ul style="list-style-type: none"> ○ <i>Raised reflective post or striped rectangular signage</i> ○ <i>May be placed to prevent vehicles from maneuvering around traffic calming devices</i>

Additional resources and guidance for traffic calming devices and signage on roadways:

- *Texas Manual on Uniform Traffic Control Devices (TMUTCD) – Texas Department of Transportation (TxDOT)*
- *A Policy on Geometric Design of Highways and Streets – American Association of State Highway and Transportation Officials (AASHTO)*
- *City of El Paso Design Standards for Construction*
- *City of El Paso Street Design Manual*
- *Urban Street Design Guide – National Association of City Transportation Officials (NACTO)*
- *Traffic Calming ePrimer – Department of Transportation Federal Highway Administration (FHWA)*

NTMP Forms and Petitions

- ▶ *The following Neighborhood Traffic Management (NTMP) application forms are attached:*
 - *NTMP Application and Petition Form*
 - *NTMP Removal Application and Petition Form*



Return Form and Petition by Mail or Email

Streets and Maintenance Department
 Engineering and Traffic Management – NTMP
 7968 San Paulo Drive
 El Paso, TX 79907
 NTMP@elpasotexas.gov
 Main: 915-212-0118

Neighborhood Traffic Management Program – Application

Requested Location

Street: _____
(One street per application request)

Limits Start From: _____ **End At:** _____
(Cross Street or Address) (Cross Street or Address)

Requested Traffic Calming Devices: *

- Speed Cushions
 Pavement Markings and Signage
 Speed Feedback Signs
(Collector Streets Only)

Applicant Information

Full Name: _____
(Print Name)

Address: _____
Street Address (Unit #)

_____ *City* _____ *State* _____ *ZIP Code*

Phone: _____ **Email:** _____

Signature: _____ **Date:** _____

PLEASE KEEP A COPY OF NTMP APPLICATION FOR YOUR RECORDS BEFORE SUBMITTING

PROGRAM NOTE: *Submittal of a NTMP application does not guarantee the installation of traffic calming devices on the subject street. The subject street is reviewed per program criteria. If warranted, traffic calming devices and locations are determined by the Streets and Maintenance Department. Installation is based on annual program funding and projects are managed by the order they were received and qualified for the program. Depending on the queue of NTMP projects, installation may take more than a fiscal budget year. Please refer to the **NTMP Policy and Procedure Guide** for complete program details.*

Office Use Only

Application Received: _____ **District:** _____ **Area:** _____ **NTMP #:** _____ **SR #:** _____ **Prior NTMP #:** _____
(Date) (1-8) (ES, CN, MV, NE, NW) (FY-#) (CityWorks) (N/A, ELG, ING)

If answered "No" to any of the pre-qualification questions (#1-5) below, application is ineligible to apply for program:

- | | |
|--|---|
| <p>1. Paved street within City Limits? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>2. One moving lane of traffic in each direction? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>3. Street classification is Local or Collector? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>4. Street composed primarily of single-family or duplex housing? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>5. Speed limit between 20-35 MPH? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>6a. If below 30 MPH, verify per municipal code: _____</p> <p>6b. Is area within a school zone? YES <input type="checkbox"/> NO <input type="checkbox"/></p> | <p>7a. Did petition met 51% household support? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>7b. If below 51%, number of additional signatures required: * _____</p> <p>8a. Do limits need to be adjusted to conduct traffic study? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>8b. If yes, recommend limits: * _____</p> <p>9. Date traffic study request submitted and subject street limits: N/A <input type="checkbox"/></p> |
|--|---|

** If needed, return application to applicant to provided additional signatures.*



Neighborhood Traffic Management Program (NTMP) Petition of Support for Traffic Calming Device

STREET:	FROM:	TO:
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- **REQUIREMENT:** *A minimum of 51% residential households support traffic calming devices on subject street.*
 - ▶ **Number of residential properties** _____ **multiplied by 0.51 =** _____ **(round up to next whole number)**
 - ▶ *Only residential single-family or duplexes properties with a front-yard or side-yard that are directly next to subject street are counted – Signatures collected outside the application limits are not counted.*
 - ▶ *Only one signature per household is counted – Multiple residents from same address may sign, but they are only counted as one household. Addresses that are not signed, unable to verify or illegible to read are not counted.*

- **PROGRAM NOTE:** *Submittal of this application does not guarantee the installation of traffic calming devices on the subject street. The subject street is reviewed per program criteria. If warranted, traffic devices and locations are determined by the Streets and Maintenance Department and are placed in public-right-of-way that may be in front of or adjacent to your property. Traffic calming devices to be considered are: **speed cushions, signage and/or pavement markings.***

Count	House Number	Street	Print Name	Signature	Phone

Petition Page ____ of ____
(Print additional pages as needed)



Return Removal Form and Petition by Mail or Email

Streets and Maintenance Department
Engineering and Traffic Management – NTMP
7968 San Paulo Drive
El Paso, TX 79907

NTMP@elpasotexas.gov
Main: 915-212-0118

Neighborhood Traffic Management Program – Removal Request

Requested Location

Device Location(s):

Type of Traffic Calming Device(s):

- Speed Cushions
- Pavement Markings and Signage
- Speed Feedback Signs
- Other: _____

Applicant Information

Full Name: _____
(Print Name)

Address: _____
Street Address (Unit #)

City State ZIP Code

Phone: _____ **Email:** _____

Signature: _____ **Date:** _____

PLEASE KEEP A COPY FOR YOUR RECORDS BEFORE SUBMITTING

NTMP PROGRAM NOTE

Traffic calming devices installed under the NTMP may be considered for removed to mitigate a safety concern or in response to community-driven petition. Submittal of a NTMP removal request does not guarantee the removal of the traffic calming device(s). Traffic calming devices may be eligible for removal if they meet the following criteria:

- ✓ Devices were not installed to address a safety issue as determined by the City Traffic Engineer or designee.
- ✓ Devices have been installed at least 6 months to allow for traffic review and analysis.
- ✓ NTMP removal petition was submitted with signatures from two-thirds (66%) of property owners immediately affected within 300 feet of the device.
- ✓ City Council approval is required if the removal request is for traffic calming installations that were a capital level project (example: traffic circles, medians, curb extensions, etc.).

Please refer to the NTMP Policy and Procedure Guide for complete program details.

Office Use Only

Received: _____ **District:** _____ **Area:** _____ **NTMP #:** _____ **SR #:** _____
(Date) (1-8) (ES, CN, MV, NE, NW) (FY-#) (CityWorks)



Neighborhood Traffic Management Program (NTMP) Petition of Support for Traffic Calming Device Removal

➔ **PROGRAM NOTE:** *Traffic calming devices installed under the NTMP may be considered for removed to mitigate a safety concern or in response to community-driven petition. Submittal of a NTMP removal request does not guarantee the removal of the traffic calming device(s) and is subject to review per program criteria.*

- *If a petition for a removal is submitted within the first year after installation, the resident(s) requesting removal will pay for all removal/relocation costs. If the petition for removal is submitted after the first year, the city will cover removal/relocation costs.*
- *Traffic calming devices removed from a location under this process will not be eligible for re-installation for three years from the date that the devices are removed.*
- *City Council approval required if the removal request is for a capital level project (example: traffic circles, medians curb extensions, etc.).*

➔ **REQUIREMENT:** *Petition must be signed by two-thirds (66%) of the property owners immediately affected by the traffic calming Device(s) within 300 feet of the installation.*

- *Only one signature per household is counted – Multiple residents from same address may sign, but they are only counted as one household. Addresses that are not signed, unable to verify or illegible to read are not counted. Signatures collected outside the limits are not counted.*

Device Location(s): _____

Count	House Number	Street	Print Name	Signature	Phone

Petition Page ____ of ____
(Print additional pages as needed)