



POLICY AND PROCEDURE

The following policy and procedure has been established for handling requests for “**SPEED HUMPS**”:

1. Requests shall be submitted in writing to the Office of the Mayor by completing a SPEED HUMP Request Form and SPEED HUMP Verification Statement. The Mayor’s Office will forward the Request to the Public Works, Fire and Police Departments and notify the appropriate Councilperson.
2. First priority will be given to city street locations near schools, daycare centers, playgrounds/parks, churches and medical facilities, where there is a high volume of pedestrian traffic. (SPEED HUMPS MAY NOT BE INSTALLED ON STATE ROADS).
3. Second priority will be given to neighborhoods and other locations requesting devices. Speed humps may be installed only on secondary routes classified as local residential streets and within residential areas as defined by the Hopkinsville Comprehensive Plan. Such neighborhoods may be given consideration where the minimum Average Daily Traffic (ADT) volume is 500 vehicles per day and the maximum ADT volume on the street is 2,500 vehicles per day, the posted speed limit is no greater than 25 miles per hour, and the delivery of emergency services is not adversely impacted. A request must be made in writing from a resident on the street requesting the device documenting the need including a petition signed by 75% of the residents between two (2) consecutive intersections on the street or between an intersection and the end of a dead end street. It should also be noted whether the street has residents with children.
4. The Public Works Department (for effect on transportation), Fire Department (for effect on delivery of emergency services) and Police Department (for traffic count, speed studies and history of public safety) will review the request and determine if it conforms to all appropriate regulations. An opinion will be provided as to the need for the device as it relates to location, traffic counts, delivery of emergency services, public safety, potential property damage and children. If deemed appropriate, the request will be forwarded to the Mayor for final action.
5. The Originator of the Request will be notified by the Mayor’s Office of the results along with the City Administrative Officer and the appropriate Councilperson.
6. If approved by the Mayor, the request will be forwarded to the Public Works Street Division for installation.
7. The geometrics of the speed hump and the location (generally mid-block between two consecutive intersections on the street) will be such that it is in the street right-of-way. The City reserves the right to determine the type and location it deems appropriate. The Originator of the Request will be required to notify the property owner(s) abutting the location of the hump(s) and advance warning sign(s).
8. Following an adequate review and analysis period by the Public Works Department, Fire Department and Police Department, Speed Humps may be removed if a petition with signatures from a majority (more than 50%) of the affected residents on the street is obtained or where traffic circulation and safety concerns justify their removal.

