

# PEDESTRIAN ROAD

## Signage Request Form



Return To:      Office of the Mayor  
                          City of Hopkinsville  
                          715 South Virginia Street  
                          Hopkinsville, KY 42240  
                          (270) 890-0200

Date: \_\_\_\_\_

In accordance with the attached policy, I/we request that a “PEDESTRIAN” sign(s) be installed in the \_\_\_\_\_ Neighborhood. The sign(s) should be considered for placement on \_\_\_\_\_ (street). A written response will be provided to the originator only.

Originator of Request:

Name	
Address	
Telephone	

Additional endorsers of the requested sign(s) are encouraged, but not required:

Name	Address

APPROVED: \_\_\_\_\_

Public Works Director	Date	Mayor	Date



## **POLICY AND PROCEDURE**

The following policy and procedure has been established for handling requests for **“PEDESTRIAN”** road signage:

1. Requests shall be submitted to the Office of the Mayor on the form provided for this purpose.
2. All existing signs will remain unless they are requested to be removed by a signed petition of the residents on the street where the sign(s) are located.
3. The Public Works Department will review the request and determine if it conforms to all appropriate regulations. The Originator of the Request will be notified by the Mayor’s Office of the results along with the City Administrative Officer and the City Councilperson who represents the Ward for which the sign is requested.
4. If approved, the request will be forwarded to the Public Works Street Division for installation.
5. Only one sign per direction, per block (street intersection to street intersection) will be installed. The location will generally be near the beginning of the block, in the street right-of-way. The Originator of the Request will be required to notify the property owner(s) abutting the location of the sign(s).
6. If, in the judgment of the Public Works Department, only one sign at the entrance(s) to a subdivision/neighborhood for the community will suffice, the sign(s) will be placed at that location.
7. All signage shall be installed in accordance with applicable City standards.
8. **“PEDESTRIAN”** road signs shall be installed only on secondary routes classified as local residential streets and within residential areas as defined by the Hopkinsville Comprehensive Plan. The speed limit on these streets shall be no greater than 30 mph.