



CITY OF WAUWATOSA NEW STOP SIGN INSTALLATION APPLICATION FORM

The City of Wauwatosa has created a policy to establish a consistent and standardized process to evaluate requests for the installation of a stop sign within the City of Wauwatosa. The policy is intended to provide a procedure for the review and approval or denial of a stop sign request and is included on page three of this form.

When considering making a request for a stop sign please first consider that your request must meet one of the conditions as outlined in the Manual on Uniform Traffic Control Devices (MUTCD). Under the current guidance within the MUTCD stop sign requests will be evaluated based on the following:

“.....the use of YIELD or STOP signs should be considered at the intersection of two minor streets or local roads where the intersection has more than three approaches and where one or more of the following conditions exist:

- A. The combined vehicular, bicycle, and pedestrian volume entering the intersection from all approaches averages more than 2,000 units per day;*
- B. The ability to see conflicting traffic on an approach is not sufficient to allow a road user to stop or yield in compliance with the normal right-of-way rule if such stopping or yielding is necessary; and/or*
- C. Crash records indicate that five or more crashes that involve the failure to yield the right-of-way at the intersection under the normal right-of-way rule have been reported within a 3-year period, or that three or more such crashes have been reported within a 2-year period.*

YIELD or STOP signs should not be used for speed control.”

If you feel that the intersection you are concerned with meets one of these conditions you may request consideration from the City of Wauwatosa for installation of stop signs at an intersection by completing this form and returning it using the contact information on page two. If you have questions please contact David Simpson, Director of Public Works, at 414-471-8422 or dsimpson@wauwatosa.net.

Date: _____ Aldermanic District #: _____

Intersection Requested for Consideration: _____

Contact Name/s: _____

Mailing Address: _____ Zip Code: _____

Contact's Phone: _____ Contact's Email: _____

Reason(s) for Request (Volume, Accident History, Vision Issue):

Any additional information you want to provide?

Please Return Completed form to:

City of Wauwatosa
Attn: David Simpson
Department of Public Works
11100 W. Walnut Road
Wauwatosa, WI 53226-3042
414-471-8469 (fax)
dsimpson@wauwatosa.net (for scan and email)

CITY OF WAUWATOSA

STOP SIGN INSTALLATION POLICY

I PURPOSE

To establish a consistent and standardized process to evaluate the request for the installation of a stop sign within the City of Wauwatosa. The policy is intended to provide a procedure for the review and approval or denial of a stop sign request.

II STATEMENT OF POLICY

The City of Wauwatosa Transportation Affairs Committee deems it important to provide and improve public rights-of-way to ensure the safety of vehicular, bicycle, and pedestrian traffic within the City.

III DEFINITIONS

Director of Public Works means the Director of Public Works or designee for the City of Wauwatosa, Wisconsin

MUTCD means the Manual on Uniform Traffic Control Devices (latest edition)

Police Department means the Police Department for the City of Wauwatosa, Wisconsin

Public Works Department means the Public Works Department for the City of Wauwatosa, Wisconsin

Transportation Affairs Committee (TAC) means the Transportation Affairs Committee of the City of Wauwatosa, Wisconsin

IV Policy

Requests for a stop sign will be evaluated by the Public Works Department and approved or denied utilizing the following process:

1. Requests may be made by residents, businesses, or any other users of the City's street system.
2. Requests for stop signs shall be submitted to the Public Works Department utilizing a standard request form that may be obtained from www.wauwatosa.net or by calling 414-471-8422.
3. Upon receipt of the request, the Public Works and Police Departments will collaborate to collect the necessary data to evaluate the request based on guidance from the MUTCD.
4. The Director of Public Works will evaluate the data collected to determine if the requested stop sign meets any of the required warrants as outlined in the MUTCD.
5. If the stop sign is not warranted the Director of Public Works will notify the person/s making the request of the results and send a copy to the Aldermen of the District. Should the applicant wish to appeal the decision of the Director of Public Works he/she must submit a letter describing why MUTCD guidance should not be utilized. The TAC will then discuss the item and will chose to uphold or overturn the Director's decision.
6. If the stop sign is warranted the Director of Public Works will place the item on a future TAC agenda for discussion and potential approval.