



TRAFFIC PATTERN MODIFICATION APPLICATION



INSTRUCTIONS FOR COMPLETING AND FILING THE TRAFFIC PATTERN MODIFICATION APPLICATION

Applications for traffic pattern modifications may be submitted to the Planning and Zoning Department at any time between the hours of 8:00 a.m. and 5:00 p.m., Monday thru Friday. Please print or type all of the required information, and ensure that the application is complete and accurate.

In order to be accepted for processing, the application must be accompanied by:

1. Application information, as listed on Page 2;
2. Property Owner Signature List, as found on Page 3 & 4; and,
3. Processing fee of \$100.00* (make checks payable to the City of Delray Beach).

A Traffic Pattern Modification is any structural or street modification, including but not limited to barricades, modifications to lane width, and cul-de-sacs, intended to limit or redirect traffic flow on a local street. Requests for modifications are reviewed by the Planning and Zoning Board, which holds its regular meeting on the third Monday of each month. It takes approximately seven (7) weeks between the date of application and action by the P&Z Board. If approved, the Traffic Pattern Modification will be installed and monitored as a temporary measure for six (6) months. This will help determine if the selected modification(s) sufficiently addresses the problems identified, or if an alternative measure(s) needs to be implemented. Final action is taken by the City Commission, which meets on the second and fourth Tuesday of each month. Traffic Pattern Modifications are scheduled for City Commission action once all conditions associated with the request have been addressed.

Please refer to the appropriate sections of the City's Land Development Regulations when designing your project and completing this application. A pre-application conference with a member of the Planning staff is strongly recommended, and can be scheduled at your convenience. We will be glad to assist you in any way possible.

**Costs incurred for the permanent installation of a traffic pattern modification shall be levied and collected as a special assessment against the property owners in the affected neighborhood in accordance with Section 8.4 of the LDR's (Special Improvements and Special Assessments). In the event that a neighborhood association is unable or unwilling to accept the cost of installation and maintenance of a recommended traffic pattern modification, staff may recommend the modification as a City sponsored project. In that case, the project will be submitted through the regular annual budget process and installed if funds are appropriated by the City Commission.*

TPM No. _____

Date Received: _____

**CITY OF DELRAY BEACH PLANNING AND ZONING DEPARTMENT
TRAFFIC PATTERN MODIFICATION APPLICATION**

Name of Neighborhood Association(s): _____

Name of Representative(s): _____

Phone Number(s) of Representative(s): _____ E-Mail _____

Identify Boundaries of the Neighborhood Association(s): _____

Identify the local streets to be modified (include map or survey depicting locations) and type of modification proposed: _____

Identify problems experienced by the neighborhood association prompting the traffic pattern modification request: _____

**TRAFFIC PATTERN MODIFICATION APPLICATION
PROPERTY OWNER SIGNATURE LIST**

The process will be initiated upon receipt of an application from the affected neighborhood association(s) on the approved application form. The application must be signed by 55% of the property owners on the street(s) that are within 500 feet of the proposed modification, this is measured along the street from the point of the proposed modification. For purposes of determining 55% of the property owners, the following guidelines shall apply:

- An owner of more than one property within a residential neighborhood shall be listed as one property owner.
- If the property is owned by a condominium, the property owner shall be the condominium association and listed as one property owner.

If necessary, additional pages may be attached.

| | <u>Name</u> | <u>Address</u> | <u>Phone Number</u> |
|-----|-------------|----------------|---------------------|
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Name

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