



Steering Your Way Through The Traffic Calming Program

- STEP 1** You express an interest in the Traffic Calming Program by calling or writing the City of Greenville’s Traffic Engineering Division (hereafter referred to as Traffic Engineering). Additional information regarding the Traffic Calming Program may be found at: <http://greenvillesc.gov/498/Traffic-Calming>.
- STEP 2** Traffic Engineering will send you a traffic calming application, a preliminary map of your study area, and information about the Traffic Calming Program.
- STEP 3** Upon return receipt of the application, Traffic Engineering will send you a traffic calming petition, along with a final map of your study area. The petition form is used to collect signatures from at least **50%** of the households located in your study area. Please be advised that by signing the petition, residents are only indicating that they are interested in exploring traffic improvements on neighborhood streets.
- STEP 4** When you have collected enough signatures, return the petition to the following address:
- City of Greenville
Traffic Engineering Division
PO Box 2207
Greenville, SC 29602
ATTN: Celeste Smith
- STEP 5** If it is determined that you have not collected enough signatures, the petition will be returned to you. If you have collected enough signatures, your neighborhood will be added to the waiting list, and a kick-off meeting will be scheduled in your neighborhood.
- STEP 6** Once a kick-off meeting for your neighborhood has been scheduled, the City will mail a meeting notice to every residence in the study area. At the meeting, representatives from Traffic Engineering will be present to explain the Traffic Calming Program and to lead a discussion of neighborhood traffic issues with the residents.

- STEP 7** At the meeting, the City will ask for volunteers from the neighborhood to serve on a **study team** that will formulate a plan to address the traffic issues identified by the residents. The study team will serve as a liaison between all residents of the neighborhood and Traffic Engineering. The study team is responsible for communicating their progress and details of the traffic calming plan to residents of the neighborhood.
- STEP 8** Traffic Engineering will research neighborhood traffic patterns by collecting traffic counts and speed measurements. After collecting this data, a map of the information will be given to the study team.
- STEP 9** With the assistance of Traffic Engineering, the study team will develop a traffic calming plan. This plan will be presented by Traffic Engineering to the Fire Department, Police Department, EMS, and Schools (for bus routes), for input prior to presentation to neighborhood residents.
- STEP 10** Once a plan has been developed by the study team and evaluated for technical feasibility by the City, a ballot will be developed and, upon approval by the study team, mailed directly to residents for voting. (See attached “Traffic Calming Devices Categories” chart for approval requirements). The plan as outlined on the ballot is the only plan that will be voted on. Alterations to the plan and/or suggestions made by residents after the ballot is mailed will not be considered; **no exceptions**.
- STEP 11** Any adult resident (property owner or renter) or minor with a valid driver’s license will be eligible to vote and only one ballot per person will be permitted. Ballots must be signed, dated, and show the address of the voter. (An adult resident is someone 18 years of age or older). Each item on the ballot will be voted on separately, and each item must receive a **“YES”** vote on at least **70%** of the ballots submitted for the item to pass.
- STEP 12** Ballots will be tallied by Traffic Engineering, and the study team will be notified of the results within ten (10) calendar days of the deadline for receipt of ballots. Voting results will also be posted on the City’s website and Twitter account.
- STEP 13** Traffic Engineering will process the recommendations and, unless further review is required by the City Manager or City Council, the passing items will be scheduled for installation by the Public Works Department.