

City of Canby
Traffic Sign Installation Request Policy

Policy Purpose:

The purpose of this policy is to establish uniformity and consistency in the application, installation, and maintenance of traffic signs on the City of Canby's roadway system.

This policy recognizes that the MN MUTCD (Minnesota Uniform Traffic Control Devices) is the standard for all traffic control devices on all public roads in Minnesota, and therefore all traffic control devices on the City of Canby's roadway system must conform to its standards and specifications as specified in Minnesota Statute 169.06.

It is in the interest of the City of Canby and the public to prevent the excessive use of traffic signs on the city roadway system. A conservative use of traffic signs reduces maintenance costs and improves the effectiveness of the remaining signs. Limiting the excessive use of traffic signs achieves the following:

- Fulfills demonstrated needs
- Champions a command of attention
- Reduces clutter that impedes the conveyance of a clear and simple meaning
- Fosters respect by road users, and reduces conflicts that may restrict time for a proper response that cumulatively improves traffic safety for all users

Policy:

All traffic signs on the City of Canby's roadway system must conform to the MN MUTCD. Traffic signs not explicitly required to be installed by the MN MUTCD should not be installed on the City of Canby's roadway system unless otherwise specified in this policy, or authorized by the city engineer.

Based on the inventory and policy considerations, signs that are not consistent with policy, and signs that are not required or are determined by an engineering study to be unnecessary will be removed. The following best practices will be implemented to assist in determining the need for all traffic signs:

- Signs that are required will be installed. Signs that require engineering judgment will undergo an engineering study, the results of which will be on file documenting reason for installation.
- Sign requested to be placed in the right of way, along city roadways, shall meet the requirements of MN MUTCD.
- Traffic signs will not be used as an immediate reactive response to traffic crashes.
- Absent justifiable data and information which clearly indicates the need for a Stop sign, a residential intersection should be left uncontrolled.

The following process shall be used to determine whether to install a traffic control sign.

1. A request for review for installation of a traffic sign will be submitted to the City Administrator in writing by the requestor. The request shall include the requestors name, address, and contact information as well as the basis and reasoning for the request.
2. The City Administrator shall review the request with the assistance of the Police Chief and Public Works Supervisor. The City Engineer may be consulted if necessary.
3. The review may consist of, but not limited to, the following:
 - a. Accident history reports
 - b. Traffic count study
 - c. Site visit
 - d. Traffic engineering study and review
4. The City Administrator shall compile the results along with recommendations into a report to be delivered to the City Council.
5. The City Council shall review the report and recommendations and determine if a traffic control sign should be installed.

6. If the City Council determines the request to have merit and a sign to be installed, a resolution shall be adopted specifying the location with the determined method of traffic control.
7. If the City Council determines the request to have no merit, a motion denying the request will be passed.
8. If the City Council approves a traffic control installation, the City Administrator working with the Public Works Department shall cause the traffic control method to be implemented at its earliest convenience.

Stop Sign Request Form
CITY OF CANBY
110 OSCAR AVENUE NORTH
CANBY, MN 56220

PHONE: 507-223-7295

FAX: 507-223-5170

Requester Information

Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
Date of Request: _____ Email: _____

Site Information

Intersection Location : _____

Existing Traffic Control: _____

Type of Traffic Control Requested:

All Way

Two Way

Yield

Reason for the Request:

Requester Signature: _____ Date _____

FOR OFFICE USE ONLY

Council Approved: _____ Denied _____

Findings of Facts for Approval or Denial _____

Date Given To Public Works _____

Date Sign(s) were Installed _____

Signature of City Administrator _____