

Section 1 (To be completed by Applicant)

Applicant Name: _____ Daytime Telephone: _____
Applicant Mailing Address: _____ Evening Telephone: _____

Location of Problem: _____
(For intersections, list both streets. For roads, indicate name/problem limits. e.g. 24th Ave. between Geary & Hill.)

Description of Problem: _____
(e.g. Excessive speeding on street, high volumes, etc.)

Section 2 (To be completed by City)

Street Classification: _____ Parking: _____
Roadway Width: _____ Speed Limit: _____
Ortho Photo Attached Emergency Response Route: _____

Section 3 (To be completed by Applicant)

Volume: _____ Speed: _____
(Submit Blue Count Forms) (Submit Red Speed Forms)

Section 4 (To be completed by City)

TCP Evaluation

[] YES
(Meets Initial Evaluation Criteria)
Additional Data Collected? _____
Project Rank: _____
Date Survey Sent: _____
Survey Results: _____
Neighborhood Meeting Date: _____
TSC Notification Date: _____
Date Neighborhood Ballot Sent: _____
Neighborhood Ballot Results: _____
TSC Approval: _____
Design Complete: _____
Construction Complete: _____

[] NO
(Does Not Meet Evaluation Criteria)
Reason: _____
Other Recommendations (if any): _____

Section 5 (City Follow-Up)

Device Installed: _____
Six month Volume: _____ Six month Speed: _____
One Year Volume: _____ One Year Speed: _____

Instructions for Application/Checklist

This form is to serve as the application for the Neighborhood Traffic Calming Program (NTCP), in addition to providing a summary sheet checklist for the project. To start the application process, please follow these steps:

1. Fill out Section 1 of the form. It is important to include a brief but thorough description of the problem including the start and end points.
2. Submit the form to the City of Albany (City) at 333 Broadalbin SW, P.O. Box 490, Albany, OR 97321. The application can either be mailed or dropped off.
3. Once the City has received the form, it will be reviewed to ensure that the problem is appropriate for NTCP. The applicant may be contacted for clarification if necessary. If the problem is not appropriate for NTCP, the applicant will be provided with contact information for the correct agency to notify.
4. If the City determines the problem is appropriate for NTCP, the applicant will be responsible for gathering data. Data regarding the traffic volumes and traffic speed must be gathered for the next step in the process. The forms provided in this packet will instruct and assist you in gathering this data.
5. Once all of the data has been collected, Section 3 of the application form must be completed.
6. Upon completion of Section 3, the packet is returned to the City with all of the appropriate documentation. The City will review the data submitted .
7. If the submitted data indicates that the problem **DOES** meet the criteria for the NTCP, the City will proceed to implement the program. The program steps are outlined on the following page and a full text description of each step is included in this information packet.
8. If the submitted data indicates that the problem **DOES NOT** meet the criteria for the NTCP, the City will notify the applicant that the project will not proceed. The City will also include the reason for the denial in addition to any alternative ways of addressing the problem that may be appropriate.

NTCP Intersection Count Worksheet

Section 1 (To be completed prior to start of data collection)

North/South Roadway Name: _____ Count Date: _____

East/West Roadway Name: _____ Count Time (Two-Hour): _____

Counter Name: _____ Weather Conditions: _____

Sketch the Intersection:

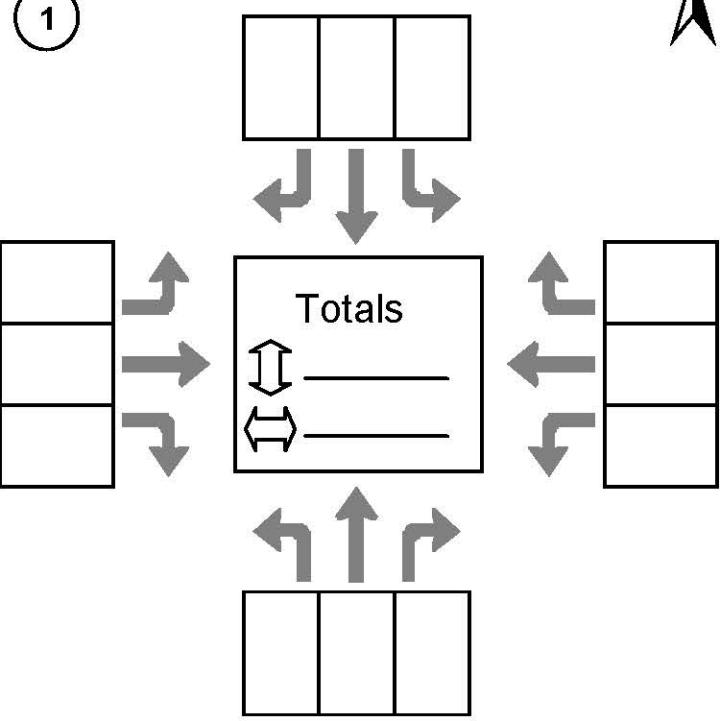


Section 2 (To be completed during data collection)

15 Minute Interval: _____



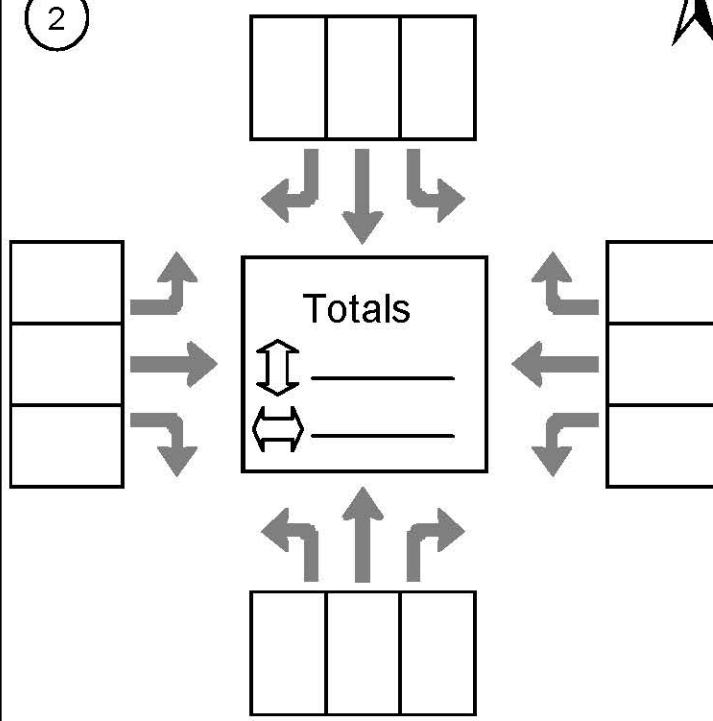
1



15 Minute Interval: _____



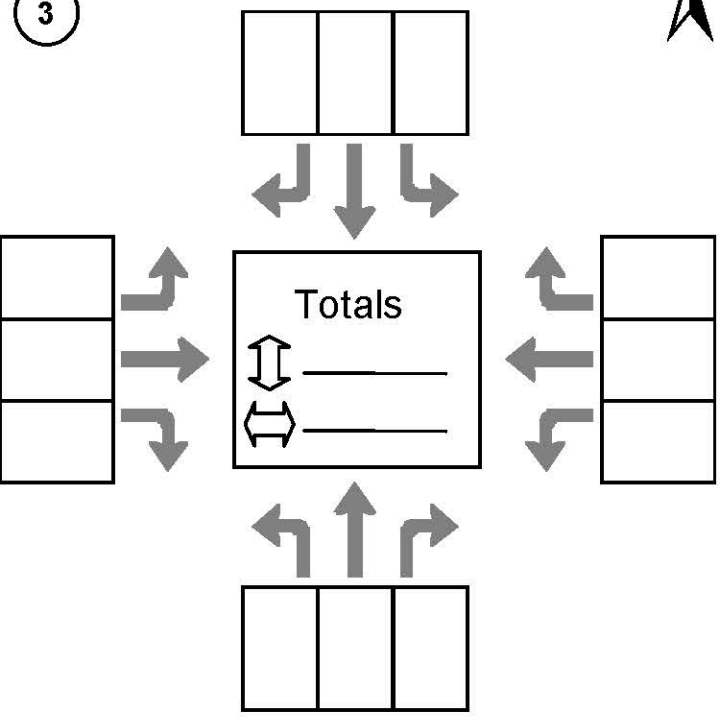
2



15 Minute Interval: _____



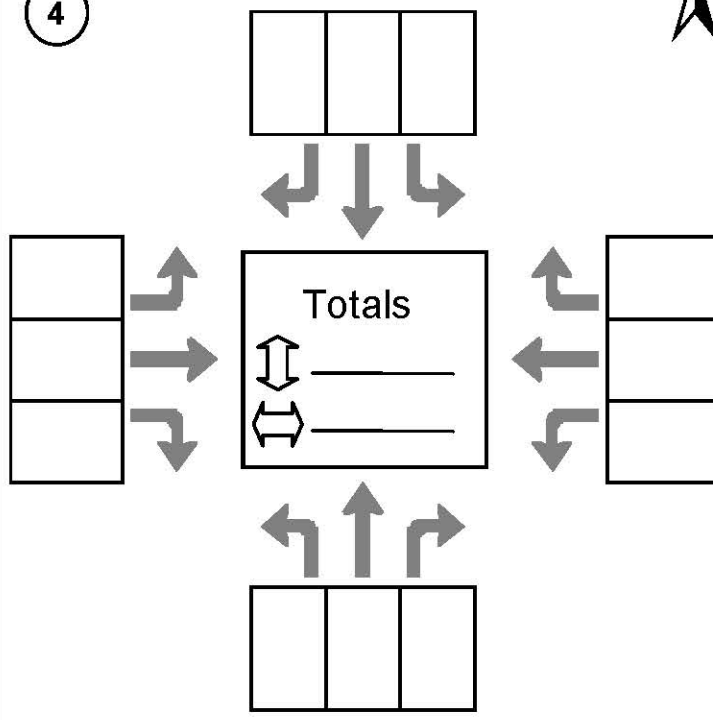
3



15 Minute Interval: _____



4



Section 2 Continued

15 Minute Interval: _____

5

15 Minute Interval: _____

6

15 Minute Interval: _____

7

15 Minute Interval: _____

8

Section 3 (To be completed after data collection)

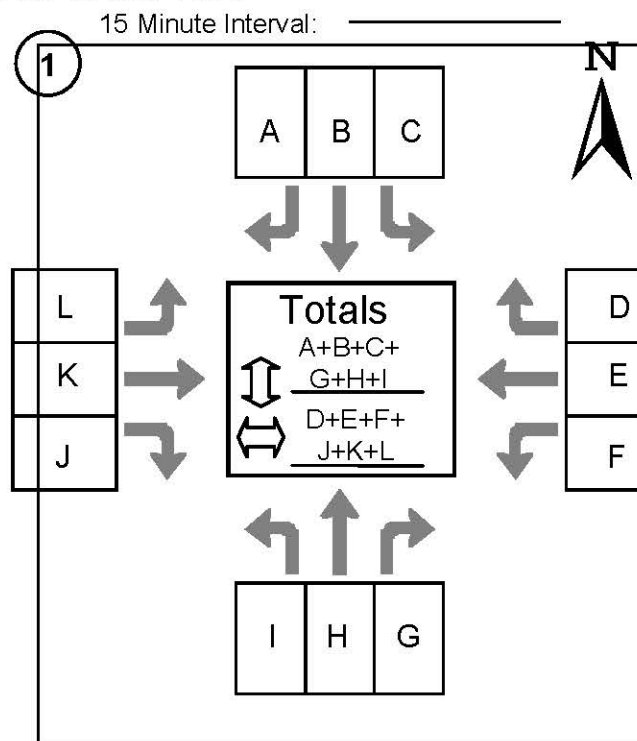
Add the totals for:

		3, 4, 5 and 6:	∩ _____	∩ _____
1, 2, 3 and 4:	∩ _____	4, 5, 6 and 7:	∩ _____	∩ _____
1, 2, 3, 4 and 5:	∩ _____	5, 6, 7 and 8:	∩ _____	∩ _____

NTCP Intersection Count Instructions

To Estimate the Traffic Volumes on at a specific intersection, follow these steps:

1. Note that this is a two-page, double-sided form. Make sure to have all four components including these instructions. The sample comprises the additional third page.
2. Near the identified intersection, select a safe place to sit for two hours that provides adequate vision clearances to count all vehicles entering the intersection.
3. Identify a two-hour window for the time of day when the problem seems to be the most pronounced.
4. If the traffic volumes are low, a single counter may be adequate. It may be advisable to have two different counters, one for each direction of travel.
5. Select a day to perform the counts. If the counts are simply to identify the intersection volumes, the best time to conduct the counts is on a Tuesday, Wednesday or Thursday evening between the hours of 4 and 6 PM. If the counts are to identify a specific problem, pick the day and time to correspond.
6. Fill out Section 1 of the form with all of the appropriate information.
7. Bring some sort of timing device that will provide a minimum of a minute breakdown.
8. Be in place approximately 10 minutes before the two-hour window begins. This will ensure if there are any problems, they can be resolved before the counts start.
9. At the beginning of the two-hour window, begin counting the vehicles that pass through the intersection.
10. It is important to correctly record each direction of travel through the intersection for the vehicles (ie. eastbound turning left versus eastbound through or eastbound turning right).
11. At 15 minute intervals, move to the next box for data recording.
12. At the end of the two-hour count, tally up the numbers for each 15 minute record.
13. Fill out Section 3 of the form. This will provide an estimated daily volume for the intersection counted.



NTCP Intersection Count Worksheet

Example

Section 1 (To be completed prior to start of data collection)

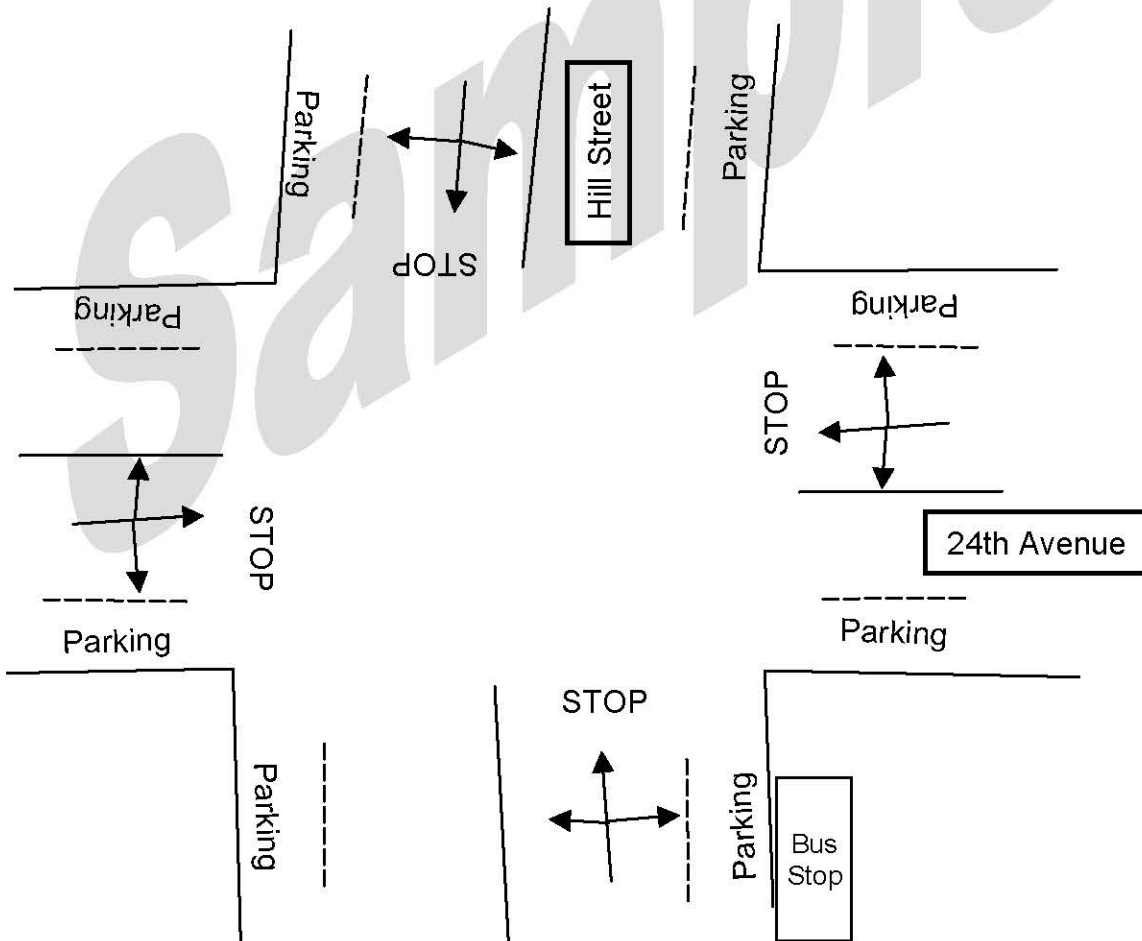
North/South Roadway Name: 24th Avenue Count Date: 1/14/01

East/West Roadway Name: Hill Street Count Time (Two-Hour): 4-6 PM

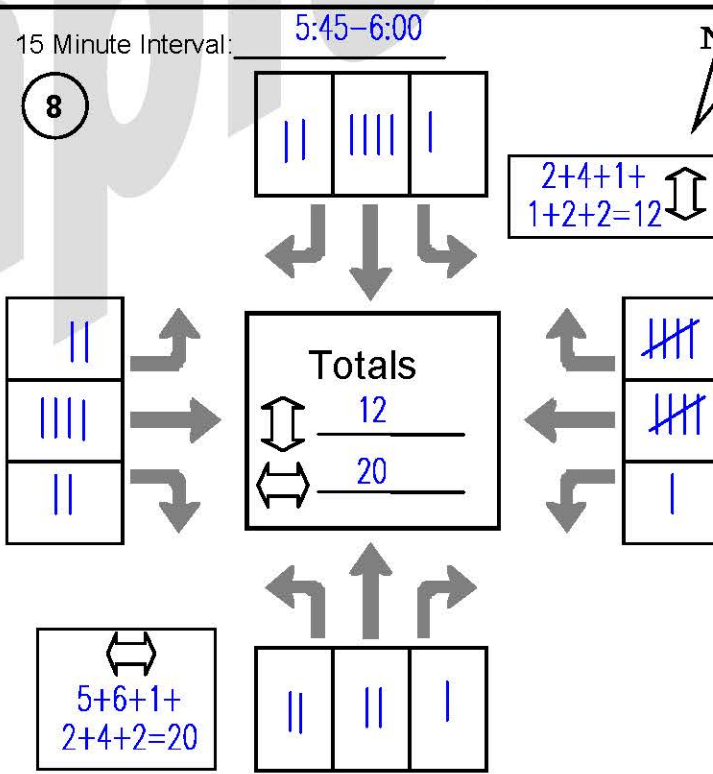
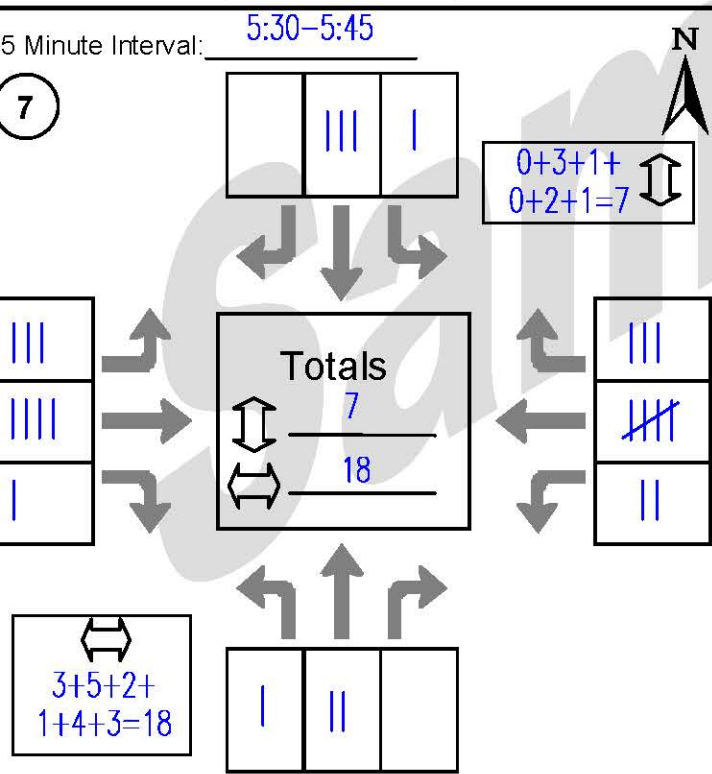
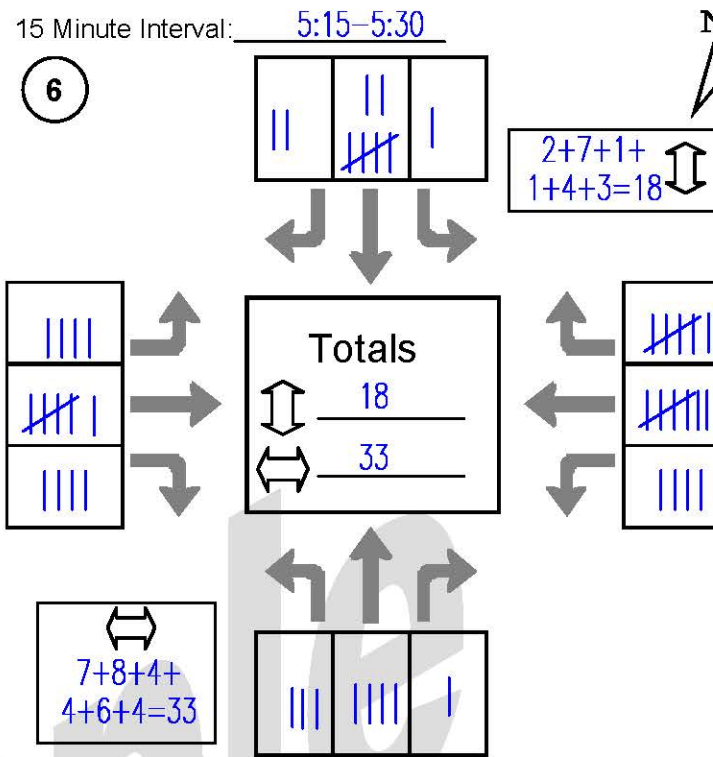
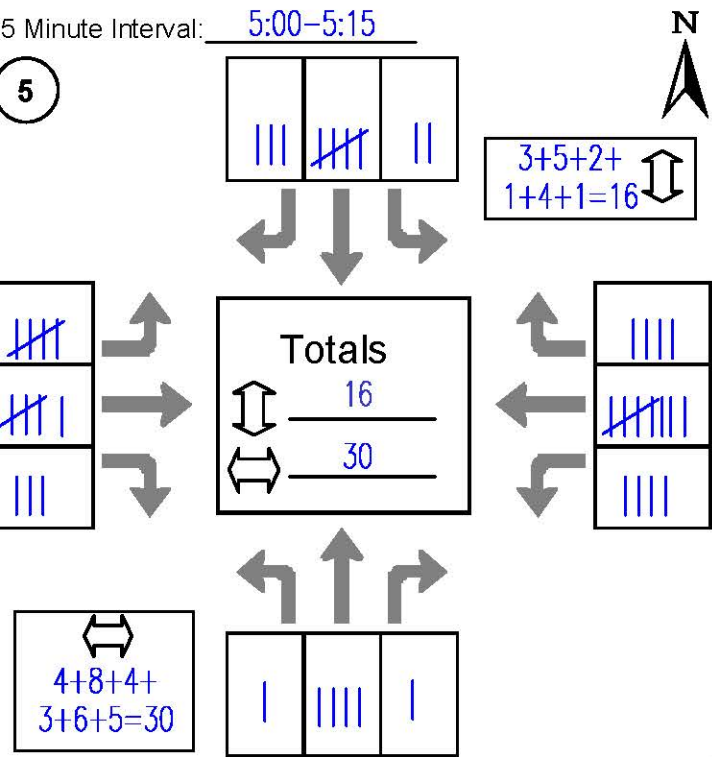
Counter Name: Betty Rubble

Weather Conditions: Raining

Sketch the Intersection:



Section 2 Example Continued



Section 3 (To be completed after data collection)

Add the totals for:

3, 4, 5 and 6: \updownarrow _____ \leftrightarrow _____

2, 3 and 4: \updownarrow _____ \leftrightarrow _____

4, 5, 6 and 7: \updownarrow _____ \leftrightarrow _____

3, 4 and 5: \updownarrow _____ \leftrightarrow _____

5, 6, 7 and 8: \updownarrow 16+18+7+12=53 \leftrightarrow 30+33+18+20=101

NTCP Roadway Count Worksheet

Section 1 (To be completed prior to start of data collection)

Roadway Name: _____ Count Date: _____

Counter Name: _____ Count Time (Two-Hour): _____

Weather Conditions: _____

Section 2 (To be completed during data collection)

Row	15 Minute Interval (e.g. 4:15 to 4:30)	Direction/Count: (e.g. Eastbound/1111)	Direction/Count: (e.g. Westbound/1111)	Roadway Totals	Pedestrian Counts (optional)
1					
2					
3					
4					
5					
6					
7					
8					

Section 3 (To be completed after data collection)

Add Totals for Rows 1, 2, 3, and 4: _____
 Rows 2, 3, 4, and 5: _____
 Rows 3, 4, 5, and 6: _____
 Rows 4, 5, 6, and 7: _____
 Rows 5, 6, 7, and 8: _____
 Select Highest Value: _____

Multiply the Highest Value by 10

This value is the approximate Average Daily Traffic (ADT) for the roadway.



NTCP

Roadway Count Instructions

To Estimate the Traffic Volumes on a Specific Roadway, follow these steps:

1. Identify a location on the roadway where the traffic will represent the problem.
2. Near the identified location, select a safe place to sit for two hours that provides adequate vision clearances to count all oncoming vehicles.
3. Identify a two-hour window for the time of day when the problem seems to be the most pronounced.
4. If the traffic volumes are low, a single counter may be adequate. It may be advisable to have two different counters, one for each direction of travel.
5. Select a day to perform the counts. If the counts are simply to identify the roadway volume, the best time to conduct the counts is on a Tuesday, Wednesday or Thursday evening between the hours of 4 and 6 PM. If the counts are to identify a specific problem, pick the day and time to correspond.
6. Fill out Section 1 of the opposite side of this form with all of the appropriate information.
7. Bring some sort of timing device that will provide a minimum of a minute breakdown.
8. Be in place approximately 10 minutes before the two-hour window begins. This will ensure if there are any problems, they can be resolved before the counts start.
9. At the beginning of the two-hour window, begin counting the vehicles that approach on the roadway. Pedestrian counts may be taken, but are not usually required.
10. It is important to differentiate the direction of travel for the vehicles (ie. eastbound versus westbound traffic.) The distribution of traffic may be used to determine which mitigation measures, if any, are appropriate.
11. At 15 minute intervals, move to the next box for data recording.
12. At the end of the two-hour count, tally up the number for each 15 minute record.
13. Fill out Section 3 of the form. This will provide an estimated daily volume for the roadway counted.