



Township of Maplewood

ENGINEERING DEPARTMENT

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SIGN & MARKING (STRIPING) POLICY

Summary:

Sign and marking requests shall be reviewed individually by the Township Engineer utilizing the warrants listed in the standards prescribed by the Manual of Uniform Traffic Control Devices (MUTCD). This policy shall apply to traffic markings and the following signs categories: regulatory, warning, bicycle, school zone and guide. This policy is not applicable to stop or yield sign requests; for these requests please refer to the *Stop & Yield Sign Policy*.

Policy:

Step One: The Township Committee, Administrator, Chief of Police, Engineering Staff or members of the General Public submit a request in writing to the Township Engineer.

Step Two: The Engineer performs an initial evaluation of the request against the warrants listed in the MUTCD. If further study is warranted the request will proceed to Step 3; otherwise the Engineer will respond in writing to the requestor stating reasons as to why the request was not warranted.

Step Three: The Engineer performs a field evaluation and plan study of the request. If required the Engineer will request speed, volume and accident data from the MPD. Additional field surveys may also be performed to assess pedestrian and vehicular traffic relating to the request.

Step Four: The Engineer makes a written report recommendation against or for the installation of the signs or markings.

Step Five: The recommendation is reviewed at the next available Planning and Engineering Committee and then forwarded to the Township Committee for review. If a written ordinance is required for the approval (i.e. crosswalks, parking signs, handicap parking, etc...), an ordinance is drafted by the Township Attorney for approval. If the ordinance doesn't pass the Township Committee shall respond to the requestor in writing stating reasons for denial that are separate and apart from the Engineers recommendation. In the case of County Roads, approval of the Essex County Engineering Department may also be required before final passage of the ordinance.

Step Six: If required by Title 39:4-8 of the NJ Statues, the Engineer forwards the following documents to the Commissioner of Transportation for approval, if warranted, and general record:

- a. Two certified copies of ordinance
- b. Cover letter with certifications (if required) per N.J.S.A. 39:4-8b(3)
- c. Traffic Counts
- d. Accident Data
- e. Map with signage and markings as per MUTCD

Step Eight: Ninety (90) days later or sooner, if not rejected by the Commissioner of Transportation, the Engineer forwards a request to DPW to install the signs and mark the pavement.