



Township of Maplewood

ENGINEERING DEPARTMENT

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STOP & YIELD SIGN POLICY

Summary:

The legal requirements regarding the installation of stop intersections, multi-way stop intersections and yield intersections are listed in Title 39:4-8 of the New Jersey Statutes (copy attached). This statute outlines the process necessary to seek approval of the intersections from the Commissioner of Transportation. The Commissioners approval is not required for designating these controls on streets *under municipal jurisdiction that are totally self contained within the municipality and have no direct connection with any other street in any other municipality or are contiguous and within 500 feet of a school, playground or youth recreational facility (N.J.S.A 39:4-8b.(1)c-d)*. All installations are required to conform to the current standards prescribed by the Manual of Uniform Traffic Control Devices (MUTCD) (copy attached).

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 requests a traffic study and accident reports from the Maplewood Police Department (MPD).

Step Four: The Engineer reviews the data and if necessary requests additional data, performs manual traffic counts or additional field studies.

Step Five: The Engineer makes a written report recommendation against or for the installation of the sign(s). The written recommendation is reviewed at the next available Planning and Engineering Committee and then forwarded to the Township Committee for review. In the case of the denial the Engineer will respond in writing to requestor stating reasons as to why the request was not warranted.

Step Six: The Township Attorney drafts an ordinance of the installation of the sign(s). The ordinance is introduced and approved by the Township Committee. 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.

Step Seven: 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.