

TOWN OF CORNWALL POLICY

INFRASTRUCTURE

PROCEDURE FOR INSTALLATION OF SPEED HUMPS

Policy Number: TBD

Originating Department: Infrastructure

Approved By: TBD

Date of Approval: January 20, 2021

1.0 Policy Statement

- 1.1 To provide the Department of Infrastructure with direction to consistently and effectively Process Applications for the installation of Speed Humps in the Town of Cornwall.
- 1.2 To ensure Town resources are allocated to Infrastructure regarding the installation and subsequent maintenance of Speed Humps throughout the Town.
- 1.3 To ensure that all speed hump installations are subject to approval from the Manager of Infrastructure.

2.0 Scope

- 2.1 To set out clear guidelines for the process to be followed for Infrastructure to review and approve or deny an Application for Speed Hump installation.
- 2.2 To outline the process to be followed and the conditions which must be met by an Applicant for the installation of a Speed Hump.

3.0 Definitions

- 3.1 “Applicant” refers to any resident of the Town of Cornwall at least 18 years of age who submits the required Application for a speed hump.
- 3.2 “Town” refers to the Town of Cornwall.
- 3.3 “Town Staff” refers to any person employed by the Town of Cornwall.
- 3.4 “Manager of Infrastructure” refers to the manager of Infrastructure or his/her designate.
- 3.5 “Speed Hump” refers to the standard traffic control device used by the Town of Cornwall.

- 3.6 “Speed Hump Application Form” or “Application” refers to the form on which details regarding the Applicant’s request are provided to the Town, and the Applicant makes his/her acknowledgment of the conditions to be met.

4.0 Authorization

- 4.1 The Manager of Infrastructure shall approve the installation of a Speed Hump upon review of a completed Speed Hump Application Form.
- 4.2 An installed Speed Hump shall remain the property of the Town and may not be removed, relocated, or altered by the Applicant.

5.0 General

- 5.1 An Application shall only be accepted by the Department of Infrastructure if all criteria and conditions outlined in the document ‘Cornwall Traffic Calming Information Package’ are satisfied. Any condition not being satisfied shall be considered sufficient reason for an application being denied.
- 5.2 The Manager of Infrastructure reserves the right to deny any application despite its meeting the criteria and conditions outlined in the document ‘Cornwall Traffic Calming Information Package’.
- 5.3 The Manager of Infrastructure reserves the right to install a Speed Hump on any residential street in the Town, as necessary, without receiving an Application.
- 5.4 Any incomplete Speed Hump Application Form received by the Department of Infrastructure shall not be considered for installation. Incomplete applications shall be returned to applicant for a request for more information. It is the sole responsibility of the Applicant to ensure their Application is complete.

6.0 Process

- 6.1 The Department of Infrastructure receives feedback from a resident expressing concern over speeding in the Town neighbourhood, in which the resident lives.
- 6.2 Infrastructure Administration Staff advises the resident that in order for installation of speed hump(s), they must submit a Speed Hump Application Form. Infrastructure Administration Staff shall provide the resident with the Speed Hump Application Form and Cornwall Traffic Calming Information Package.
- 6.3 The resident shall complete all fields of the Application and submit the completed Application to the Department of Infrastructure via email, mail, or hand delivery. Upon completion of the Application, the resident shall be known as the Applicant.

- 6.4 Infrastructure Staff, under direction of the Manager of Infrastructure, shall review the Application to ensure necessary conditions and criteria have been met, as defined in the document 'Cornwall Traffic Calming Information Package'. Should any fields in the Application or other required documentation not be provided, or the conditions and criteria in the document 'Cornwall Traffic Calming Information Package' not be met, the Application shall not be considered further and a Speed Hump shall not be installed.
- 6.5 Based upon the outcome of the Application review and engineering judgement, the Manager of Infrastructure shall approve or deny the installation of a Speed Hump. The installation location of a Speed Hump shall be at the discretion of the Manager of Infrastructure.
- 6.6 The Manager of Infrastructure, upon approving an Application, shall initiate the internal process to have Infrastructure Staff install the Speed Hump at the prescribed location.
- 6.7 The installation location and date of install shall be recorded by Infrastructure Staff to ensure that best asset management and inventory keeping practices are followed.