



EXAMPLE PETITION INSTRUCTIONS

SIGNATURES

- A map showing each petition boundary is enclosed on the back side of the petition forms. The petitions must be circulated to everyone within the petition boundary. Please be sure that anyone canvassing the neighborhood to help obtain signatures for the petitions shows residents the map on the back side of the petition form so they know where the traffic calming features are proposed. For the speed hump, traffic circle, and median island petitions, a photograph and handout listing the advantages and disadvantages to speed humps is also enclosed.
- Signatures are required from those households immediately adjacent to each proposed speed hump location. It is recommended that the petition be circulated to those households first. If a signature from a household immediately adjacent to a proposed speed hump location cannot be obtained, please contact the City to review possible alternative locations or eliminating that speed hump location from the petition.
- Only one signature per property will be counted on the petition. Signatures from the property owners are required for petitions for permanent traffic calming measures. For petitions for temporary traffic calming measures, signatures from either the property owner or a renter will be sufficient.
- Please be aware that information on the petitions may be seen by other neighbors. Please use the utmost regard for privacy when circulating the petitions for signatures.
- Schools and City parks are considered neutral entities and therefore no signature from those properties will be required.
- Where a speed hump is adjacent to the drainage area that has been dedicated to the City, the City will be considered a neutral agency and therefore no signature from that parcel will be required.
- Where a Homeowner's Association park, common area or drainage area is included in the petition boundary, such as when a speed hump location is adjacent to it, the board of the neighborhood's association must approve the speed hump location in writing. This can be satisfied with a letter signed by one or more board members.

Where a speed hump is adjacent to a Homeowner's Association park, the board of the neighborhood's association must approve the speed hump location in writing. This can be satisfied with a letter signed by at least one board member. If the HOA park is included in the petition boundary but a speed hump is not proposed immediately adjacent to the park's boundaries, the board of the neighborhood's association can attach a statement of support for the petition signed by at least one board member.

- Mobile home parks on streets adjacent to streets with proposed traffic calming measures are not included in petition boundaries.
- If a person signing the petition decides to change their mind and would like to remove their name from the petition, the person has 3 business days from the date the petition was received by City staff to submit a letter to the City stating in writing that they would like to rescind their name from the petition.
- Only signatures on official petition forms prepared by the City of Peoria will be accepted. No photocopies or substitutions will be allowed. Please do not hesitate to contact the City if additional petition forms are needed.

FUNDING

- For temporary traffic calming features, the City of Peoria will pay 100% of the cost. A minimum of 70% of the signatures within the petition boundary is required for the petition to be approved.
- For the permanent speed hump petitions, funding will be based on the percent of signatures obtained for the petition. A breakdown of the numbers of signatures needed and the associated funding that may be required is provided on the handouts enclosed with each petition. A minimum of 70% of the signatures within a petition boundary is required for any petition to be approved.
 - If 70 to 80% of property owners approve the petition, the City pays 80% and the property owners pay 20%.
 - If 80 to 90% of property owners approve the petition, the City pays 90% and the property owners pay 10%.
 - If 90 to 100% of property owners approve the petition, the City pays 100%.
- Please note that neighborhoods do not qualify for speed humps only, therefore a combination of traffic calming measures is required. This means that a petition for temporary traffic calming measures must be approved for the other streets to be eligible for speed humps. In addition, the streets with the highest average number of vehicles and highest average speeds must receive traffic calming before other streets are eligible for speed humps or speed tables. The only neighborhoods which qualify for speed humps only are those where at least one of the streets in the study area shows average speeds of 5 mph or more over the posted speed limit.

DEADLINE

- If the petitions are not completed and returned to the City within 6 months from the date they were mailed to the neighborhood coordinator, they will expire. A one-time extension of up to three additional months may be requested if necessary. If the completed petitions are not received by the deadline, six months must pass from the deadline when the petitions expired before City staff will prepare additional petitions or conduct additional traffic studies, if requested by residents.