



## Guidelines For Determining Multi-Way Stop Sign Requests Adopted by Board of Directors September 9, 2004

The Federal Highway Administration (FHA) Manual on Uniform Traffic Control Devices (MUTCD), 2003 Edition is adopted as the guide for implementation of procedures. The Association will review the requirements of the MUTCD on a yearly basis and adjust it as necessary to meet South Riding's requirements. The following steps form the entrance requirement for the implementation of standards:

- 1) Receive written request from at least five (5) residents for a multi-way stop sign at a particular location.
- 2) Request in writing stepped up traffic enforcement by the Loudoun County Sheriff at and around the requested sign location for a minimum of thirty (30) days.
- 3) Concurrent with completing the requirements of #2 above, request in writing from the Loudoun County Sheriff enforcement and accident statistics concerning the requested location and immediate vicinity.
- 4) Upon review of the information requested in items #2 and #3, and in conjunction with the MUTCD, staff will determine if a request to VDOT for consideration of a multi-way stop sign is warranted.
  - a) If the review outlined in #4 above indicates that a request to VDOT is not warranted, notify all of the residents who made the request accordingly. Additionally, notify VDOT in writing of the request and the staff decision not to request VDOT to consider a sign.
  - b) If the review outlined in #4 above indicates that a request to VDOT is warranted, notify in writing the requesting residents and all other residents within an approximate one-quarter mile radius of the location at which a sign is requested that a 14 day "comment period" has commenced.
    - i. if practical, notice shall be posted at or near the location at which a sign is requested to inform residents that a request for a sign may be made by the Association and of the 14 day comment period and notice shall also be posted on the Association website.
- 5) Upon receipt of all comments from residents staff will make a recommendation to the Board of Directors whether or not to request VDOT to review the location(s) in question for traffic signs.
  - a) If the recommendation is to request VDOT to consider a sign, send appropriate correspondence to VDOT requesting that VDOT staff implement VDOT July 7, 1995 policy concerning such requests for the subject location(s.) The Board will accept the decision rendered by VDOT in this regard.
    - i. Once received, notify all residents notified in #2 above and others who may have submitted written comments during the "comment period" of the VDOT decision.
  - b) If the recommendation is is not to request VDOT to consider a sign, notify all residents notified in #2 above and others who may have submitted written comments during the "comment period" of the results of the research and the recommendation to the Board of Directors.
- 6) If determined necessary, commence with traffic study.
  - a) Weigh the results of traffic study and the statistics provided by the Loudoun County Sheriff, and thereafter make a recommendation to the Board of Directors.
  - b) Notify all residents notified in #2 above and others who may have submitted written comments during the "comment period" of the results of the research and the recommendation to the Board of Directors.
  - c) If warranted, notify all residents notified in #2 above and others who may have submitted written comments during the "comment period" of the Association's interest in performing additional research on traffic calming measures.