

**Town of Windermere  
Public Works Department  
Policy I**

**Title: Multi-Way Stop Signs**

**I. OBJECTIVE**

To adopt an official policy governing the use of multi-way (3 –way, 4-way or all way) stop signs.

**II. PURPOSE**

This policy and procedure, upon adoption by the Town Council, shall be applicable on town-maintained streets and shall provide the following:

- a. Consistent and standardized method for use of stop signs on streets within the jurisdiction of the Town.
- b. Adherence to Federal and State guidelines, regulations and rules that apply to the use of stop signs.
- c. A safe and cost effective manner balancing the need for safety of the traveling public, as well as the general welfare of the Town residences and environmental concerns.
- d. A process to evaluate the request for the installation of a stop sign within the Town.
- e. Establish authority for approval for stop sign request.

**III. PROCEEDURE**

Request for a stop sign will be evaluated by the Town of Windermere Public Works Department and approved or denied by the Public Works Director or their designee. A stop sign may be warranted and approved where one or more of the following conditions exist:

- a. Intersection of a less important road with a main road where application of the regular right-of-way rule is hazardous.
- b. Street entering a through highway or street.
- c. Unsignalized intersection in a signalized area.
- d. Intersections where a combination of high speed, restricted view and serious accident and/or incident records indicate a need for control by the stop sign.

Stop signs will not be approved if, but not limited to, any of the following reasons:

- a. To calm traffic or control speed.
- b. A less restrictive measure or no control at all will accommodate traffic demands safely and effectively.

Request

The process for approval for installation of a new stop sign by the Public Works Department will begin by a request from a resident or business owner as follows:

- a. Request for stop signs may be made by a town resident or a town business owner.
- b. Request shall be submitted to the Public Works Department using the attached Stop Sign Request Application.
- c. Only 1 (one) stop sign request location per application.
- d. Upon receipt of the Stop Sign Request Application, the Public Works Department will conduct a field inspection of the intersection.
- e. The field inspection will take into consideration all warrants and/or information included in this policy as well as any other determining factor found necessary.
- f. If the request is denied, the Public Works Director will inform the person making the request.
- g. If the request is approved, the Public Works Director shall direct the order and installation of the new stop sign.
- h. Upon approval, the actual date of installation will be subject to availability and budgetary allowances.

EFFECTIVE DATE: October 25, 2016

REVISION DATE: \_\_\_\_\_