

Lower Macungie Township

3400 Brookside Road, Macungie, Pa. 18062-1428

Traffic Control/Signage Request Form

Information and Directions

1. Lower Macungie Township frequently receives requests for traffic controls such as: stop signs, speed limit signs, handicap parking signs, watch children sign, no parking signs, etc. These types of traffic control regulations are no longer permitted to be simply established by Lower Macungie Township (LMT) but instead must have the need documented by a traffic engineering study which determines that the required statewide standards, promulgated by the Pennsylvania Department of Transportation (PennDOT) have been met.
2. The current Pennsylvania Vehicle Code takes jurisdiction and sets standards, which **MUST** be followed by ANY township, including Lower Macungie Township, before any action may be taken by the Township to implement or post ANY new or revised traffic control regulations on public roadways.
3. This Code of Law requires that a traffic engineering study be performed in accordance with PennDOT's engineering standards to document those statewide standards that have been established and recognized by PennDOT as required criteria that must be met prior to implementing any legally enforceable traffic control regulations. If these regulations are not legally established, they are therefore unenforceable. Since Lower Macungie Township does not have an in-house traffic engineer to perform the required engineering studies, the Public Safety Commission and the Board of Commissioners must implement policies and procedures for handling requests for traffic controls and signage to ensure that the costs for outside traffic engineering consultants effectively contained. This policy requires that all requests for traffic controls and signage be reviewed by Lower Macungie Township's Public Safety Commission and the Public Works Department to determine if the requests are appropriate before the request is submitted to the Board of Commissioner's for further review and the required legal studies.

FORM INSTRUCTIONS

1. Requests for traffic controls and signage must be submitted to Lower Macungie Township on the Request for Traffic Control/Signage form. All requested information must be provided on the form in order for it to be reviewed.
2. Where appropriate, additional information and documentation such as maps, pictures, drawings, etc. should be submitted with the form as supporting materials.
3. Completed forms and documentation may be submitted by mail to the Township Manager c/o 3400 Brookside Road, Macungie, Pa. 18062 or by fax 610-965-3654.

4. When received, completed forms will be reviewed first by the Public Safety Commission and then by the Public Works Committee. If the request is approved by the Public Safety Commission and the Public Works Committee, a recommendation for further review will be submitted to the Board of Commissioners, who will approve or reject the request.
5. If approved by the Board of Commissioners, all completion of all legal studies and notices are required before approving an ordinance for the traffic control or signage.
6. The Public Safety Commission strongly recommends that individuals requesting the traffic control or signage attend the regular Public Safety Commission meeting held on the 3rd Tuesday each month at 7 p.m. to discuss their request.