



City of Spring Hill, TN Neighborhood Traffic Calming Policy (NTCP) Project Filing Procedure

GOAL: Outline on how to file a traffic calming project with the City of Spring Hill, TN per the City's NTCP adopted in January 2013.

PROCEDURES:

1. HOA or a Homeowner's Group submits a written request to City Administrator
 - a. Request must contain perceived problem, HOA contact
 - b. Representatives of 2 or more individual properties constitute a homeowner's group.
2. Upon Receipt of written request, City Staff will define the petition area
3. City Staff will prepare a petition packet that includes the petition form, copy of the NTCP, map of study area and names/addresses of property owners within the petition area
4. Requestor responsible for conducting the petition
5. Prior to conducting the petition, the traffic calming request and petition **MUST** be presented at a neighborhood meeting that is publicized by the City of Spring Hill in the same manner public notices are published
6. City Staff will be present at the neighborhood meeting to present the project request
7. After the Neighborhood meeting, the requestor must obtain supporting signatures, or "yes" votes that represents 51% of the households within the petition area
8. Requestor will have 90 days after the neighborhood meeting to submit the petition to the City Administrator
9. If the petition fails or is not returned within the 90 day timeframe the project is terminated