

**ADMINISTRATIVE PROCEDURES  
FOR  
SPEED HUMP INSTALLATION IN THE COUNTY OF KAUAI**

PROCEDURE

This procedure is to assist neighborhoods to request speed hump for installation on public, local, residential streets. Also, use of this procedure will promote proper documentation and prevent unwarranted hump installations. [Ordinance No. 720-1998 Bill No. 1856]

DEFINITION OF A LOCAL RESIDENTIAL STREET

A local residential street is defined as a street which permits direct access to lots, offers the lowest level of mobility, and generally does not service through traffic. Local street pavements are typically not wider than twenty-four (24) feet. Local streets tie into the next higher road system called collector streets. Collector streets penetrate neighborhoods to collect traffic from local streets and channel it into the higher road system called arterials.

DEFINITION OF A SPEED HUMP

A speed hump is a traffic control device whose primary purpose is to reduce the speed of vehicles traveling along the roadway. The speed hump design and construction consideration as contained in GUIDELINES FOR THE DESIGN AND APPLICATION OF SPEED HUMPS, MARCH 1993, a proposed recommended practice of the Institute of Transportation Engineers, is adopted as the accepted speed hump design.

REQUEST FOR APPROVAL

- A. The neighborhood interested in the program should organize themselves and decide on a designated representative, to simplify coordination and communications between County and the residents. County staffing is very limited and therefore, overlapping or duplicate requests should be avoided. An initial phone inquiry should be made by the designated representative, to the **Permitting & Design Section of the Engineering Division at (808) 241-4883**, for verification on whether the street of concern is in fact a local residential street under the County of Kauai's ownership.
- B. Upon receiving a confirmation that the street of concern is a local residential street, application forms and a tax map will be provided for the designated representative to use in documenting citizen support. Completed forms for the speed hump installation request shall be submitted to the Department of Public

Works Engineering Division. The request shall include the following completed forms:

1. Form ED-SHP/5/98 which identifies the name and boundaries of the street, the designated representatives name, mailing address, phone and FAX numbers, and signature;
  2. The tax map(s) previously provided; and
  3. Form ED-SHP/POLL-5/98 which lists all the property owners residing within 500 feet of proposed speed hump installations. Every property owner must be provided the opportunity for input. Spaces are provided for each person's signatures indicating whether the person is for or against the speed hump installations.
- C. No request for the installation of speed humps shall be evaluated unless 75% of the property owners are in favor of the installation.
- D. According to engineering guidelines, the minimum effective spacing for a speed hump is 150 feet. Therefore, cul-de-sac (dead end) streets less than 300 feet long may not be considered.

#### DEPARTMENT ACTION

- A. Upon the Department's receipt of the request, the information shall be forwarded to the Engineering Division for evaluation within 30 days. The Department will then respond in writing to the designated representative on the results of the evaluation.
- B. Should the speed hump installations be warranted, a preliminary location plan will be developed for formal review by the neighborhood, police department, fire department, and local ambulance service. To supplement the preliminary location plan, the street pavement will be physically marked where the speed humps are proposed to be installed. A 30 day review period will follow. If no adverse comments are received, the speed humps will be installed accordingly.
- C. Contract bid documents for the installation of speed humps at various locations will be processed and scheduled for installation at the time of the next road resurfacing project. The County conducts road resurfacing once a year.