



TRANSPORTATION DEPARTMENT

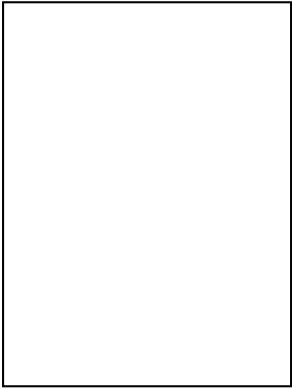
SIGNAGE/STRIPING/PARKING REQUEST FORM

Submit to:	Transportation Engineer 723 S. Lewis Street Stillwater, OK 74076 Telephone: 405-533-8431	Tracking Number:
		Date:

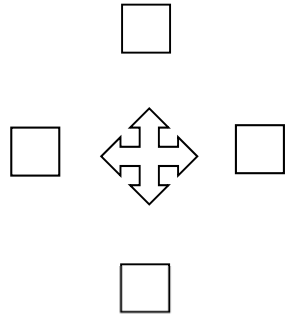
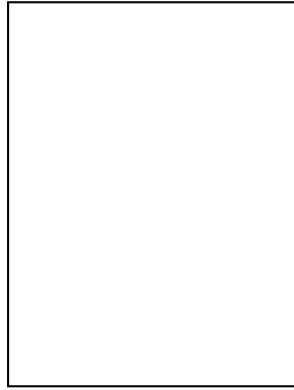
Requestor's Information	Name:	
	Address:	
	Primary Phone:	
	Alternate Phone:	
	Email (optional):	

Requested Action	Please describe the requested action and provide a sketch on the reverse of this form or attach a letter and drawing:	<input type="checkbox"/> Traffic Flow <input type="checkbox"/> Parking <input type="checkbox"/> Pavement Marking <input type="checkbox"/> Signage

Response	<input type="checkbox"/> Recommend Accept Request <input type="checkbox"/> Recommend Deny Request <input type="checkbox"/> Recommend Accept Request with Modification		
		Transportation Manager Signature	Date
	<input type="checkbox"/> Accept Transportation Engineer Recommendation <input type="checkbox"/> Deny T.E. Recommendation <input type="checkbox"/> Accept T.E. Recommendation with Modification		
		Engineering Director Signature	Date
	<input type="checkbox"/> Approve Departments Recommendation <input type="checkbox"/> Deny Departments Recommendation <input type="checkbox"/> Recommend Approve with Modification		
		City Manager Signature	Date
	<input type="checkbox"/> Uphold <input type="checkbox"/> Overrule <input type="checkbox"/> Overrule with Modification	<u>Council Action</u>	
		City Clerk Signature	Date
		Date Reviewed by Council:	
		Council Report Number:	

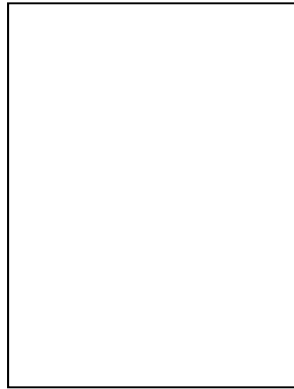
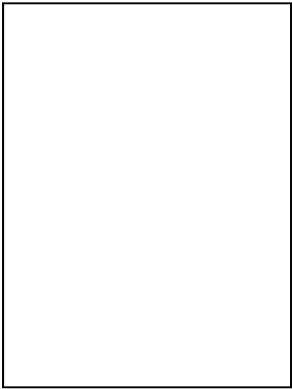


Street Name

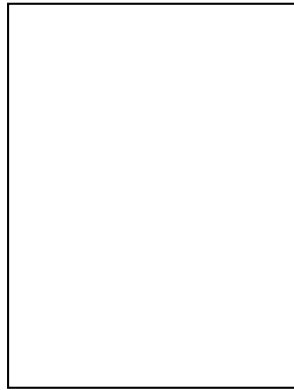
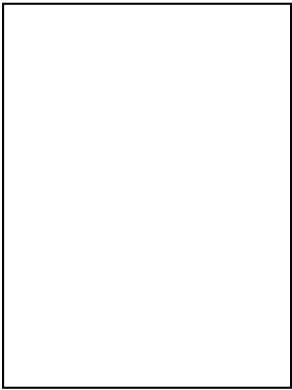


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Street Name



Street Name



CITY OF STILLWATER
SIGNAGE/STRIPING/PARKING REQUEST GUIDELINES

1. Request form submitted to the Transportation Engineer.
2. The Transportation Engineer will respond to the request within 14 calendar days or contact the Citizen regarding the timeframe expected for full evaluation.
3. The Transportation Engineer will evaluate the request and determine applicable decision guidelines following current City of Stillwater Standard Operating Guidelines. Upon completion of evaluation, the recommendation and original request will be submitted to the Transportation Department Manager for review of process.
4. The Transportation Department Manager will review the Request and the Transportation Engineer's recommendation within 7 calendar days and provide a recommendation to the City Manager.
5. The City Manager will review the Request and the Transportation Department Manager's recommendation within 7 calendar days.
 - a. If the City Manager approves the Request, the Transportation Engineer will advise the Citizen and forward the request to the Traffic Supervisor for implementation. The Transportation Engineer will file the project as Complete when notified that implementation was successful.
 - b. If the City Manager denies the Request, the Transportation Engineer will advise the Citizen with notification of the denied request and reasons why it was not approved. The Transportation Engineer will file the project as Complete.
6. A City Manager's decision to deny the request may be appealed to the City Council in accordance with Sec. 29-32(b), Stillwater City Code. Written notice of such appeal shall be submitted in writing to the City Clerk within ten (10) days of the denial action.
 - a. Upon notification of such appeal, the Transportation Department will prepare a council report to present the request.
 - b. The City Council will review the Request and the Transportation Department Manager's recommendation at the next available Council meeting.
 - c. If the City Council overrules the decision to deny, work will be scheduled to implement the request. The Transportation Engineer will file the project as Complete when notified that implementation was successful.
 - d. If the City Council upholds the decision to deny, the Transportation Engineer will advise the citizen with notification of the denied request and reasons why it was not approved. The Transportation Engineer will file the project as Complete.