



Traffic Safety Request Application

Traffic Operations (Right-of-Way Management Division)



Guidelines

The Public Works Department (Traffic Operations) is responsible for performing studies, field investigations and traffic counts related to traffic safety concerns. This request form is required for new installations or modifications to existing traffic control devices. A complete application is required prior to any study being evaluated. In addition to the request, images can be submitted in support of the request. Each request requires a review to determine eligibility. Eligible requests meeting criteria for installation will be prioritized based on availability of resources. Requests to maintain existing infrastructures should be submitted to [311](#).

Safety requests considered with this application include the following:

- 1. Traffic calming in residential neighborhoods.*
- 2. Installation and/or removal of traffic control devices including, but not limited to, signs (regulatory, warning, and guide), flashing signs, traffic signals, crosswalks, parking and turning restrictions, roadway obstructions, and curb/pavement markings.*
- 3. Roadway obstructions causing visibility concerns at intersections.*

Request/ Study Guidelines

1. This form shall be used for all **new installation** requests. A point of contact is **required** for correspondence and gathering of petition signatures (if applicable).
2. Completed forms shall be submitted to ROWMANAGEMENT@cctexas.com for consideration.
3. Requests shall meet criteria established by the Public Works Department.
4. Requests shall be in accordance with guidelines established by the Federal Highway Administration. These guidelines are found in the [Texas Manual on Uniform Traffic Control Devices](#) (TMUTCD), latest edition.
5. Requests and studies are only considered on streets maintained by the City of Corpus Christi. All other requests will be forwarded to the appropriate agency for consideration.
6. Engineering studies and traffic counts will not be performed within a work zone, during school breaks and holidays (unless required for study).
7. If a study has been performed or location evaluated within the past two (2) years, it will not be re-evaluated unless there have been significant changes to traffic patterns or operations.
8. Community support, in the form of a petition or letter, may be required for some installation/removal requests.
9. Timeframe for completion varies as each request must be evaluated on a case-by-case basis. City staff will provide anticipated timelines upon completed application submittal.
10. These project requests are publicly funded. Eligible projects will be prioritized based on crash history, speed, volume, and other safety-related factors.



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Traffic Safety Requests

Traffic Calming Requests

The Residential Traffic Management Program (RTMP) addresses the installation of traffic calming devices and measures to discourage speeding and cut-through traffic on eligible streets in residential neighborhoods. An application may be made by one or more property owners or authorized representative of a homeowner's association.

Community support may be required for traffic calming requests. Eligible projects are publicly funded so they will be prioritized based on safety, funding availability, and other criteria established by City code or Public Works procedures.

Crosswalk Requests

Crosswalks are defined by crosswalk markings (white transverse lines or high visibility longitudinal lines parallel to traffic flow). Crosswalk markings provide guidance for pedestrians crossing roadways at signalized intersections, approaches controlled by a STOP or YIELD sign, and mid-block locations. They also alert motorists that pedestrians may be present.

A site-specific engineering study is required for a crosswalk request to ensure safety for all road users. Studies evaluate, at minimum, roadway characteristics (e.g. pedestrian and traffic volumes, road width, posted speed), sight distance (ability to see oncoming traffic and cross the road safely with enough time), accessible facilities such as American with Disabilities Act (ADA) acceptable ramps, presence of sidewalks, streetlights, location of bus stops, and the presence of other nearby crosswalks, and other factors.

Traffic Sign Requests

New sign requests such as STOP signs, YIELD signs, parking restrictions, no truck signs, warning signs, wayfinding or any special sign require a study. Studies will consist of an analysis of the location against guidelines established by the Federal Highway Administration. These guidelines can be found in the [Texas Manual on Uniform Traffic Control Devices](#) (TMUTCD). If a new sign is warranted, they will be prioritized for installation based on safety, funding availability, and other criteria established by City code or Public Works procedures.

Traffic Or Pedestrian Signal Requests

To be eligible, a signal request must be farther than 300-ft away from an existing signal. Studies will consist of an analysis of the location against guidelines established by the Federal Highway Administration. These guidelines can be found in Chapter 4 of the [Texas Manual on Uniform Traffic Control Devices](#) (TMUTCD). If a signal is warranted, signals will be designed and constructed as funding is identified.



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Street Intersection Obstruction Requests

Visibility and sight distance are critical to the safety of an intersection. City ordinance prohibits a plant, tree, shrub, fence, vehicle, sign, or object having a height greater than two and one half (2.5) feet above the adjacent roadway crown or obstructing a traffic control device within safe stopping distance. Trees with branches and foliage above nine (9) feet, mailboxes, public utility poles, or other City object permitted by the City. These requests to address these vision and passage obstructions are submitted to 311. This application is used for requests where alternative safety measures must be considered if removal may not be feasible.

Children at Play Sign Requests

Children at play signs are not installed by the Public Works Department. These signs are not recognized by the State of Texas or the Federal Highway Administration as official traffic control devices.

Related Links

- [Traffic Operations](#)
- [Traffic Control Devices](#)
- [Residential Traffic Calming Devices](#)
- [Standing and Parking](#)
- [Restrictions/Prohibitions on Certain Streets](#)
- [Schedules \(One-Way Streets, Parking Prohibitions, Speed Limits\)](#)

Contact Information

Applications should be submitted online or mailed.

Email: ROWManagement@cctexas.com

Phone: 361.826.3547 (Monday -Friday, 8am – 5pm)

Address: Richard Martinez Building (Building 021)
2525 Hygeia Street
Corpus Christi TX, 78415



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A. Contact Information (General)

Each request must provide a contact person who lives on the requested street within the study area boundary. The contact person will receive all correspondence and is responsible for gathering petition signatures (if required).

Name: _____

Address: _____

Corpus Christi, TX Zip: _____ Phone: _____

Email Address: _____

I agree to be the contact person for the above request, and I understand that a study is required for the installation. A petition, with evidence of support, may also be required.

Signature: _____ Date: _____

B. Traffic Safety Requests (Select All that Apply):

- _____ Speed and/or Volume Management
- _____ STOP or YIELD sign installation
- _____ New Traffic Signal
- _____ New Pedestrian Signal
- _____ New Traffic Sign (Other than STOP, YIELD, or PARKING)
- _____ New Striping/Pavement Markings
- _____ Device Removal (Sign, Traffic Signal, Striping, Curb Marking)
- _____ Parking Restrictions
- _____ Street Intersection Obstruction (Evaluation of obstructions at intersections)
- _____ Crosswalk (Outside of School Zone)
- _____ Other: _____



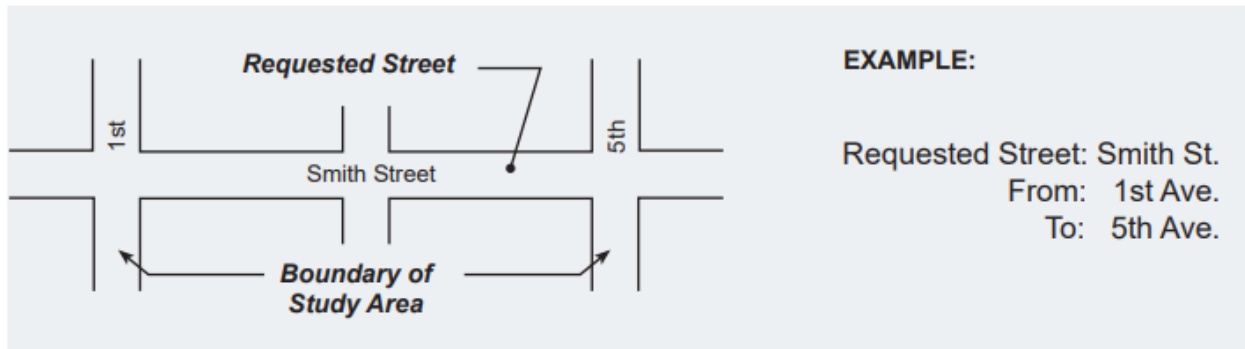
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C. Study Boundary Information

Include the name of the street as well as the boundary of the street segment. Use street names for boundaries, not block ranges. Traffic studies will be conducted only within the boundaries indicated. (Example: Smith Street from 1st Avenue to 5th Avenue.) Boundary limits may change at the discretion of the Department of Public Works.



Requested Street: _____

Boundary Area: From: _____

To: _____

Requested Street: _____

Boundary Area: From: _____

To: _____

Description of Request: Summarize request below. For crosswalk locations provide intersections where crosswalk installation is requested.
