



2021

GWINNETT COUNTY
DEPARTMENT OF TRANSPORTATION

Speed Hump Program Manual

September 16, 2021



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1. Introduction and general standards

1.1 Function of the Gwinnett County Speed Hump Program

The main function of the *Speed Hump Program*, which is managed by the Gwinnett County Department of Transportation (Gwinnett DOT), is to aid citizens in determining if their street has a speeding problem and educating them on traffic-calming options. Speed humps are installed on a residential street to serve as traffic-calming devices. Properly installed, they should foster a constant speed ranging between 25 to 30 mph. They should not be misconstrued as enforcement mechanisms. The Institute of Transportation Engineers developed, by special committee, a policy on the use of speed humps within the United States.

1.2 Local and Residential Streets

Speed humps will only be considered on local or residential streets with a speed limit of 25 mph. A physical inspection of the street along with traffic data will be used to determine the effectiveness of the installation of speed humps.

1.3 Legal Authority

Speed humps shall be placed only by the authority of the Board of Commissioners in accordance with Chapter 86 of the Gwinnett County Code of Ordinances.

1.4 Standardization of Application

In keeping with the general recommendation of the *Manual on Uniform Traffic Control Devices* (MUTCD), uniformity aids in the recognition and understanding of traffic control devices. Traffic engineering studies may indicate that speed humps would be ineffective at certain locations. Strict adherence to the standards and guidelines outlined in the manual will help ensure that any given speed hump installation will be equally recognizable and require the same action on the part of the motorists.

2. Program elements

The program follows a standard process, which is described in detail in this section. A flowchart of the program elements is included in *Appendix A*.

2.1 Speed Criteria

The 85th percentile speed is an indicator used to determine the maximum reasonable speed by performing a traffic study. The 85th percentile speed is the speed at or below which 85 percent of vehicles travel.

If the study indicates that the 85th percentile exceeds 35 mph, the petition process will proceed at 51 percent of the petition area.

If the 85th percentile is from 30 mph to 35 mph, a waiver may be requested. It will require 70 percent of the petition area to sign in favor of the speed humps.

If the 85th percentile is under 30 mph, speed humps are ineffective. Speed humps are designed to maintain speeds at 25 mph to 30 mph; therefore, their installation would serve minimal benefit.

2.2 Establishment of a Special Assessment District

If a street or street section meets the minimum speed classification criteria, the Board may adopt a special assessment district which consists of properties with access to the street with the proposed speed humps. These properties that make up the Special Assessment District will also be known as the Petition Area.

In many cases, there will also be what is known as a Notification Area. Properties located in the notification area will not be part of the voting process. The notification area will consist of properties that must drive over at least one of the proposed humps in order to access their property. All properties in this area will be notified of the proposal at the beginning of the petition process.

2.3 Speed Hump Proposal

Gwinnett DOT staff will design the placement of speed humps on streets meeting program criteria using the following guidelines and the Speed Hump details shown on *Appendix B*.

- A. **GRADE** – Speed humps will not be installed on street sections with grades greater than eight percent. An eight percent grade is a fall of eight feet over a distance of 100 feet.
- B. **SIGHT DISTANCE** – Speed humps should also be placed in locations where sight distance is not an issue. Curves are to be avoided. The humps should be visible from a distance of at least 250 feet using the stopping sight distance measurement procedures described in the American Association of State Highway and Transportation Officials (AASHTO) *A Policy on Geometric Design of Highways and Streets*.
- C. **SPACING** – Research indicates that spacing humps between 300 and 500 feet apart is most effective at lowering the 85th percentile speed to the targeted range of 25 to 30 mph. Factors such as driveway spacing, slope grade, sight distance, and 85th percentile speed, will all be used to determine exact spacing of speed humps.
- D. **LOCATION** – The first hump in a series must be located in a position to where it cannot be approached at a high speed from either direction. To achieve this objective, the first hump in a series is typically installed within 100 to 200 feet of a small-radius curve or stop sign. Care should be taken so that humps are not proposed in areas which would conflict with existing infrastructure.

2.4 Petition for Speed Humps

The Gwinnett DOT will forward the speed hump proposal along with petition forms to the requestor. A requestor may be an individual property owner, the board of the Homeowners' Association, a management company, or a renter. A properly executed petition is a generally accepted method to affect a public action. The following rules and requirements, which will be included with the petition forms, help ensure the fairness and integrity of the petition process:

- The objective of the Gwinnett County *Speed Hump Program* is to provide property owners a process to install asphaltic speed humps on County-maintained neighborhood roads, where engineering studies indicate that their use would meet the desired results of reducing neighborhood speeds and their installation is favored by a majority of the property owners in the area.
- To have speed humps installed in Gwinnett County (County), a petition will need to be collected by the requestor. This petition will then be delivered to the Gwinnett DOT for verification and transmittal to the Board of Commissioners for action. An official petition will be created by the Gwinnett DOT. An example of the Petition Cover Form is included in *Appendix C*.
- A list of property owners will be reviewed by the Gwinnett DOT from the current tax records for the defined service area. All the property owners in the subdivision or defined service area should be contacted and given an opportunity to sign this petition, indicating “yes” or “no” concerning the installation of speed humps. An example of the Petition Signature Form is included in *Appendix D*.
- The petition should be signed affirmatively by all the owners of a property and signed by a witness in order for the property to be counted as an affirmative vote. If **both** husband and wife are joint legal owners, both signatures are required. A “Mr. and Mrs.” signature is not acceptable. **All** owners must sign individually. This includes owners of undeveloped lots. No signature will be withdrawn from the petition after it is filed with the Gwinnett DOT. The purpose of the witness’ signature is to verify the signatures of the property owners, if in question.
- The percentages will be calculated, based on individual lots where owners sign affirmatively, divided by the total number of lots in the platted subdivision, units, or defined service area. Each lot counts as only one vote, regardless of the number of owners signing. A minimum percentage of the property owners must vote in favor of the speed humps before petitions can be presented to the Board of Commissioners. The required percentages are set forth in Section 2.1 of this document.
- The completed petition must be signed, notarized, and then returned to the Gwinnett DOT, where it will be checked against tax records and land lot maps to ensure that it meets all requirements. It will be returned to the requestor if it does not meet the requirements. Petitions that do meet the requirements will be presented to the Board of Commissioners at their regular business meeting for approval.
- The typical time span from receiving the completed petition to installation will be approximately four months or less.
- Annualized assessments based on the costs associated with maintenance and repair of speed humps are added to the property tax bills at the end of the year. Each platted lot, whether developed or not, will be subject to the assessed charges. The rate for participation in the speed hump program will be assessed annually per property in the defined service area.
- Removal of speed humps can proceed if Gwinnett DOT is presented a petition requesting that speed humps be removed. At least 70 percent of the property owners must vote in favor of removing the speed humps. The petition process will follow the

same requirements as outlined above for speed hump installation. Such a petition for removal will only be considered after speed humps have been in place for a period of at least one year after installation.

2.5 Participation of Cities in the Speed Hump Program

The Gwinnett County *Speed Hump Program* is not limited to those residential streets in unincorporated Gwinnett County. Each city has the choice to apply to be included as part of the County *Speed Hump Program*. The residents of those cities that participate in the County Speed Hump Program can contact Gwinnett DOT to inquire about having the speed hump program for their residential streets.

2.6 Implementation of Speed Control in the Planning Process

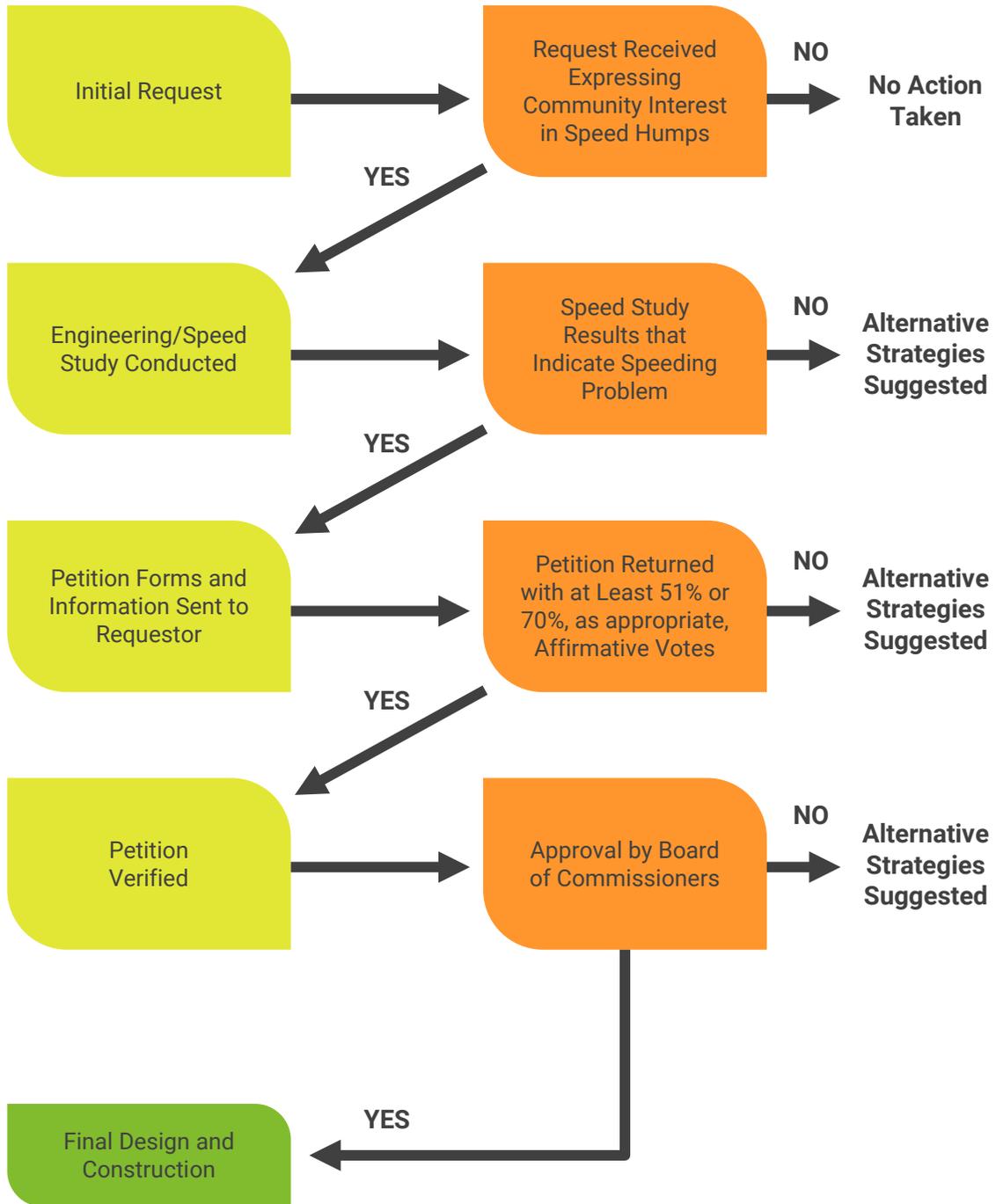
Residential speed control is something that is reviewed during the planning stages of a development. Prior to the development of a subdivision, the developer must include traffic-calming design or speed-control devices on the preliminary plans to obtain approval. These speed-control devices are reviewed by the Gwinnett DOT to determine if they meet an established criterion, prior to being granted approval.

In addition to speed humps, other traffic-calming devices may be used as well, including low-speed curves, traffic circles, median islands, roundabouts, lateral shifts, and raised crosswalks. Any of the above options, along with speed humps, may be used solely, or in conjunction with, other calming devices throughout a street or subdivision. The implementation of these calming devices in the planning stage is a proactive measure to help maintain safe speeds within residential areas before they become an issue.

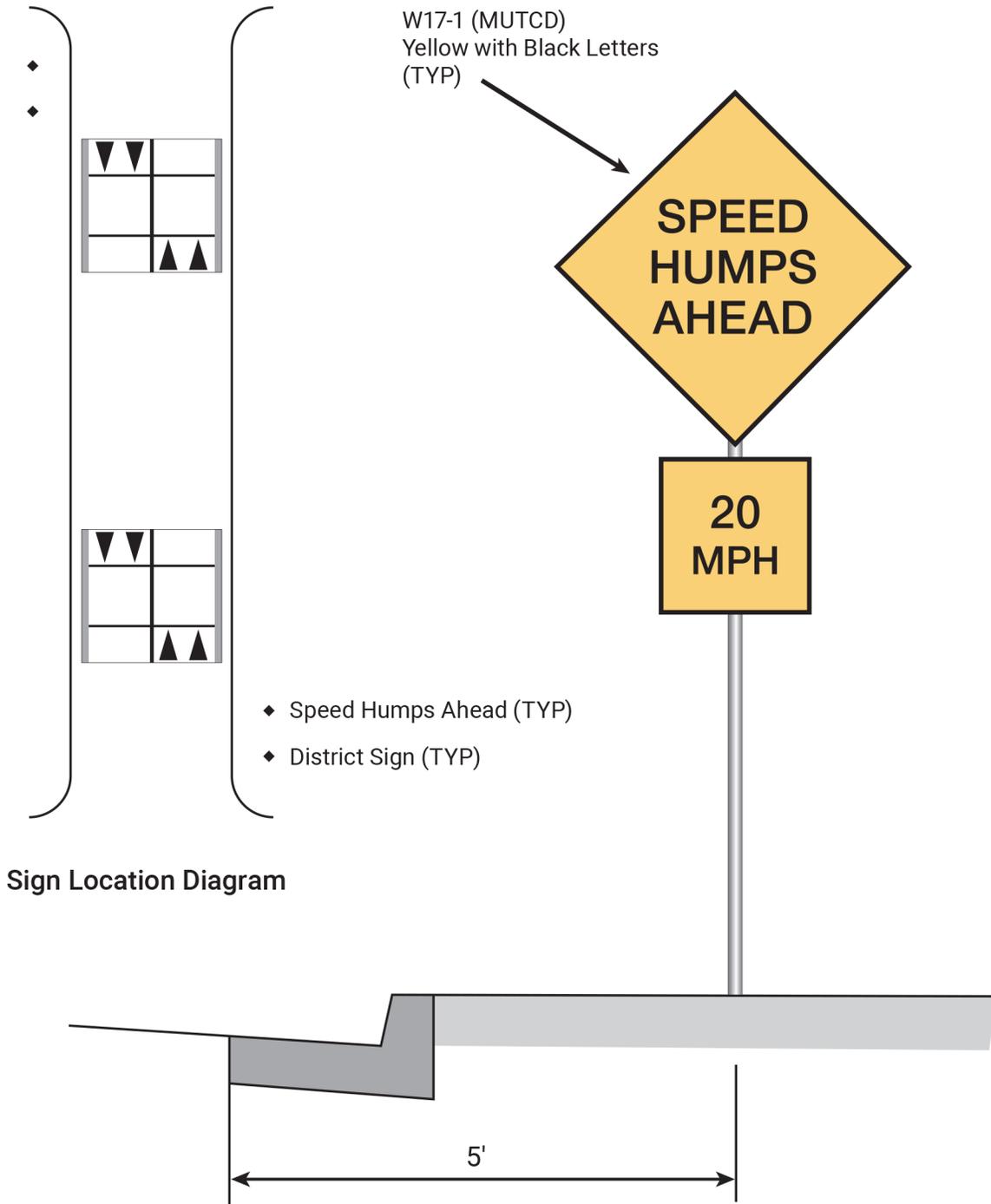
For subdivisions not completely built out and that did not go through the development process outlined above, a minimum of 30 percent of the total units must be occupied before a petition for the installation of speed humps will be considered, and a minimum of 60 percent of the total units must be occupied before a petition for the removal of speed humps will be considered.

Appendix

Appendix A – Flowchart of Program Elements



Appendix B.3 – Sign Location Diagram



Appendix C – Petition Cover Form



GWINNETT COUNTY TRANSPORTATION TRAFFIC ENGINEERING DIVISION PETITION FOR SPEED HUMPS

446 West Crogan Street, Suite 410
Lawrenceville, GA 30046-2440
770.822.7400

WE THE UNDERSIGNED, ALL BEING PROPERTY OWNERS OF THE SUBDIVISION LEGALLY TITLED "_____", UNIT(S) _____, DO HEREBY PETITION THROUGH OUR SUBDIVISION OR UNIT(S) FOR INSTALLATION OF SPEED HUMPS.

EACH OF US DOES HEREBY PLEDGE AND CONSENT TO THE LEVYING OF A LIEN BY GWINNETT COUNTY AGAINST PROPERTY WE OWN FOR THE PURPOSE OF PAYMENT OF THE COST OF INSTALLING AND MAINTAINING THE SPEED HUMPS. THERE ARE _____ NUMBER OF LOTS CURRENTLY EXISTING IN "_____" AND EACH OWNER AS SHOWN ON THE TAX RECORDS HAS AFFIRMATIVELY SIGNED THIS PETITION OR THEIR INDICATION FOR DISAPPROVAL IS NOTED HEREIN.

THIS PETITION REPRESENTS _____% OR MORE OF THE PROPERTY OWNERS OF THE SUBDIVISION TO BE AFFECTED JOIN IN THIS REQUEST. (PLEASE DO NOT FILL IN ANY BLANKS SPACES THAT APPEAR ABOVE).

• SPECIAL NOTE •

YOUR SIGNATURE ON THIS PETITION INDICATES THAT YOU HAVE READ AND FULLY UNDERSTAND ALL INFORMATION CONCERNING THE SPEED HUMP PROGRAM.

Subscribing Witness

Personally appeared before me a Notary Public, the undersigned affiant, who says an oath that he/she is one of the subscribing witness to the within instrument; that each of said witnesses saw the execution and delivery of the same by each grantor therein for the purpose set forth; and that each of said witnesses signed the same as purported.

Sworn to and Subscribed before me,

This _____ day of _____, 20____

Notary Public

SPEED HUMP PROGRAM

The objective of the Gwinnett County Speed Hump Program is to provide property owners a process to install asphaltic speed humps on County maintained neighborhood roads, where engineering studies indicate that their use would meet the desired results of reducing neighborhood speeds and their installation is favored by a majority of the property owners in that area. To have speed humps installed in Gwinnett County, a petition must be submitted to this office. All the property owners in the subdivision or defined service area should be contacted and given an opportunity to sign this petition, indicating their "yes" or "no" concerning the installation of speed humps. All property owners must sign individually. This includes owners of undeveloped lots; renting tenants are not an acceptable substitute for the legal homeowner. No signature will be withdrawn from the petition after it is filed with the Department of Transportation. The purpose of the witness' signature is to verify the signatures of the property owners, if in question. The percentages will be calculated, based on individual lots where owners sign affirmatively, divided by the total number of lots in the plotted subdivision, units, or "defined service area." Each lot counts as only one vote, regardless of the number of owners signing. At least 51% of the homeowners must vote in favor of the speed humps, before petitions can be presented to the Board of Commissioners. (The property owners of a particular street may choose to participate in the Gwinnett County Speed Hump Program if the prevailing speeds are below criteria. This special provision will require a 70% approval of the homeowners in the defined services area).

The completed petition must be signed, notarized and then returned to this office, where it will be checked against tax records and land lot maps to ensure that it meets all requirements. It will be returned to the sender if it does not meet the requirements. Petitions that do meet the requirements will be presented to the Board of Commissioners at their business meeting for approval.

The installation of the speed humps by the contractor will not be considered final until personnel of this office inspects the humps for compliance with design specifications.

The time span from receiving the petition to installation will be approximately four months.

Annualized assessments based on the costs associated with maintenance and repair of speed humps are added to the property tax bills at the end of the year. Each platted lot, whether developed or not, will be subject to the assessed charges. The rate for participation in the speed hump program will be ____ per year per property in the "defined service area."

Removal of speed humps can proceed if the County is presented a petition requesting that speed humps be removed. At least 70% of the property owners must vote in favor of removing the speed humps. Petition must be signed by property owners only. In case of multiple owners, each owner must sign. Rental tenants are not an acceptable substitute for the legal homeowner. The percentages will be calculated based on individuals where owners sign in favor of removal of the speed humps, divided by the total number of lots in the plotted subdivision, units or "defined service area." Each lot counts as only one vote, regardless of the number of owners signing. Such a petition for removal will only be considered after speed humps have been in place for a period of at least one year after installation.

For subdivisions not completely built out, a minimum of 30% of the total units must be occupied before a petition for the installation of speed humps will be considered, and a minimum of 60% of the total units must be occupied before a petition for the removal of speed humps will be considered.

Appendix D – Petition Signature Form



GWINNETT COUNTY TRANSPORTATION
TRAFFIC ENGINEERING DIVISION

SPEED HUMP PETITION SIGNATURE FORM

Subdivision Name: _____

Page _____ of _____

Please print and sign name as it appears on your tax bill.

	YES	NO	
1. _____ PRINT NAME (FIRST, LAST)	<input type="checkbox"/>	<input type="checkbox"/>	_____ WITNESS
_____ SIGNATURE			_____ PARCEL #
2. _____ PRINT NAME (FIRST, LAST)	<input type="checkbox"/>	<input type="checkbox"/>	_____ WITNESS
_____ SIGNATURE			_____ PARCEL #
3. _____ PRINT NAME (FIRST, LAST)	<input type="checkbox"/>	<input type="checkbox"/>	_____ WITNESS
_____ SIGNATURE			_____ PARCEL #
4. _____ PRINT NAME (FIRST, LAST)	<input type="checkbox"/>	<input type="checkbox"/>	_____ WITNESS
_____ SIGNATURE			_____ PARCEL #
5. _____ PRINT NAME (FIRST, LAST)	<input type="checkbox"/>	<input type="checkbox"/>	_____ WITNESS
_____ SIGNATURE			_____ PARCEL #
6. _____ PRINT NAME (FIRST, LAST)	<input type="checkbox"/>	<input type="checkbox"/>	_____ WITNESS
_____ SIGNATURE			_____ PARCEL #
7. _____ PRINT NAME (FIRST, LAST)	<input type="checkbox"/>	<input type="checkbox"/>	_____ WITNESS
_____ SIGNATURE			_____ PARCEL #
8. _____ PRINT NAME (FIRST, LAST)	<input type="checkbox"/>	<input type="checkbox"/>	_____ WITNESS
_____ SIGNATURE			_____ PARCEL #
9. _____ PRINT NAME (FIRST, LAST)	<input type="checkbox"/>	<input type="checkbox"/>	_____ WITNESS
_____ SIGNATURE			_____ PARCEL #
10. _____ PRINT NAME (FIRST, LAST)	<input type="checkbox"/>	<input type="checkbox"/>	_____ WITNESS
_____ SIGNATURE			_____ PARCEL #