

Charlotte Department of Transportation Sidewalk Program

SIDEWALK REQUEST

NOMINATION FORM INSTRUCTIONS

In accordance with the City of Charlotte Sidewalk Retrofit Policy adopted by the Charlotte City Council on May 23, 2005, residents can formally request a sidewalk to be constructed on a City street. The policy is available on the City of Charlotte website at <http://walkcharlotte.charmeck.org>.

There are four categories (tiers) of sidewalk ranking under this policy. The tiers are primarily based on the traffic volume of each street. The categories are as follows:

- Tier 1: Thoroughfares
- Tier 2: Locals and Collectors with traffic volumes equal to or greater than 3000
- Tier 3: Locals and Collectors near a park or school and with traffic volumes between 1000 and less than 3000
- Tier 4: Locals and Collectors with traffic volumes less than 3000

City Staff will identify and rank sidewalk needs in Tiers 1, 2, and 3. Tiers 1 and 2 are primarily higher volume roads where there is a need for sidewalks to separate pedestrians from higher traffic volume (and speeds). Tier 3 identifies sidewalk needs in areas that are near schools and parks.

Though a resident can contact staff about any location lacking sidewalks, there are certain locations where residents will have to submit a nomination form to get the sidewalk on the Sidewalk Ranking List and submit a petition to get a sidewalk request on the Sidewalk Priority List (Tier 4).

Requesting Sidewalks

- Residents can contact the City of Charlotte at 311 to request a sidewalk. City staff will investigate the request and notify the resident of the tier that the sidewalk request falls under and will advise of the appropriate process to follow.
- For those sidewalk requests in Tiers 1, 2 and 3, no additional forms are needed. Staff will evaluate the sidewalk request and place on the Sidewalk Priority List.
- For those streets in Tier 4 where a sidewalk has not been identified or requested, a valid nomination form is required to be submitted. Nomination form instructions can be found on the website at <http://walkcharlotte.charmeck.org>. One lead petitioner will collect neighborhood signatures.
- A sidewalk will be ranked by the City when a valid nomination form is submitted which contains the signatures of at least 25% of property owners or tenants on both sides of the street. The sidewalk will then be placed on the ranking list.
- When the project nears the top of the Sidewalk Ranking List, CDOT will hold a public information meeting.
- City staff will determine the most appropriate side of the street for sidewalk installation based on design consideration and neighborhood input from the public meeting.
- After the public meeting is held, a petition signed by at least 60% of the property owners on both sides of the street is required to be submitted. When submitted, the sidewalk will then be placed on the Sidewalk Priority List.
- CDOT will build sidewalks along street sections with the highest priority rating as funding becomes available.
- Nomination forms are due by December 1st of each year in order to be considered for the following fiscal year's sidewalk programming.

Charlotte Department of Transportation Sidewalk Program SIDEWALK REQUEST NOMINATION FORM

We, the undersigned, request that the City of Charlotte install a sidewalk in our neighborhood at the location indicated below.

In accordance with the City's sidewalk policy, sidewalk requests on residential streets with a daily traffic volume of less than 3,000 vehicles are subject to submittal of a nomination form to be placed on the Sidewalk Ranking List. As a project nears the top of the ranking list, CDOT will hold a public information meeting to provide residents with information about the project. After the public meeting is held, a formal petition will be required to place the request on the Sidewalk Priority List. CDOT will build sidewalks along street sections with the highest rating as funding becomes available.

We understand that in order to have a request for sidewalk placed on the ranking list, a valid nomination form with signatures from at least 25% of the property owners or tenants on both sides of the street is required. A maximum of two adult signatures per lot or dwelling unit are permitted on the nomination form.

We understand that in accordance with the City's adopted Urban Street Design Guidelines:

1. Local and collector streets will be designed with a 5-foot sidewalk and an 8-foot typical planting strip.
2. Thoroughfare streets will be designed with a 6-foot sidewalk and an 8-foot typical planting strip.
3. A lesser width planting strip will be considered only where site constraints exist as determined by the Charlotte Department of Transportation. Examples of site constraints include existing large mature shade trees or severe topographic constraints.

The purpose of this form is to show neighborhood support for the project in order to have the project ranked by the City. Please note that submittal of a valid nomination form does not guarantee that a sidewalk will be constructed by the City.

We, the undersigned, request that sidewalk be installed on the following street and with the following starting and ending points:

NAME OF STREET WHERE SIDEWALK IS REQUESTED:

LIMIT A (beginning point): _____

LIMIT B (ending point): _____

NAME OF LEAD PETITIONER: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PLEASE MAIL COMPLETED NOMINATION FORM BACK TO THE FOLLOWING ADDRESS:

Charlotte Department of Transportation
Attn: Pedestrian Program Manager
600 East Fourth Street
Charlotte, NC 28202-2858

