



# CITIZEN TRAFFIC REQUEST FORM

This request form will be reviewed for appropriate action. Return this completed form and attachments to:

**Public Works Operations & Maintenance  
Engineering Services Division – Traffic Section  
450 Civic Center Plaza, 2<sup>nd</sup> Floor  
Richmond, CA 94804**

## REQUESTOR'S INFORMATION:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

**Please select from the following options (check only ONE):**

***\* The \$420.00 fee is a non-refundable and does not guarantee approval or installation***

Four-Way Stop

Two-Way Stop

Crosswalk

Traffic Signal Issue

Traffic Calming

Other: \_\_\_\_\_

Color Curb\* (\$420.00 Fee)

Red  Green  White

## ISSUE DESCRIPTION:

Road Segment or Intersection Location: \_\_\_\_\_

Request Details: \_\_\_\_\_

## DISABLED PARKING REQUEST:

Name of Disabled Person: \_\_\_\_\_

Handicap Vehicle Registration Tag No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

***Submit the following: (1) Copy of the disabled person's California Driver's License or California ID,  
(2) All related documentation from California DMV, and (3) Proof of Property Ownership***

**For Office Use Only**

Request Received:  In Person  Mail  Email Received By: \_\_\_\_\_

Assigned to: \_\_\_\_\_