

Town of Winchester

Request for Roadway, Traffic, Bikeway, Walkway, Parking or Transit Transportation Improvement

If you would like the Town to make a roadway, traffic, bikeway, walkway, parking or transit improvement in your neighborhood or other area of town, please fill out and submit this request form. It will provide us with information to understand the problem, direct the request to the appropriate town departments and boards, and contact you.

Request Process

- Please submit your completed request to the Office of the Town Manager. Requests may be submitted on paper or by email. The mailing address is: Office of the Town Manager, Town Hall, 71 Mt. Vernon Street, Winchester, MA 01890. The email address is: townmanger@winchester.us.
- The Town Manager will forward the request to the Engineering Department and, and (as applicable) other town departments, boards and committees for review and comment. The Engineering Department staff may ask for your help in collecting additional information or arranging a site visit. They may also make technical studies, such as traffic counts or field surveys, to help document the problem. Once the reviews and any studies are complete, the Engineering Department will forward your request and study findings to the Town's Traffic and Transportation Advisory Committee and the Traffic Review Committee.
- The committees will review your request and submit their written recommendations to the Town Manager and the Select Board.
- The Select Board will usually hold a public hearing to review the request and the committees' recommendations. All interested parties will be invited to speak on your request and the committee recommendations at the hearing. Following the public hearing, the Board will approve or decline the request. If approved, the Board will authorize implementation of the improvement.

Resources

- **Maps.** You may obtain town-, neighborhood- and street-scale maps from the Engineering Department or directly from the Town's GIS/mapping website at <http://host.cdmsmithgis.com/WinchesterMA/>. Annotated screenshots from Google Maps, etc., and hand-drawn maps are equally acceptable.
- **Resources.** A list of *Applicable Traffic Management Tools by Road Category* and a library of guidelines and manuals on roadway, traffic, bikeway, walkway, parking and transit problems and solutions are available on the Town webpage at www.winchester.us/432/Transportation.

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**Request for
Roadway, Traffic, Bikeway, Walkway, Parking or Transit
Transportation Improvement**

Short Title:

Location

Describe the location (neighborhood, street, intersection, etc.).

Problem

Describe the problem(s).

Requested Improvement

Describe the requested improvement.

Prior Studies and Reviews

List any relevant prior studies, Traffic Advisory Committee recommendations, or improvements (if any) at the location.

Map of Problem Area

Map the location of the problem area(s).

Insert or sketch map here. Add pages as needed...

Contact Information

Provide contact information for the person(s) submitting this request.

| | |
|----------|--|
| Name | |
| Address: | |
| Email: | |
| Tel: | |

| | |
|----------|--|
| Name | |
| Address: | |
| Email: | |
| Tel: | |

