



Suffield Police Department

Richard Brown, *Chief of Police*

ROADWAY SAFETY DEVICE REQUEST FORM

Any modifications of traffic control devices, markings and/or signage on roadways within the Town of Suffield (whether state or locally owned or maintained) must be initially brought before the Local Traffic Authority (LTA), which, in the Town of Suffield (per Connecticut General Statute 14-297(6)), is the Suffield Board of Police Commissioners, for review. **Any Suffield resident requesting to have such an issue reviewed by the LTA shall complete this form (attaching any additional documentation as may be required) and present it *in-person* to the Suffield Board of Police Commissioners at one of their regularly scheduled monthly meetings. Request forms received in any other manner will be returned to the requestor.** The Suffield Board of Police Commissioners will complete or cause to be completed an appropriate inquiry into and / or assessment of the request / issue and provide the requestor with a timely written response as to its finding(s) and / or recommendation(s).

Name of Requestor _____
Address _____
Telephone _____ Email _____

Description of Request _____

Reason for Request _____

Signature of Requestor _____ Date Submitted _____

Signature of Chairperson of the Suffield Board of Police Commissioners _____ Date Received _____

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Subsequent to review of this request, the Suffield Board of Police Commissioners is taking the following action:

Signature of the Chairperson of the Suffield Board of Police Commissioners

Date

Based on the abovementioned action, the Suffield Board of Police Commissioners is (check applicable):

- Authorizing the implementation of the requested modification
- Denying the implementation of the requested modification
- Authorizing the implementation of the requested modification and forwarding to the State of Connecticut Office of the State Traffic Administration for review / approval
- Other (Explain): _____

Signature of the Chairperson of the Suffield Board of Police Commissioners

Date

Written notification as to the decision of the Suffield Board of Police Commissioners sent to the requestor via (check applicable):

- Email (attach copy)
 - United States Postal Service
- Date _____

Signature of the Chairperson of the Suffield Board of Police Commissioners

Date

Notes / Other: _____
