

(Please Print) REQUEST FOR DOCUMENTS

Name:		Location (Primary Street and Cross Street)	
Company:			
Address:		Accident ()Yes ()No	Citation ()Yes ()No
City /State:	Zip Code:	Date and Time of Accident/Citation:	
Telephone No:		Names of Parties Involved in Accident	
Check No.	Cash		

BUSINESS TAX REGISTRATION CERTIFICATE NUMBER: _____

<u>REQ.</u>	<u>TITLE OF DOCUMENT</u>	<u>PRICE</u> <small>(Includes Postage)</small>	<u>AMOUNT</u>	<u>OFFICIAL USE ONLY</u> <u>PRO.</u>
1. ___	History of Signal Maintenance	9.00		<input type="checkbox"/>
2. ___	Timing Chart	5.00		<input type="checkbox"/>
3. ___	Signal Plan	9.00		<input type="checkbox"/>
4. ___	Sign Maintenance History	13.00		<input type="checkbox"/>
5. ___	Stop Sign Map	9.00		<input type="checkbox"/>
6. ___	Geometric Chart (Plan)	9.00		<input type="checkbox"/>
7. ___	Work Orders	6.00		<input type="checkbox"/>
8. ___	T-10	11.00		<input type="checkbox"/>
9. ___	Speed Survey	4.00		<input type="checkbox"/>
10. ___	Signal Maintenance Summary	6.00		<input type="checkbox"/>
11. ___	Traffic Signal Symbols	1.85		<input type="checkbox"/>
12. ___	Other	Varies		<input type="checkbox"/>

TOTAL DOCUMENT COST: _____

Make check payable to:
L.A. CITY DOT
 Traffic Control Records
 100 South Main Street, 10th Floor
 Los Angeles, CA 90012

I request copies of the documents checked above and enclose the amount indicated for each document. Requests not completed within 45 days will be returned without action. No more than one copy of a document can be requested per person; refunds may be obtained for amounts of \$4.00 or more. I also understand that due to the technical nature of the traffic documents, The Traffic Records staff cannot interpret any of the documents.

 Signature/date

DO NOT WRITE BELOW THIS LINE

Comments: _____

Date Received: _____

Receipt Number: _____

Received By: _____

Cleared By: _____

City Attorney's Clearance: Record ()Yes ()No

Date Completed: _____

Processed By: _____

DESCRIPTION OF AVAILABLE DOCUMENTS

NOTE: There is a four-month delay in entering data into the computer. Therefore, please do not request information that is more recent than four months prior to the present. Requests that have not been completed within 45 days from the date of the request will be closed and returned.

SIGNALS

1. HISTORY OF SIGNAL MAINTENANCE REPORT

This is a report, by dates in chronological order, of the maintenance or service history of traffic signals at a particular location. Allow from 3 to 6 weeks to obtain this report.

2. TIMING CHART

The Signal Controller Chart shows how the timing of a particular signal is set, i.e., the sequence of lights: red, yellow, green, pedestrian walk, don=t walk, left or right turn arrows, etc., as applicable. This report is available within 20 days of receipt of the request.

3. SIGNAL PLAN

This is a map of an intersection showing the location of any signals at that intersection. It measures about 17@ x 22@. It is usually available within three weeks of receipt of the request.

SIGNS

4. SIGN MAINTENANCE HISTORY

This report is a special computer run that shows all signs by type, size, location, date installed, maintenance dates, replacement dates, work done, and also the work order numbers. This report is composed of the Official Sign Record and the Official Sign Work Order Record.

5. STOP SIGN MAP

This map shows condition of stop sign and latest inspection date. Allow three weeks for processing.

PAVEMENT MARKINGS

6. GEOMETRIC PLAN

This map shows the pavement markings at an intersection, i.e., the limit lines or crosswalks, lane markings, left turn lane markings, and the dimensions of the street. Maps may not be available for all intersections. Allow about three weeks for processing.

MISCELLANEOUS

7. Work Orders: Sign, Mark-Out and Paint

8. T-10: Summary of accidents at specific locations for indicated time periods.

9. SPEED SURVEY: Study of advisory speed limits for routed streets, e.g., Main from 1st to 9th Street.

10. SIGNAL MAINTENANCE SUMMARY: This sheet describes what Signal Maintenance or Service was done to a traffic signal at a particular intersection (Correlate to Signal Maintenance History Report).

11. TRAFFIC SIGNAL SYMBOLS: This chart shows the various symbols used on maps to designate the different types of signals. It consists of four pages.

REMEMBER TO ENCLOSE YOUR COMPLETE PAYMENT WITH YOUR REQUEST. REQUESTS WITHOUT PAYMENT WILL BE DISCARDED.