

NOTICE

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Department of Public Works

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Notice to Public of Parking Restrictions for Emergency Vehicle Access

The Fire Department requires a minimum clear zone of 20' on all roadways within new subdivisions in order to provide enough room for emergency vehicles to maneuver, deploy outriggers, and/or access storage compartments on both sides of the equipment. As a result, the Fire Marshal's Office may recommend, and the Office of Planning and Zoning may require that parking be prohibited on one or both sides of new development roadways.

Because NO PARKING signs cannot be installed until all work noted on the Traffic Engineering Site Readiness Checklist is complete, it is possible that buyers of new homes may not be aware of the pending parking restrictions at the time of purchase. In order to ensure that prospective buyers of homes/lots within new developments are aware of parking restrictions which will be implemented before the County accepts ownership of the new roadways, the Department of Public Works will install NOTICE signs detailing where parking restrictions will be installed at all entrances to new developments in accordance with the attached Policy and Procedure.



DPW B-35

DEPARTMENT OF PUBLIC WORKS
POLICY AND PROCEDURE MANUAL

DIVISION: Traffic Engineering
SUBJECT: Parking Restrictions for
Emergency Vehicle Access

I. PURPOSE

The Fire Department requires a minimum clear zone of 20' on all roadways within new subdivisions in order to have enough room for emergency vehicles to maneuver, deploy outriggers, and/or access storage compartments on both sides of the equipment. As a result, the Fire Marshal's Office may recommend, and the Office of Planning and Zoning may require that parking be prohibited on one or both sides of new development roadways.

Because NO PARKING signs cannot be installed until all work noted on the Traffic Engineering Site Readiness Checklist is complete, it is possible that buyers of new homes may not be aware of the pending parking restrictions at the time of purchase. This Policy is designed to ensure that prospective buyers of homes/lots within new developments are aware of parking restrictions which will be implemented before the County accepts ownership of the new roadways.

II. RESPONSIBILITY

- A. The Office of the Fire Marshal is responsible for recommending locations where parking is to be restricted to allow emergency vehicle access.
- B. The Office of Planning and Zoning is responsible for approving such parking restrictions and making them a part of the development approval; providing timely notice of those restrictions to the Traffic Engineering Division; and providing Traffic Engineering with the required number and locations of the NOTICE signs.
- C. The Department of Inspections and Permits is responsible for providing the Traffic Engineering Division with notice that conditions are ready for installing NOTICE signs, and the need for repairs or replacement of NOTICE signs.
- D. The Traffic Engineering Division is responsible for installing and maintaining NOTICE signs in accordance with this Policy & Procedure.
- E. Developers are responsible for providing Traffic Engineering (via I&P) with an electronic copy of a plan showing the development roadways, road names, lot lines and numbers, and required parking restrictions. With the approval of Traffic Engineering, the Developer may supply, install, and maintain NOTICE signs in accordance with these procedures.

III. DEFINITION

- A. NOTICE Sign – A sign meeting the requirements of this Policy and Procedure which is installed at the entrance(s) to a new development for the purpose of alerting prospective buyers of pending parking restrictions.

IV. POLICY

Although the parking restrictions are the result of the Fire Marshal's recommendation and the Office of Planning and Zoning development approval, it remains the Traffic Engineering Division's responsibility to install the NO PARKING signs. It is the policy of the Department of Public Works to take reasonable steps to ensure that potential buyers are aware of required parking restrictions before they make a purchase decision.

Note that parking restrictions may still be applied for reasons such as capacity, sight distance, or other purposes. This procedure does not cover such cases.

V. PROCEDURE

A. Development Review

1. The Fire Marshal's Office is responsible for recommending and the Office of Planning and Zoning is responsible for requiring, parking restrictions (for the purpose of emergency vehicle access) in new developments. These responsibilities include determining which side of the road will be restricted for roadways on which parking is to be prohibited on only one side. Any requests for modification of the approved plan must be directed to the Fire Marshal's Office and the Office of Planning and Zoning. Traffic Engineering will not arbitrate complaints or requests for waivers or changes.
2. The specific requirement for parking restrictions (for emergency vehicle access) will be noted in the Office of Planning & Zoning's development approval letter, on the approved Signing and Marking Plan, and on Plats.

B. INSTALLATION OF NOTICE SIGN(S)

1. The Traffic Engineering Division will be responsible for installing NOTICE signs in the County right-of-way immediately adjacent to each site access in accordance with the standards noted below.
2. As part of the PWA approval, the Department of Inspections and Permits will require the developer to provide Traffic Engineering with an electronic copy of a plan showing the development roadways, road names, lot lines and numbers, and required parking restrictions and a list of locations where the signs are to be placed. When notified that the PWA has been approved, Traffic Engineering will produce and store the necessary NOTICE signs [or prepare an electronic file of the needed signs for later production].
3. At each entrance from an existing County or private road, a NOTICE sign shall be posted showing the following (see sample):
 - All roads which will be turned over to the County, including the approved road name;
 - Parking restrictions as required by the Office of the Fire Marshal and the Office of Planning and Zoning. These restrictions will be illustrated by the use of a red line along the side(s) of the roads (including cul-de-sacs and T-turnarounds); and
 - A legend showing the symbols, and the meanings of those symbols, for roads, lot lines, lot numbers, and parking restrictions. The legend shall also include the following explanation, "In order to assure adequate access for emergency vehicles, the Office of the Fire Marshal has required the parking restrictions as shown in red on this diagram."
4. The diagram should be drawn to scale and easily readable for a person located 5 feet in front of the diagram. The sign shall be at least 5 square feet in size but not more than 32 square feet in size. It shall include the name of the development and a title reading "PARKING RESTRICTIONS FOR EMERGENCY VEHICLE ACCESS" in letters of at least 3 inches high.
5. If the development has access from a State or City of Annapolis road, Traffic Engineering will request permission to install the NOTICE sign in that jurisdiction's right-of-way until such time as all required NO PARKING signs are posted within the development.
6. In the case of a large development which would make it difficult to provide the required information in an easily understandable manner on a sign meeting the size requirements noted above, the Traffic Engineering Division, in consultation with the Department of Inspections and Permits, may decide to place NOTICE signs showing parking restrictions within various sections/phases of the development at the entrances to those sections/phases.
7. NOTICE signs will be installed as soon as access to the development (or individual sections/phases) is opened. Open access is defined as an entrance which allows a motor vehicle to enter the site. The Department of Inspections and Permits will notify Traffic Engineering of the signs that are to be posted. Traffic engineering will install the signs within 10 working days of the notification.
8. NOTICE signs will be weatherproof and maintained in good and legible condition until such time as NO PARKING signs are installed along the restricted roadways. The Department of Inspections and Permits shall promptly notify Traffic Engineering of the need to repair or replace any sign. Signs which are damaged or missing should be replaced within seven calendar days. If it is possible to identify the person(s) responsible for damaging a sign, Traffic Engineering will prepare an itemized accounting of the

repair/replacement cost and ask the Office of Risk Management to try to recover those funds. Any money thus recovered may be entered into the General Fund.

9. Should the Developer desire to provide the NOTICE signs, they may do so only after receiving approval of the Traffic Engineering Division. All of the requirements noted above must be met, and the NOTICE signs must be installed before access to the development or individual sections is opened. Damaged or missing NOTICE signs must be repaired or replaced within 5 business days of notice from I&P.

10. Although not required, developers are strongly advised to provide similar information for roads which will remain under private control.

