

DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION

75-5706 Kuakini Hwy,
Kailua-Kona, HI 96740

Aupuni Center
101 Pauahi St. Suite 7
Hilo, HI 96720

REQUEST FORM FOR THE INSTALLATION OF A CONVEX MIRROR
(FOR A PRIVATE DRIVEWAY OR STREET)

APPLICANT: _____

MAILING ADDRESS: _____ PHONE: _____

_____ TAX MAP KEY: _____

NAME OF COUNTY ROAD/STREET MIRROR IS TO BE LOCATED ON: _____

REQUIRED ATTACHMENT: Location map showing the County road/street, property lines, approximate location of the private driveway or street, any sight distance obstructions and the proposed location of the convex mirror.

This form shall be routed and processed in the following order:

1. **TRAFFIC DIVISION:**

Based on the legal speed limit, the recommended stopping sight distance along the County road/street is (check one):

- 360 feet for 45 mph
- 305 feet for 40 mph
- 250 feet for 35 mph
- 200 feet for 30 mph
- 155 feet for 25 mph or less

There is **sufficient** stopping sight distance along the County road to see a vehicle emerging from the driveway in accordance with the above indicated stopping sight distance. This form is forwarded to the Engineering Division with a recommendation that this request should be denied.

There is **insufficient** stopping sight distance along the County road to see a vehicle emerging from the driveway in accordance with the above indicated stopping sight distance. This form is forwarded to the Highway Maintenance Division for further processing.

By: _____

Date: ____/____/20____

2. **HIGHWAY MAINTENANCE DIVISION:**

We are **able** to increase stopping sight distance, at a reasonable cost using in-house resources, along the County road to meet the minimum distance indicated in the above Item 1 by the Traffic Division. This form is forwarded to the Engineering Division with a recommendation that this request should be denied.

Questions shall be directed to _____ at _____.

NAME PHONE

Work is scheduled to begin in _____ 20____.

We are **unable** to increase stopping sight distance, at a reasonable cost using in-house resources, along the County road to meet the minimum distance indicated in the above Item 1 by the Traffic Division. This request is forwarded to the Engineering Division for further processing.

By: _____

Date: ____/____/20____

3. **ENGINEERING DIVISION:**

- Approved for further processing
- Denied - See above

By: _____

Date: ____/____/20____

The undersigned understands that this form will be used for review purposes by the Department of Public Works. The issuance of the Convex Mirror Installation Permit is subject to the approval of this request.

By: _____

Date: ____/____/20____

APPLICANT'S SIGNATURE

PROCESSING PROCEDURES REQUEST FORM FOR THE INSTALLATION OF A CONVEX MIRROR

1. Applicant obtains a Request Form from the Engineering or Traffic Division.
2. Applicant completes the Request Form and submits to Traffic Division to initiate processing.
3. The Traffic Division determines the required stopping sight distance for the legal speed limit along the County road and checks the appropriate box in their section of the Request Form.
4. The Traffic Division determines whether there is **sufficient** or **insufficient** stopping sight distance along the County road based on the distance identified in above Item 3 and checks the appropriate box.
5. After completing their section, the Traffic Division sends the Request Form to the Engineering Division or Highway Maintenance Division according to the box checked in above Item 4.
6. The Highway Maintenance Division determines whether they are **able** or **unable** to increase stopping sight distance along the County road to provide the stopping sight distance indicated in above item 3 and checks the appropriate box in their section of the Request Form.
7. If the Highway Maintenance Division is **able** to increase stopping sight distance, the work shall be scheduled. Contact information and an approximate start date shall be indicated in the spaces provided.
8. After completing their section, the Highway Division sends the Request Form to the Engineering Division.
9. The Engineering Division shall deny the request and return the Request Form to the applicant if either the Traffic or Highway Maintenance Division recommends denial.
10. The Engineering Division shall process the Convex Mirror Permit if the Traffic and Highway Maintenance Division do not recommend denial.
11. If a Convex Mirror Permit is approved, the Traffic Division shall install the post and the permittee shall install and maintain the convex mirror in accordance with the terms of the Permit.