

Instructions for Completing the Los Angeles Department of Transportation (LADOT) Request for Traffic Documents Form

Below is an explanation of the information that is required in order to process the request for traffic documents. Please note that the request must include **one** Primary Street and **one** Cross Street. A separate request form is required for each location.

Incomplete and/or illegible request forms will not be processed.

DATE:	Current date
NAME:	Company or Individual name
ADDRESS:	Street address, City, State and Zip Code where the documents will be mailed
TELEPHONE NO.:	Requestor's contact information
CHECK NO.:	Requestor or representative check number
CASH:	Exact cash payment is appreciated.
LOCATION:	ONE Primary Street and ONE Cross Street are required for each request. For example, Primary Street: Main Street Cross Street: First Street
ACCIDENT:	Check 'yes' or 'no'
DATE AND TIME OF ACCIDENT/CITATION:	Date and time the accident occurred or the citation was issued
NAMES OF PARTIES INVOLVED IN ACCIDENT:	Names of parties involved in the accident
REQ. (REQUEST) 1 to 11	Place a check mark next to the number to identify the document requested
AMOUNT:	Enter price indicated for each document
TOTAL DOCUMENT COST:	Total of all amounts entered under 'amount'
SIGNATURE/DATE:	Legal signature of individual or company representative is required. Enter date form is submitted to LADOT

REMEMBER TO ENCLOSE FULL PAYMENT WITH YOUR REQUEST. REQUEST WITHOUT FULL PAYMENT WILL NOT BE PROCESSED.

DESCRIPTION OF AVAILABLE DOCUMENTS

Please read each description carefully.

SIGNALS

1. HISTORY OF SIGNAL MAINTENANCE REPORT
This report shows the maintenance or service history of traffic signals at a particular location. **The data is available by date range in chronological order.**
2. TIMING CHART
The Signal Controller Timing 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. **The Timing Chart will reflect the date of the accident, citation or the date range requested on the Traffic Request Form.**
3. SIGNAL PLAN
This is a plan that shows the location of any signals at a particular intersection. The size of the map is about 17" x 22". **Date Varies**

SIGNS

4. SIGN MAINTENANCE HISTORY
This report shows all signs by type, size, location, date installed, maintenance dates, replacement dates, work done, and also the work order numbers. **The Sign Maintenance History report is available up to year 2000.**
5. STOP SIGN MAP
This map shows the stop signs placed in an intersection or street location. **Document date is 2002**

PAVEMENT MARKINGS

6. GEOMETRIC PLAN
This plan 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. **Plans may not be available for all intersections.**

MISCELLANEOUS

7. WORK ORDERS: Sign, Curb and Pavement
8. T-10: Summary of accidents at specific locations for indicated time periods.
Note: T-10 reports are available for the following date ranges: 1/1/1994 to 12/1/2003, or 1/1/2000 to 9/30/08
9. SPEED SURVEY: Study of advisory speed limits for routed streets, e.g., Main from 1st to 9th Street.
10. SIGNAL WORK ORDER
11. TRAFFIC SIGNAL SYMBOLS
This chart shows the various symbols used on maps to designate the different types of signals. **Date of Document is 1989.**

(Please print clearly) REQUEST FOR TRAFFIC DOCUMENTS

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

Please read the Instructions and Descriptions of Available Documents on pages 2 and 3.

<u>TITLE OF DOCUMENT</u>	<u>NO.OF COPIES</u>	<u>PRICE PER COPY</u>	<u>TOTAL</u>	<u>DATE RANGE</u>	
				<u>START DATE</u>	<u>END DATE</u>
History of Signal Maintenance		\$9.00			
Timing Chart		\$5.00			
Signal Plan		\$9.00			
Sign Maintenance History		\$13.00			
Stop Sign Map		\$9.00			
Geometric Chart (Plan)		\$9.00			
Work Orders		\$6.00			
T-10 (See description for dates)		\$11.00			
Speed Survey		\$4.00			
Signal Work Order		\$6.00			
Traffic Signal Summary		\$1.85			

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 full payment. I 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 (OFFICIAL USE ONLY)

Date Received: _____

Receipt Number: _____

Received By: _____

Processed By: _____

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

Date Completed: _____

<u>PROCCESING COMMENTS</u>
