

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

Following is a guide and explanations of the information that is required in order to process the request for traffic documents. Please note that the request must include **only one** Primary Street and **only one** Cross Street.

Please allow **10-14 working days** to receive your requested documents. **Absolutely no rush orders will be accepted.**

A **separate request form** is required for each location. **Incomplete and/or illegible** request forms will not be processed.

All payments must be by check or online with a credit card (visa or master only). No Cash or Money Orders

**NAME:** Individual person making a request

**ORGANIZATION:** Name of organization, if any

**ADDRESS:** Complete address where requested documents will be sent

**TELEPHONE:** Contact number

**PAYMENT:** Requestor or Representative check number; do not send cash or provide Credit Card information through the mail. You may pay by Credit Card online at [ladot.lacity.org](http://ladot.lacity.org).

**LOCATION:** **ONE Primary Street** and **ONE Cross Street** are required for each request

*Example:* Primary Street: Main Street

Cross Street: 1<sup>st</sup> Street

**ACCIDENT/CITATION:** Check *yes* or *no* for each section

**DATE AND TIME OF** When the accident occurred or the citation was issued

**ACCIDENT/CITATION:**

**NAMES OF PARTIES INVOLVED IN ACCIDENT:** Identities of individuals involved in the accident

**TITLE OF DOCUMENT:** Identify the document you are requesting

- **QUANTITY**                      Number of copies
- **TOTAL**                              Total price for each document
- **DATE RANGE**                      Time period for the requested document

**TOTAL COST:** Total cost for all requested documents

**SIGNATURE:** **Legal signature of individual or his/her representative is required or the request will not be processed**

**DATE:** Date when the form is submitted to LADOT

**\* The most recent available document(s) will be sent if the requested Date Range is unavailable. If Date Range is left blank, the requested document(s) based on the date of the accident, citation or most recent available document(s) will be provided.**



## DESCRIPTION OF AVAILABLE DOCUMENTS

### PLEASE READ EACH DESCRIPTION CAREFULLY

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.

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.

3. **SIGNAL PLAN**

24 x 36 inch Engineering Print that shows detailed location of signals at a particular intersection.

4. **GEOMETRIC PLAN**

24 x 36 inch Engineering Print that shows a primary street and its intersecting streets. This plan may include one or more intersections. The plan shows pavement markings, i.e., the limit lines or crosswalks, lane markings, left turn lane markings, and dimensions of the street.

**Plans may not be available for all intersections.**

5. **WORK ORDERS: Please indicate type of work or sign**

- **Curb** Blue, Red, Yellow and Other
- **Pavement** Striping, e.g., Cross Walk, Limit Line, Left Arrow Installation and Removal
- **Sign** Maintenance, Installation or Removal. Please indicate type of sign, e.g., Stop Sign, No Parking, No Left Turn, etc.

6. **SIGNAL WORK ORDER**

Work order of signal maintenance, installation or removal.

**\*Date of accident or citation must be specified in order to locate a signal work order. A Signal Work Order may or may not be available for the requested date depending upon signal maintenance, installation or removal performed. A History of Signal Maintenance Report can assist you in determining if you need to request a Signal Work Order.**

7. **T-10**

Summary of accidents at specific locations for indicated time periods.

**Reports are available from 01/01/2002. Must specify date range or recent 3 years of available records will be provided.**

8. **SPEED SURVEY or Engineering/Traffic Survey**

Study of advisory speed limits for routed streets, e.g., Main from 1<sup>st</sup> to 9<sup>th</sup> Street.

**Surveys may not be available for all streets or intersections.**

9. **TRAFFIC SIGNAL SYMBOLS**

This chart shows the various symbols used on maps to designate the different types of signals. **Date on Document is 2011.**

Mail or drop-off completed form with payment to:

LADOT, Traffic Control Records  
100 South Main Street 10<sup>th</sup> Floor,  
Los Angeles, CA 90012

You may also email the completed Traffic Records Request form to: [ladot.publicrecords@lacity.org](mailto:ladot.publicrecords@lacity.org).

If you have any questions you may contact the LADOT Traffic Records Unit at (213) 972-5060.