



## Local Area Transportation Review

### TRANSPORTATION IMPACT STUDY SCOPE OF WORK AGREEMENT

Updated July 2020

**Scoping Approval** - Prior to initiating a Local Area Transportation Review study or supplemental traffic study, scoping *must be approved* by relevant agencies, including the Planning Department, the Montgomery County Department of Transportation, and the State Highway Administration (where relevant). It is the responsibility of the Applicant to obtain approval, which is demonstrated below via signature or electronic signature of the relevant agency representatives. Generally, the Applicant should anticipate a turnaround time of ten (10) business days for form review. Substantially large projects may require additional time and/or may warrant a scoping meeting.

**Montgomery County Planning Department**

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Montgomery County Department of Transportation**

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**State Highway Administration (where relevant)**

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant Contact Information**

Transportation Consultant  
(company, contact name, email,  
and phone number)

Name of Applicant /  
Developer

**Project Information**

*Include Tables/Graphics, As Needed*

Project Name  
(include plan no. if known)

Project Location  
(include address if known)

Policy Area(s)  
(subdivision staging policy map)

Master Plan(s) /  
Sector Plan Area(s)

Application Type(s)

Preliminary Plan

Site Plan

Sketch/Concept/Pre-  
Preliminary (Optional)

Amendment

Conditional Use  
(formerly special exception)

Local Map  
Amendment

APF at Building  
Permit

Other:

<b>Project Description &amp; Previous Approvals</b>  (proposed land uses, zoning, no. of units, square footage, construction phasing, prior approvals and proposals, existing uses, site operations, year built, status of Adequate Public Facilities [APF], other relevant info)			
<b>1.Site Access</b>  (proposed access location(s), existing/adjacent/opposite curb cuts, interparcel connections, access configurations and restrictions, internal circulation, private roads, parking/loading areas, other relevant info)			
<b>2.Transportation Analysis Requirement</b>	<input type="checkbox"/> Transportation Impact Study  Generates <u>50 or more</u> total weekday peak hour person trips (vehicular, transit, bicycle, and/or pedestrian) with no reductions other than a credit for existing developments over 12 years old, <u>AND</u> is outside of the White Flint and White Oak Policy Areas. Fill out remainder of this form and include in transportation impact study appendix.	<input type="checkbox"/> Transportation Study Exemption Statement  Generates <u>49 or fewer</u> total weekday peak hour person trips (vehicular, transit, bicycle, and/or pedestrian) with no reductions other than a credit for existing developments over 12 years old, <u>OR</u> within White Flint and White Oak Policy Areas.	
<b>3.Project-based Transportation Demand Management Plan Required (see Chapter 42, Articles I and II)</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes (In Transportation Management District [TMD])	<input type="checkbox"/> Amend Existing TMAg
<b>4.Established Transportation Management District (TMD)?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes    TMD Name: _____	
<b>Transportation Impact Study Assumptions</b> <span style="float: right;"><i>Include Tables/Graphics, As Needed</i></span>			
<b>5.Study Years / Phases</b>	Existing Year:	Phases / Build-out Year(s):	
<b>6.Study Periods</b>	<input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Mid-day <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Other: _____		

<b>7. Study Intersections</b> (For projects generating 50 or more person trips, list all signalized & significant unsignalized intersections, and site driveways traffic counts <b>must be collected within 12-months of completed and accepted application</b> )	# of tiers of intersections to study (refer current LATR Guidelines): _____ <i>For the purpose of determining the number of tiers of study intersections, trip calculation for the subject site should also include nearby unbuilt properties in common ownership. No trip reductions should be taken in this calculation other than a credit for existing developments over 12 years old.</i>				
	1)		7)		
	2)		8)		
	3)		9)		
	4)		10)		
	5)		11)		
	6)		attach more rows if necessary		
<b>8. Trip Generation</b>  (clearly cite sources and methodology including use of average rates vs. equation; include trip generation for existing site, current approvals, proposed uses, and net changes)	<b>Total Person Trips</b>	<b>Vehicle Trips*</b> (Auto Driver)	<b>Transit Trips*</b>	<b>Walking Trips*</b> (non-motorized + transit)	<b>Bicycling Trips*</b> (non-motorized)
	<i>* Only required if total peak hour person trips are 50 or more in either the AM or PM peak hour. Sum of all vehicle, transit, and non-motorized trips shall be the equivalent of total person trips. Use table at the end of the form to show all calculations and assumptions for mode breakout.</i>				
<b>9. Trip Reductions</b>  (include justification and supporting documentation for internal capture, pass-by, diverted, Transportation Demand Management)					
<b>10. Trip Distribution %</b>  (include a map of the proposed project in addition to a list or table)					
<b>11. Pipeline Developments to be considered as background traffic</b>  (include name, plan #, land uses, and sizes for approved but unbuilt developments or concurrently pending applications; info can be obtained from the M-NCPPC Pipeline website: - website is updated quarterly)					
<b>12. Pipeline Transportation Projects to be considered as background condition</b>  (fully funded for construction in County Capital Improvement Program, State Consolidated Transportation Program, developer projects, etc. within the next 6 years)					

<b>Preliminary Mitigation Analysis</b>		<i>*Refer to the LATR Guidelines for details on how to mitigate</i>		
14.Vehicular Analysis	<input type="checkbox"/> Vehicular Analysis Anticipated (Vehicular mitigation to be determined after study)	<ul style="list-style-type: none"> <li>TEST: HCM Analysis is required to be provided for all intersections analyzed in studies for: 1) "Red &amp; Orange" policy areas, and 2) intersections with a CLV of more than 1,350 in "Yellow &amp; Green" policy areas. 3) <b>CLV analysis required for all intersections regardless of policy area. CLV assessment and signal timing worksheets are to be included in the study appendix.</b></li> <li>MITIGATION: Required if HCM delay analyses exceed policy area standard</li> </ul>		
15.Pedestrian Analysis	<input type="checkbox"/> Pedestrian Mitigation Anticipated	<ul style="list-style-type: none"> <li>TEST: If the plan generates 50 or more pedestrian peak hour trips, mitigation of surrounding pedestrian conditions is required</li> <li>MITIGATION: Required if ADA non-compliance issues within 500 foot radius of site boundary and if pedestrian crosswalk delay at LATR intersections within 500 feet of site boundary is lower than Level of Service (LOS) D</li> </ul>		
16.Bicycle Analysis	<input type="checkbox"/> Bicycle Mitigation Anticipated	<ul style="list-style-type: none"> <li>TEST: If the plan generates 50 or more bicycle peak hour trips and is within 0.25 miles of an existing educational institution or existing/planned bikeshare station, mitigation of surrounding bicycle conditions is required</li> <li>MITIGATION: Required to make improvements to provide a low Level of Traffic Stress to any existing similar facility within 750 feet of the site boundary; Alternatively, project may provide a master planned improvement that provides an equivalent improvement in the level of traffic stress for cyclists</li> </ul>		
17.Transit Analysis	<input type="checkbox"/> Transit Mitigation Anticipated	<ul style="list-style-type: none"> <li>TEST: If the plan generates 50 or more transit peak hour trips and the peak load of bus routes at bus stops within 1,000 feet of site boundary exceeds (or is worse than) peak load of LOS D (1.25 transit riders per seat during the peak period in the peak direction), mitigation of transit conditions is required</li> <li>MITIGATION: Required to provide or fund improvements that would mitigate the trips exceeding the standard that are attributable to the development</li> </ul>		
Additional Analysis or Software Required	<input type="checkbox"/> Queuing Analysis <input type="checkbox"/> Signal Warrant Analysis <input type="checkbox"/> Weaving/Merge Analysis	<input type="checkbox"/> Accident Analysis <input type="checkbox"/> Synchro <input type="checkbox"/> SIDRA	<input type="checkbox"/> VISSIM <input type="checkbox"/> CORSIM <input type="checkbox"/> Other _____	
<b>M-NCPPC Clarifications</b>		<b>Additional Assumptions &amp; Special Circumstances for Discussion</b>		
<ul style="list-style-type: none"> <li>• <b>Transportation impact study will comply</b> with all other requirements of the LATR Guidelines not listed on this form.</li> <li>• <b>If physical improvements are proposed as mitigation</b>, the transportation impact study will demonstrate feasibility with regards to right-of-way and utility relocation (at a minimum).</li> <li>• <b>If the development proposal significantly changes after this transportation impact study</b> scope has been agreed to, the Applicant will work with M-NCPPC staff to amend the scope to accurately reflect the new proposal.</li> <li>• <b>A receipt from MCDOT</b> showing that the transportation impact study review fee has been paid will be provided to M-NCPPC DARC at the time the development application is submitted.</li> <li>• <b>Minimum of seven paper copies</b> (more if near the County line or an incorporated City) and two PDF copies of the transportation impact study and appendices will be provided.</li> </ul>				