



**MONTGOMERY COUNTY PLANNING DEPARTMENT**  
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

**Local Area Transportation Review**

**TRANSPORTATION IMPACT STUDY SCOPE OF WORK AGREEMENT**

December 2023

**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)  
(See Growth & Infrastructure Policy  
Area map T1<sup>1</sup>)

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

<sup>1</sup> <https://montgomeryplanning.org/wp-content/uploads/2020/11/20210101-Text-of-the-2020-2024-Growth-and-Infrastructure-Policy-with-Maps.pdf>

Application Type(s)	<input type="checkbox"/> Preliminary Plan	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Sketch/Concept/Pre-Preliminary (Optional)	<input type="checkbox"/> Amendment
	<input type="checkbox"/> Conditional Use (formerly special exception)	<input type="checkbox"/> Local Map Amendment	<input type="checkbox"/> APF at Building Permit	<input type="checkbox"/> 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 Impact 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.	
	<input type="checkbox"/> No	<input type="checkbox"/> Yes (In Transportation Management District [TMD])	<input type="checkbox"/> Amend Existing Project-based TDM Plan	
<b>3. Project-based Transportation Demand Management Plan Required?</b> (see Chapter 42, Articles I and II)	<input type="checkbox"/> No	<input type="checkbox"/> Yes (In Transportation Management District [TMD])		
<b>4. Established Transportation Management District (TMD)?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes      TMD Name: _____		

Transportation Impact Study Assumptions		Include Tables/Graphics, As Needed
5. Study Years / Phases	Existing Year:	Phases / Build-out Year(s):
6. Study Periods	<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: _____	
7. Study Intersections (For projects generating 50 or more weekday peak-hour 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 to 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
8. Trip Generation  <b>(Clearly cite sources and methodology including use of ITE average trip rates vs. equations, ITE land use code(s), version of ITE TripGen; include trip generation for existing site, current approvals, proposed uses, and net changes. Show calculations in the cells to the right of this box.)</b>  <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. . Show all calculations for vehicle and person trips in the cells immediately to the right of this box.</i>	Vehicle Trips* (AM) (Auto Driver)	Total Person Trips* (AM)
	Vehicle Trips* (PM) (Auto Driver)	Total Person Trips* (PM)

9. Multi-modal Intersection Counts	<p>Are new counts being collected in support of this study?*</p> <p>Are historical counts being used in support of this study?</p> <p><i>*Refer to the LATR Guidelines for the procedures pertaining to the collection of multi-modal (i.e., motor vehicle, bicycle and pedestrian) intersection counts. Generally, counts are acceptable when they are less than one year old at the time a transportation study is submitted.</i></p>
10. Trip Reductions  (include justification and supporting documentation for internal capture, pass-by, diverted, Transportation Demand Management)	
11. Trip Distribution %  (include a map of the proposed project in addition to a list or table)	<input type="checkbox"/> A map is attached.
12. Pipeline Developments to be considered as background traffic  (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)	
13. Pipeline Transportation Projects to be considered as background condition  (fully funded for construction in County Capital Improvement Program, State Consolidated Transportation Program, developer projects, etc. within the next 6 years)	
14. Vision Zero Statement  (Include maps depicting the scope of the various Vision Zero Statement scoping requirements.)	<ul style="list-style-type: none"> <li>• Trigger: All LATR studies for a site that generates 50 or more weekday peak-hour person trips must develop a Vision Zero Statement.</li> <li>• Requirements: The Vision Zero Statement consists of four components: <ol style="list-style-type: none"> <li><b>1. Review High Injury Network segments:</b> Document any segments on the High Injury Network (HIN) that are within a certain distance of the site frontage.</li> <li><b>2. Assess proximate safety issues:</b> Review the crash history for all segments and crossings within a certain distance of the site frontage.</li> <li><b>3. Review traffic speeds:</b> Conduct speed studies within a certain distance from the site frontage.</li> </ol> </li> </ul>

	<p><b>4. Describe site access:</b> Address the safety issues identified in steps 1 through 3 and describe how site circulation promotes safety, outlining how safe access will be provided to the site.</p> <p>The applicant should refer to the <i>LATR Guidelines</i> to determine the applicable scoping distance pertaining to steps 1 through 3 and requirements pertaining to steps 1 through 4 above.</p> <p> <input type="checkbox"/> Maps are attached.         <span style="margin-left: 150px;"><input type="checkbox"/> Vision Zero Statement is attached.</span> </p>
--	--

<b>Preliminary Mitigation Analysis</b> <span style="float: right;"><i>*Refer to the LATR Guidelines for details on how to mitigate</i></span>	
<p><b>15. Vehicular Analysis</b></p> <p><b>(Include a map depicting the location of the study area intersections.)</b></p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Vehicular Analysis Anticipated (Vehicular mitigation to be determined after study)   <input type="checkbox"/> A map is attached         </div> <div style="width: 65%;"> <ul style="list-style-type: none"> <li>• <b>TEST:</b> The motor vehicle adequacy test will not be applied in "Red" policy areas and these areas will not be subject to LATR motor vehicle mitigation requirements. If the plan generates 50 or more net new weekday peak-hour person trips, HCM Analysis is required to be provided for all intersections analyzed in studies for: 1) "Orange" policy areas, and 2) intersections with a CLV of more than 1,350 in "Yellow" &amp; "Green" policy areas. 3) <b>With the exception of intersections located within "Red" policy areas, 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>• <b>MITIGATION:</b> The applicant must mitigate its impact on vehicle delay or down to the applicable policy area standard, whichever is less.</li> </ul> </div> </div>
<p><b>16. Pedestrian Analysis</b></p> <p><b>(Include a map depicting the scope of the applicable walkshed distance requirement.)</b></p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Pedestrian Mitigation Anticipated   <input type="checkbox"/> A map is attached         </div> <div style="width: 65%;"> <ul style="list-style-type: none"> <li>• <b>TEST:</b> If the plan generates 50 or more net new weekday peak hour person trips, mitigation of surrounding pedestrian conditions is required.  <b>MITIGATION:</b> Mitigation consists of three components:             <ol style="list-style-type: none"> <li>(1) <b>Pedestrian Level of Comfort (PLOC).</b> Pedestrian system adequacy is defined by providing a "Somewhat Comfortable" or "Very Comfortable PLOC score on streets and intersections for roads classified as Primary Residential or higher within a certain walkshed from the site.</li> <li>(2) <b>Street Lighting.</b> The applicant must evaluate existing street lighting based on MCDOT standards along roadways and paths from the development within a certain walkshed from the site frontage. Where standards are not met, the applicant must upgrade the street lighting to meet the applicable standard.</li> <li>(3) <b>ADA Compliance.</b> The applicant must fix ADA noncompliance issues within a certain walkshed from the site frontage equivalent to half the walkshed specified in the required scoping distance.</li> </ol> <p>The applicant should refer to the <i>LATR Guidelines</i> to determine the applicable scoping walkshed distance requirement for each component described above.</p> <p>Record walkshed distance here _____ feet</p> </li> </ul> </div> </div>

<p>17. Bicycle Analysis</p> <p>(Include a map depicting the scope of the applicable bicycle scoping requirement.)</p>	<div> <input type="checkbox"/> Bicycle Mitigation Anticipated         <input type="checkbox"/> A map is attached       </div> <ul style="list-style-type: none"> <li>• TEST: If the plan generates 50 or more net new peak hour weekday person trips, mitigation of surrounding bicycle conditions is required</li> <li>• MITIGATION: Required to ensure a low Level of Traffic Stress (LTS-2) on all existing transportation rights-of-way within a certain distance of the site frontage; Alternatively, the project may provide a master planned improvement that provides an equivalent improvement in the level of traffic stress for cyclists within a certain distance of the site frontage.</li> </ul> <p>The applicant should refer to the <i>LATR Guidelines</i> to determine the applicable scoping distance requirement.</p> <p>Record scoping distance here _____ feet</p>		
<p>18. Bus Transit Analysis</p> <p>(Include a map depicting the scope of the bus transit scoping requirement.)</p>	<div> <input type="checkbox"/> Transit Mitigation Anticipated         <input type="checkbox"/> A map is attached       </div> <ul style="list-style-type: none"> <li>• TEST: If the plan generates 50 or more net new peak hour person trips, mitigation of surrounding transit conditions is required. Projects located within "Green" policy areas are exempt from the bus transit adequacy test.</li> <li>• MITIGATION: Required to ensure that there are bus shelters outfitted with realtime traveler information displays and other standard amenities, along with a safe, efficient, and accessible path between the site and a bus stop, at a certain number of bus stops within a certain distance from the site.</li> </ul> <p>The applicant should refer to the <i>LATR Guidelines</i> to determine the applicable scoping distance requirement and the applicable number of bus shelters.</p> <p>Record scoping distance here _____ feet</p> <p>Record the applicable number of bus shelters here _____</p>		
<p>19. Proportionality and Cost Estimates</p> <p>(For information purposes only. These estimates are subject to change.)</p>	<ul style="list-style-type: none"> <li>• Version of Cost Estimation Tool _____</li> <li>• Version of LATR Proportionality Guide Tool _____</li> <li>• Estimated Proportionality Guide amount \$_____</li> </ul>		
<p>Additional Analysis or Software Required</p>	<div> <input type="checkbox"/> Queuing Analysis           <input type="checkbox"/> Crash Analysis           <input type="checkbox"/> VISSIM           <input type="checkbox"/> Signal Warrant Analysis           <input type="checkbox"/> Synchro           <input type="checkbox"/> CORSIM           <input type="checkbox"/> Weaving/Merge Analysis           <input type="checkbox"/> SIDRA           <input type="checkbox"/> Other _____         </div>		
<p><b>M-NCPPC Clarifications</b></p>		<p><b>Additional Assumptions &amp; Special Circumstances for Discussion</b></p>	
<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</li> </ul>			

<p>Applicant will work with M-NCPPC staff to amend the scope to accurately reflect the new proposal.</p> <ul style="list-style-type: none"> <li>• <b>A receipt from MCDOT</b> showing that the transportation impact study review fee has been paid will be provided to M-NCPPC IRC Division at the time the development application is submitted.</li> <li>• <b>An electronic copy of the transportation impact study</b> and appendices will be provided to Planning Department and MCDOT in electronic format.*</li> </ul> <p>* At the time of this document's publication, the Planning Department is accepting plan applications electronically using the E-Plans platform: (<a href="https://montgomeryplanning.org/resources/eplans-applicant-user-guide/">https://montgomeryplanning.org/resources/eplans-applicant-user-guide/</a>)</p>	
--	--