

LATR Study Checklist

Read the *Local Area Transportation (LATR) Guidelines* to ensure compliance with all requirements. Refer to the *LATR Study Outline* for examples of the required tables and guidance on document structure. These documents and other resources are on Transportation Development Review [webpage](#).

An LATR Study will not be reviewed until all documents are submitted and requirements are met.

When complete, sign the document and send an electronic copy of the LATR Study and appendices to Planning staff via transportation.review@montgomeryplanning.org.

| | |
|---------------------------------|----------------------|
| Project Name _____ | |
| Transportation Consultant _____ | |
| Signature _____ | Date Submitted _____ |

General

- Approved *Transportation Adequacy Form*
- LATR Study Checklist (this form)
- MCDOT LATR Study review fee receipt (proof of payment)

Data Submittal

- Validated pedestrian and bicycle data with unique URL (provided by Montgomery Planning upon request)
- Uploaded speed study and multimodal intersection counts, when applicable
- Sent traffic model files (Synchro, VISSIM, SimTraffic, etc.) to MCDOT and SHA, when applicable

Project Information

- Table of net new motor vehicle trips
- Map of project site (not a point, a boundary)
- Table and map of programmed transportation projects

LATR Vision Zero Statement

- Map of speed study locations

- Table of observed speeds
- Brief discussion of potential mitigations, if applicable (1-2 paragraphs)

Non-Motor Vehicle System Adequacy

- Table(s) listing all inadequacies for each component (PLOC, Illuminance, ADA, Bicycle, Bus Transit)
- Map for each component (PLOC, Illuminance, ADA, Bicycle, Bus Transit)

Motor Vehicle System Assessment (if applicable)

- Map and list of study intersections
- Summary table of multimodal counts (motor vehicle, bicycle, pedestrian) for study intersections
- Map and table pipeline developments
- Concise summary of analysis methods and inputs, including site trip distribution, site trip assignment, CLV/HCM, and any additional analysis requested (queuing, gap analysis, etc.)
- Summary table of vehicular analysis highlighting any intersections above the delay standard
- Map of intersections above the delay standard, if applicable
- Table and map of proposed mitigations

Mitigation (if applicable)

- Proportionality Guide calculation and amount
- Concise summary of off-site mitigation considerations (1-2 paragraphs)
- Table and map of prioritized list of proposed off-site mitigations with 10% design cost estimates
- Prioritized list of alternate (“back up”) mitigation projects, if applicable
- If proposing a mitigation payment, indicate why a constructed improvement is not feasible

Appendices

- Detailed project trip generation (including initial ITE outputs, reductions, Policy Area Adjustment Factors, and trip credits)
- Speed study data
- ADA compliance survey data
- Illuminance adequacy documentation (photometric plan sheets, legend, and tables for existing and proposed conditions)
- Cost estimates, if applicable (project profile and individual project tabs)
- 10% designs used for cost estimates, if applicable

For projects with motor vehicle assessments

- Multimodal intersection count data (if applicable)
- Pipeline project trip generation, distribution, and assignment figures (if applicable)
- Site vehicle trip distribution and assignment figures (if applicable)
- CLV Results (if applicable)
- HCM Results (if applicable)

Other analysis

- Queuing Reports (if applicable)
- Signal warrant analysis (if applicable)
- Weaving/merge analysis (if applicable)