

TRIP GENERATION AND DISTRIBUTION STUDY REPORT FORMAT

LEVEL I ANALYSIS

- I Introduction and Summary**
 - 1. Report Certification
 - 2. Purpose of Report and Study Objectives
- II Proposed Development**
 - 1. Description
 - 2. Location and Vicinity Map
 - 3. Site Plan
 - 4. Proposed Zoning
 - 5. Proposed Land Use and Intensity
 - 6. Phasing and Timing of Project
- III Existing Conditions**
 - 1. Study Area
 - a. Limits of traffic study
 - b. Existing Zoning
 - c. Existing land uses
 - 2. Site Accessibility
 - a. Area roadway system
 - b. Transit service
 - c. Pedestrian and bicycle facilities
- IV Trip Generation and Distribution**
 - 1. Trip Generation
 - 2. Trip Distribution
- V Appendices**
 - 1. Definitions
 - 2. Trip Generation Sources
 - 3. Passer-by and Origin-Destination Studies
 - 4. References

TRAFFIC IMPACT ANALYSIS REPORT FORMAT

LEVEL II ANALYSIS

- I Introduction and Summary
 - 1. Report Certification
 - 2. Purpose of Report and Study Objectives
 - 3. Executive Summary
 - a. Site location and study area
 - b. Proposed development description
 - c. Findings
 - d. Recommendations and mitigation
- II Proposed Development
 - 1. Description
 - 2. Location and Vicinity Map
 - 3. Site Plan
 - 4. Proposed Zoning
 - 5. Proposed Land Use and Intensity
 - 6. Phasing and Timing of Project
- III Existing Conditions
 - 1. Study Area
 - a. Limits of traffic study
 - b. Existing Zoning
 - c. Existing land use
 - d. Anticipated future development in area
 - 2. Site Accessibility
 - a. Area roadway system
 - b. Traffic volumes and conditions
 - c. Existing safety and capacity deficiencies
 - d. Transit service
 - e. Pedestrian and bicycle facilities
- IV Projected Traffic
 - 1. Background Traffic
 - a. Base-year traffic volumes
 - b. Method of traffic volume projection
 - c. Projected 20-year traffic volumes
 - d. Traffic volumes from other proposed developments
 - e. Total background traffic
 - 2. Site Traffic
 - a. Trip generation
 - b. Trip distribution
 - 3. Total Network Traffic
- V Traffic Analysis
 - 1. Site Access
 - 2. Capacity and Level of Service

- a. Signalized intersections
 - b. Signalized arterials
 - c. Unsignalized intersections
 - d. Unsignalized roadway segments
 - 3. Traffic Safety
 - 4. Site Circulation and Parking
- VI Improvement Analysis
 - 1. Improvements to accommodate background traffic
 - 2. Additional improvements to accommodate site traffic
 - 3. Alternative improvements
 - 4. Status of improvements already funded, programmed or planned
- VII Findings
 - 1. Site Accessibility
 - 2. Traffic Impacts
 - 3. Compliance with Level of Service Standards
 - 4. Needed Improvements
- VIII Recommendations and Mitigation
 - 1. Site Access and Circulation Plan
 - 2. Roadway and Intersection Improvements
 - 3. Transportation System Management Actions
- IX Appendices
 - 1. Definitions
 - 2. Trip Generation Sources
 - 3. Passer-by and Origin-Destination Studies
 - 4. Volume and Turning Movement Count Sheets
 - 5. Level of Service Calculations
 - 6. Signal Warrant, Timing and/or Progression Calculations
 - 7. Access Configuration Drawings
 - 8. References