

Transportation Pre-Submittal Checklist for Development Applications

The Checklist is for the purpose of determining whether a traffic study or counts will be needed in support of an application, and to ensure that basic access issues are considered early in the process. This Checklist is required ONLY for the following:

- Subdivisions (4-/PPS applications, or 5-/FPS applications pursuant to 24-111(c))
- Rezoning requests for a comprehensive design or a mixed-use zone (A-/ZMA applications)
- Comprehensive Design Plans (CDP- applications) • Conceptual Site Plans (CSP- applications)
- Detailed Site Plans ONLY within the Central US 1 Corridor Sector Plan area
- Special Exceptions involving the following uses:
 - Amusement Park – Asphalt Mixing Plant – Concrete Mixing Plant
 - Concrete Batching Plant – Surface Mining

In lieu of a signed Checklist, a signed Scoping Agreement may be provided to the Development Review Division.

Project Name _____ Applicant's Name _____

Site Address or Tax ID _____ Case Number (if available) _____

Application Type _____ Phone No. _____

Contact/Agent E-mail _____

Please provide a concept plan on letter-sized paper. The concept plan must show a general layout of the proposed uses, proposed points of access, and sufficient detail of nearby public streets, properties, and/or environmental features to allow the property to be located and assessed by staff.

Please describe the current development proposal in terms of size and access:

Residential:

	Single family residences (number)		Townhouse residences (number)
	Apartment or Condominium residences (number)		
	Number of residences that will be age-restricted (limited to elderly persons or families)		

Non-Residential:

	Square feet office	(describe)	
	Square feet retail	(describe)	
	Square feet industrial	(describe)	

Other Uses:

This includes places of worship, day care facilities, private schools, hotels, and other types of proposals. Please describe the size of the proposal using square footage, number of units or students, or any other appropriate measure.

Access to the Site:

Describe how the site will be accessed. Indicate the number of access points, where they are proposed, if existing streets or aprons will be used, and if any streets or aprons will be modified. This should match your concept plan.

DO NOT COMPLETE – For Staff Use Only			
Estimated Trip Generation	AM:		PM:
			Other:
Data Need	Yes	No	Requirement for this Application
Traffic Study			If YES, have a traffic consultant scope the study using the Scoping Agreement and standards provided in "Transportation Review Guidelines, Part 1." The traffic study must be submitted during the pre-application review process.
Traffic Count			If YES, counts in lieu of a full study are required at the intersection(s) identified on the comment line below. Counts must be taken in accordance with the procedures in "Transportation Review Guidelines, Part 1." Any required counts must be submitted during the pre-application review process.
Other Transportation Study			If YES, please see comment line below.
Transportation Adequacy Finding Not Required by Application or De Minimus			None, unless other information is requested by comments above.
The site is proposed to have driveways accessing an arterial or higher-classification facility			If YES, it is recommended that the plan be revised to minimize access to the high-classification facility, as noted below. If that is not possible, a variation from Section 24-121(a)(3) must be reviewed and granted by the Planning Board during the subdivision process.
Insufficient information to make determination			If YES, please see comment line below and resubmit with sufficient information.
TPS Comments:			
Transportation Staffperson Signature		Date	
Transportation Staffperson's Name (printed)			
Transportation Staffperson's Phone and E-mail			

This is an initial assessment of the data required to complete review of the application. However, if the development proposal changes or if new information is determined during a detailed review of the application after its formal acceptance, the transportation staff shall reserve the right to request additional information in accordance with the findings required for the application.

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Please submit this Checklist (both pages with the required concept plan) and any Scoping Agreements to the Transportation Planning Section. Please submit as a PDF by email, and send to noelle.smith@ppd.mnccppc.org.

The rear side of this page should be completed by the Transportation Planning Section and returned to the applicant within five (5) working days.