



I. Application Quantities and Submittal Formats

- ___ 1. Ten (10) **folded** paper copies of the sketch plan and supporting documents, plus any additional copies deemed necessary by the Highway Department.
- ___ 2. One (1) reproducible copy reduced to 11" x 17".

II. Complete Sketch Plan Application Information

Complete applications shall consist of the following information, unless waived by the Highway Department. It shall serve as the basis for discussions between the developer, Planning & Zoning and Highway Departments, city, and town board representatives. It is intended to provide the developer with an advisory review of the development proposal without incurring major costs.

- ___ 1. Name & address of developer/owner.
- ___ 2. Written description of proposed project.
 - ___ a. Current and proposed zoning
 - ___ b. Type and change in land use proposed
 - ___ c. Plans for accessing property, including access management efforts
 - ___ d. Local plan approval requirements, timeline
 - ___ e. Time table for construction
- ___ 3. Date of plan preparation.
- ___ 4. Scale of plan (engineering scale only).
- ___ 5. North arrow indication.
- ___ 6. Complete legal description (not abbreviated description from tax statement).
- ___ 7. Property location map illustrating the site location relative to adjoining properties and streets.
- ___ 8. Scaled drawing (engineering scale only) illustrating property boundaries.
- ___ 9. Scaled drawing of the proposed project or subdivision sketch plan, including general street patterns and lot layout related to the natural features of the site, and adjoining properties.

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- _____ 10. Transportation Impact Analysis (TIA) or Expected Trip Generation – A TIA is required whenever traffic generated by the proposed development (either a development-driven request for a change in access controls or a request for a driveway permit) is expected to exceed 500 vehicles per day or 100 vehicles in the peak hour. Greater consideration will be given to requiring a TIA on an already congested or unsafe highway. When this criterion is not met, the Developer shall submit the expected trip generation.

A Professional Engineer registered in the State of Minnesota and certified as a Professional Traffic Operations Engineer (P.T.O.E.) shall prepare and/or certify the TIA. The amount of detail in the TIA will be commensurate with the size and scope of the development and should include the following components:

- _____ a. A description of the proposed development and that portion of the road network that will be affected by the development. Roadways and/or intersections anticipated to be affected by more than 5% shall be identified and included in the analysis.
- _____ b. A description of the existing conditions including access points, daily and hourly traffic volumes, accident data, and a capacity analysis of future traffic without the proposed development. (Existing and forecasted volumes without development may be obtained from Mn/DOT when available.) It should also include estimated traffic volumes resulting from any other known development proposals and a capacity analysis that incorporates those volumes and/or those of any previously proposed roadway improvements.
- _____ c. An estimate of trips generated by the proposed development based on land use and/or possible tenants. The reference source of the trip estimates should be identified. Trip estimates should include hourly and directional distribution of the generated trips based on the developer's market share analysis when available.
- _____ d. Trip assignments distributed to existing and proposed access points and to alternative access locations. Generally, at least one alternative should be considered if more than one access to the county or state highways is proposed, if local roads exist which can or will be used, or if terrain or other features may affect safety. Trip assignments shall extend to controlled intersections beyond the immediate development area as described in item "a." above.
- _____ e. Total volumes combining existing traffic, trips generated by other known developments and trips generated by the proposed development. These volumes should be estimated for each alternative being considered.
- _____ f. Capacity analyses for the proposed and alternative access arrangements.
- _____ g. Conclusions and recommendations.

The three primary references in TIAs are: NCHRP 348, "Access Management Guidelines for Activity Centers," ITE "Trip Generation," and the ITE Recommended Practice for "Traffic Access and Impact Studies for Site Development."

- ____ 11. A generalized drawing of natural features showing wetlands, lakes, drainage ways and patterns, woodland areas, hydric soil, steep slopes, and all other features requiring special consideration.
- ____ 12. Proposed timing and staging of development.
- ____ 13. Proof of ownership or legal interest in the property in order to make application.
- ____ 14. Additional information as required by the Highway Department.

III. Meeting Dates & Submittal Deadlines

Plat/Development Review Committee Meetings are held on Wednesdays at 2:00 PM on an as needed basis. Committee members are comprised of Highway and Planning & Zoning Department staff, affected City and/or Township Board staff and the applicants appointed representatives. Complete applications must be received two Mondays (1½ weeks) before the meeting date. Submittal by the indicated deadline does not guarantee that the application will be accepted for the desired meeting date. Generally, only 3 agenda items are accepted per meeting. Complete applications will be scheduled on a first come, first served basis. The following is a list of deadlines for a complete application to be accepted by the Highway Department for scheduling a DRT Meeting.

<u>DRT Meeting Date</u>	<u>Complete Submittal Deadline</u>
August 23, 2006	August 14, 2006
September 27, 2006	September 18, 2006
October 25, 2006	October 16, 2006
November 22, 2006	November 13, 2006
December 27, 2006	December 18, 2006
January 24, 2007	January 15, 2007
February 28, 2007	February 19, 2007
March 28, 2007	March 19, 2007
April 25, 2007	April 16, 2007
May 23, 2007	May 14, 2007
June 27, 2007	June 18, 2007
July 25, 2007	July 16, 2007
August 22, 2007	August 13, 2007
September 26, 2007	September 17, 2007
October 24, 2007	October 15, 2007
November 28, 2007	November 19, 2007
December 26, 2007	December 17, 2007