

Development Review Actions Checklist (Milestones)

Note:

Use the table below to check that the appropriate actions have been performed.

R = Required

O = Optional (As Required by County)

N/A = Not Applicable

Rqmts	Action	Project			Comments
		Small Project	Minor LDТА	Major LDТА	
General	Traffic Study Required (Land Development Traffic Assessment - LDТА)	O	R	R	
	Determination of adequate capacity for segments on Concurrency Network	R	R	R	
	Evaluation required (Minor LDТА), although no study usually required, if development's directly accessed segment does not meet standard	O	N/A	N/A	
General LDТА Requirements	Description and location of the project	N/A	R	R	
	Land Use Category and number of Units	N/A	R	R	
	Proposed Build-out schedule	N/A	R	R	
	Estimate of number of daily trips generated (by direction)	N/A	R	R	
	Estimate of number of peak hour trips generated (by direction)	N/A	R	R	
	Peak Hour/Peak Direction Capacity at Level of Service C of all impacted segments within a specified distance of the access point(s) to the development project plus those impacted segments that consume 3 percent or more of the peak hour two way maximum service volume at the adopted Level of Service standard or more than 70 peak hour two way trips	N/A	R	R	
	Number of net external peak hour trips on each impacted segment for both the peak and off-peak directions	N/A	R	R	
	Number of copies of study to be provided for concurrency determination (8 copies)	N/A	R	R	
	Signed and sealed by a Professional Engineer	N/A	R	R	
	Conclusions and Recommended Improvements within the LDТА	N/A	R	R	
	Site access and circulation for a proposed development shall be consistent with the requirements of 12.09.103 Access and Circulation, of the Highlands County Land Development Regulations, current edition. The applicant and/or his engineer shall provide a site access plan at the pre-application conference. The site access plan shall identify existing roadway characteristics (pavement width, median cuts, opposite driveway cuts and intersecting streets)	N/A	R	R	
	Pre-Application Conference form submitted at least two weeks prior to conference	N/A	R	R	
	Pre-Application Conference required	N/A	O	R	
	Required LDТА Pre-Application Conference Discussion Topics	1. Site location, access and internal circulation plan	N/A	O	R
2. Review of the traffic study format		N/A	O	R	
3. Information about the Concurrency Determination Network		N/A	O	R	
4. Procedure to determine the proposed development's study network (impacted segments)		N/A	O	R	
5. Availability and use of County data (traffic information)		N/A	O	R	
6. Procedure for obtaining traffic counts and additional traffic count information provided		N/A	O	R	
7. Source of trip generation for project traffic provided		N/A	O	R	
8. Source of percent new trips factor provided and determination of the need for local origin-destination survey sites for determination of percent new trips factor		N/A	O	R	
9. Traffic distribution and assignment methodology identified		N/A	O	R	
10. Applicable use of internal capture factors for mixed use developments (only)		N/A	O	R	
11. Methodology and approach for intersection analysis, including the need for turning movement counts		N/A	O	R	
12. Methodology and approach for facility analysis		N/A	O	R	
13. Identification and costing of potential improvements necessary to mitigate impacts of proposed development		N/A	O	R	

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Rqmts	Action	Small Project	Minor LDTA	Major LDTA	Comments	
Format of an LDTA	A. Letter of transmittal	N/A	R	R		
	B. Title Page	N/A	R	R		
	C. Table of Contents	N/A	R	R		
	C1. Page numbers for entire report and appendix	N/A	R	R		
	D. Introduction	N/A	R	R		
	E. Description of existing level of service conditions for the peak hour	N/A	R	R		
	F. Description of future conditions for the peak hour including:	N/A	R	R		
	AND	F1. Calculations for Background Traffic Growth and Future Traffic	N/A	R	R	
		F2. Trip Generation Estimate	N/A	R	R	
		F3. Percent new trips and internal capture estimates	N/A	R	R	
		F4. Traffic distribution and assignment methodology	N/A	R	R	
		F5. Area of influence	N/A	R	R	
		F6. Impacted segments traffic volumes	N/A	R	R	
		F7. Peak hour analysis conditions	N/A	R	R	
		F8. Intersection analysis	N/A	R	R	
		F9. Facility analysis	N/A	R	R	
	G. Roadway needs	N/A	R	R		
	H. Internal site circulation and access needs	N/A	R	R		
	I. Appendix:	N/A	R	R		
	AND	I1. Traffic count data	N/A	R	R	
I2. Trip generation with internal and adjacent street capture worksheets		N/A	R	R		
I3. Trip distribution and assignment worksheets		N/A	R	R		
I4. Intersection capacity analysis worksheets		N/A	R	R		
I5. Link capacity analysis worksheets		N/A	R	R		
I6. Computerized modeling documentation and,		N/A	R	R		
I7. Any other relevant analysis worksheets		N/A	R	R		
Traffic Count Data	County traffic count data obtained	N/A	R	R		
	Data obtained for segments with no County count data available as specified by the County Engineer	N/A	R	R		
Trip Generation	Trip Generation rate and equations contained in the ITE, Trip Generation, current edition	N/A	R	R		
	OR A site specific trip generation for a land use not included in the ITE, Trip Generation, current addition as approved by the County Engineer	N/A	R	R		
Study Area / Concurrency	Defined Impact Study Area (Include map in LDTA)	N/A	R	R		
	Listed schedule of improvements within first three years of County, FDOT, and/or City Capital Improvement Programs	N/A	R	R		
	Concurrency Determination	N/A	R	R		
	Concurrency mitigation strategy	N/A	R	R		
	More detailed evaluation (Major LDTA) required if level of service is at or above 90% of MSV	R	R	R		
Percent New Trips	The percent pass-by trips contained in the ITE, Trip Generation Handbook, current edition	N/A	R	R		
	OR Percent new trips factor from a previously approved study of a similar land use or a published study as approved by the County Engineer	N/A	R	R		
	A site specific origin/destination survey of an identical or similar land use as approved by the County Engineer.	N/A	R	R		
Traffic Distribution and Assignment	Traffic Distribution and Assignment in conformity with accepted traffic engineering principles such as:	N/A	R	R		
	OR Use of Gravity model as approved by the County Engineer. The Highlands County Standard Model (FSUTMS) is recommended.	N/A	R	R		
	Methods to distribute and assign traffic described in Chapter 3 of Transportation and Land Development, ITE, latest edition	N/A	R	R		

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Intersection Analysis	Operational and safety intersection analysis required in study network, currently signalized and those proposed to be signalized, where total traffic consumes 90 percent or more of the Level of Service C Peak Hour Two-Way Generalized MSV or more than 70 peak hour two way trips on any connecting roadway	N/A	R	R	
	Provide data included in the LDТА for each intersection analysis such as:	N/A	R	R	
	AND 1. Printouts and worksheets for all highway capacity analysis performed on the intersections or roadway links;	N/A	R	R	
	2. Copies of any traffic counts performed or used in the analysis, including the source of count data;	N/A	R	R	
	3. Documentation of any assumptions used in the analysis including trip generation data, if not already specified for the analysis;	N/A	R	R	
	4. Turning movement volumes and documentation of methodology used to project existing, background growth and project traffic; and	N/A	R	R	
5. Any other applicable data or information	N/A	R	R		
Facility LOS Analysis	Traffic analysis required if impacted roadway segment over 90% or more of LOS Stnd C or > or project traffic is > 3% (5% for Comp Plan Amendment) or more than 70 peak hour two way trips	N/A	R	R	
	Facility analysis methodology such as Generalized tables or ArtPlan approved by County Engineer	N/A	R	R	

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Additional QC Checks

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Review of Appropriate Factors and Variables	Lanes and Type	N/A	R	R	
	Area Type	N/A	R	R	
	Signal Locations	N/A	R	R	
	Geometric Data	N/A	R	R	
	K100 Factor	N/A	R	R	
	D Factor	N/A	R	R	
	Peak Hour Factor	N/A	R	R	
	Signal Timing Data	N/A	R	R	
	Lane Utilization Factor	N/A	R	R	