

Highlands County Traffic Impact Analysis Electronic Files Submittal Outline

- **Report Content**
 - Complete TIA Report in pdf format (Provide non-scanned pdf files)
 - Complete TIA Report in text format (Provide Word, Word Perfect, etc. file)
 - Study area (map)
 - Description of proposed land uses
 - Site Location relative to surrounding roadway network (map)
 - Proposed build out schedule

- **Model Forecasts**
 - Alternatives (Label all alternative model forecasts)

- **Worksheets**
 - Trip Generation (Excel file)
 - Trip Distribution and Assignment (Excel file)
 - Tier I Table (Excel file)

- **Raw Data**
 - Count Data
 - Turning Movement Count Data
 - Signal Timing Data
 - Signal Warrant Data
 - Summary Tables

- **Level of Service Data**
 - Level of Service Analysis
 - ArtPlan files
 - Highway Capacity Software (HCS) files
 - Synchro files
 - Other data

**Highlands County Traffic Impact Study
Electronic File Structure
Submittal Sample**

Electronic files shall be submitted for each Traffic Impact Study. The files will be organized on a CD or DVD using the following folder structure:

D:\Project Name\Submittal Date\...

Report Content (D:\Project Name\Submittal Date\Report Content...)

- Complete Traffic Impact Analysis (TIA) Report in pdf format (Provide non-scanned pdf files)
File Name: Project Name, "TIA Report," and Date – Month, Day, and Year (i.e. Hammock_TIA_Report_05232007.pdf)
 - Complete TIA Report in text format (Provide Word, Word Perfect, etc. file)
File Name: Project Name, "TIA Report," and Date (i.e. Hammock_TIA_Report_05232007.doc)
 - Study area (map)
File Name: Project Name, "Study Area," and Date (i.e. Hammock_StudyArea_05232007.doc)
 - Description of proposed land uses
Preferably located within the TIA
 - Site Location relative to surrounding roadway network (map)
Preferably located within the TIA
 - Proposed build out schedule
Preferably located within the TIA
- **Model Forecasts** (D:\Project Name\Submittal Date\Model Runs...)
 - Alternatives (i.e. Label all alternative model forecasts in directory and include all files (input or output))
 - **Worksheets** (D:\Project Name\Submittal Date\Worksheets...)
 - Trip Generation (Excel file)
File Name: Project Name, "Trip Generation," and Date (i.e. Hammock_TripGen_05232007.xls)
 - Trip Distribution and Assignment (Excel file)
File Name: Project Name, "Trip Distribution and Assignment," and Date (i.e. Hammock_TripDist_Assignment_05232007.xls)
 - Tier I Table (Excel file)
File Name: Project Name and "Concurrency Determination" (i.e. Hammock_ConcurrencyDetermination.xls)
 - **Raw Data** (D:\Project Name\Submittal Date\Raw Data...)
 - Count Data
 - Turning Movement Count Data
 - Signal Timing Data
 - Signal Warrant Data
 - Summary Tables

- **Level of Service Data** (D:\Project Name\Submittal Date\Level of Service Data...)
 - Different Level of Service Data (Organized by alternative, see examples below)
 - ArtPlan files
 - Highway Capacity Software (HCS) files
 - Synchro files
 - Other data
 - Organize by alternative (Examples)
 - Alt1_Existing_2007
 - Alt2_Forecast_2010_WO Impr
 - Alt3_Forecast_2010_W Impr