STATE OF CONNECTICUT
Office of the State Traffic Administration
Department of Transportation
2800 Berlin Turnpike
P.O. Box 317546 Newington, CT 06131-7546
Phone: (860) 594-3020 Fax: (860) 594-2377

MAJOR TRAFFIC GENERATOR
ADMINISTRATIVE DECISION REQUEST/CHECKLIST
(To be used where no state highway mitigation/safety measures are proposed)

Date:

(PLEASE FILL OUT COMPLETELY)

DEVELOPMENT INFORMATION

Name of Facility:

Location (complete street address; if none, provide map/block/lot information):

Town and Zip Code:

Proposed Gross Floor Area (GSF) and
Land Use of Expansion:

Proposed GSF and Land Use of Land Use
Change (i.e. xx retail to xx office, etc.):

Total Gross Floor Area Categorized By Land Use:

Existing Parking Spaces: Parking Spaces Added by Expansion/Land Use Change:

Total Parking Spaces: Number Designated Handicapped:

Land Owner's Corporate Name*:

Land Owner Contact for Written Correspondence:

Land Owner's Address:

Town, State, & Zip Code:

Tel:

Land Owner's E-Mail:

Full Time Permanent Jobs Created:

CONSULTANT INFORMATION

Company Name:

Contact Person:

Address:

Town, State, and Zip Code:

Phone:

FAX Number:

E-Mail:

*** As noted in the municipal land records. If there is more than one land owner, a separate form shall be provided for each.**

FOR DOT USE ONLY: Distribution: OSTA x 3 ☐ Traffic ☐ Drainage ☐ Files copied to S: Drive ☐
OSTA Review: ☐ Traffic Review: ☐

ADMINISTRATIVE DECISION SUBMISSION GUIDELINES

- All of the information listed below shall be submitted for the review of new major traffic generators that do not substantially affect the state highway system (i.e. mitigation or safety measures regarding state highways are not necessary to accommodate traffic generated the new major traffic generator).
- The information is also required for the review of proposed expansions or land use changes to existing major traffic generators that predate the Office of the State Traffic Administration (OSTA) certification process and those that were previously certified that do not substantially affect the state highway system.

If changes to the state highway system are being proposed to mitigate the impact of the traffic associated with a new major traffic generator or a proposed expansion or land use change to an existing major traffic generator then the development will be considered to have a substantial impact on the state highway system **DO NOT USE THIS CHECKLIST**. Formal OSTA action will be required and a major traffic generator certificate application and the information on its associated checklist must be submitted.

This completed checklist shall accompany the administrative decision request. Copies of any information submitted but not considered pertinent to the application will be discarded.

Five (5) paper copies and one (1) DVD of the information deemed appropriate to the development shall be submitted to the OSTA, with an additional set of the information forwarded by the developer to the Local Traffic Authority of each involved municipality. The DVD shall contain all required information in digital (i.e. not scanned) .pdf format and the original data files for the traffic and drainage analysis.

The request will not be considered complete until all of the applicable information is received.

SUBMITTED	N/A	
☐	☐	I. Site Plan:

An overall site plan showing the entire OSTA certifiable area, including the administrative decision review area uniquely identified as such, shall be provided, sized to fit on a single 2' x 3' plan sheet, that identifies all buildings (including gross floor area and land use for each), parking spaces, property lines, internal connections to abutting properties, names of all property owners (including the abutting property owners), and the complete street address(es) for all properties within the certifiable area. If street address information is not available, show map / block / lot information. An aerial photograph may be used.

The entire OSTA certifiable area shall include all parcels whose traffic must use the review development's access drive(s) and shall be distinguishable by a distinct peripheral property line with the call out "OSTA Certifiable Area". Refer to the OSTA web site to view sample overall site plans.

The overall site plan must show the Intersection Sight Distances (ISD) that will be provided and maintained for any existing and proposed drives onto a state highway that were not part of a previous OSTA certificate. The ISD may be shown directly on the drives or listed in a tabular format.

☐ If any state highway driveway ISD encroach on property not owned by the AD developer, OSTA certification will be required and the development proposal will not qualify for an AD. The N/A box must be checked here to verify there is no such encroachment.

SUBMITTED	N/A	
☐	☐	II. Site Location Plan - Showing State highways and major intersecting Town roads in the vicinity of the site.
		III. Traffic Information - Contact the Trip Analysis Section at (860) 594-2025 with any questions regarding trip generation or distribution. The amount of traffic information required will be based on the expected number of new trips associated with the development/expansion/land use change.
☐	☐	If 50 or fewer new trips, submit only information noted in Item D-1 below.
☐	☐	If more than 50 but less than100 new trips, submit all information noted under Item C below as well as the information noted in Item D-1 and D-2 for all site driveways.
☐	☐	If approximately 100 or more new trips, or 50 or more new trips to an individual intersection left turn movement, then submit all information noted under Items A through G below for site access driveways and any other intersections where approximately 100 or more new trips are being added, or 50 or more new trips to an individual intersection left turn movement.
		A. Existing Traffic Volumes
☐	☐	1. Flow diagrams showing the appropriate existing peak hour traffic volumes for the proposed development, inclusive of all site drives. Diagrams must indicate date of submission and date of existing traffic.
☐	☐	2. Identify the hours of the day, day of week and how the peak hours were determined in relation to the proposed development.
		The morning/afternoon weekday and weekend midday peak hours are the most typical time periods analyzed. Depending on the type of proposed development, all or some combination of these hours will be required. In some cases, the peak hour of the generator may be needed (e.g. movie theatre – evenings, school – dismissal peak).
		Approach volumes must be totaled and checked for accuracy before submission. Traffic volumes between intersections shall be balanced or an explanation for the break in traffic flow provided.
		Areas experiencing a significant recreational peak shall be counted during the peak season. When this is not possible, traffic volumes may be seasonally adjusted to reflect the heaviest peak hour volume.
		B. Background Traffic
☐	☐	1. Identify other developments, including those previously approved by the OSTA, or pending, but not yet operational, and include their volume in the background traffic.
☐	☐	2. Identify any annual growth or seasonal adjustment factors used and justify their selection.

SUBMITTED	N/A	
☐	☐	3. Provide flow diagrams showing the appropriate background peak hour traffic volumes for the proposed development as determined in the existing condition. Diagrams must indicate date of submission and date of background traffic. Background traffic flow diagrams must be consistent with existing traffic diagrams.

Approach volumes must be totaled and checked for accuracy before submission. Traffic volumes between intersections shall be balanced or an explanation for the break in traffic flow provided.

If there are overlapping intersections with a recent, previously approved MTG, the combined traffic figures from the prior MTG shall be used as base traffic for the new project.

C. Trip Distribution

☐	☐	1. Provide flow diagrams showing the percent distribution of generated traffic, by direction, for each major road leading to the area and at all access points. Diagrams must include date of submission. Flow diagrams shall be consistent with the peak hours analyzed in the existing and background traffic conditions.
☐	☐	2. Provide a description of the methodology used to develop the trip distribution. Any differences in the approach and departure distribution shall be explained.

D. Site Generated Traffic / Combined Traffic Volumes

☐		1. Submit a narrative regarding logic used for the trip generation.
☐	☐	2. Provide flow diagrams for the applicable peak hour(s) for the generated traffic volumes.
☐	☐	3. Provide flow diagrams for the applicable peak hour(s) for the combined traffic volumes (the sum of the background and generated traffic volumes). Diagrams must include date of submission and date of combined traffic.

In most cases, trip generation data derived from the latest ITE Trip Generation Report will be acceptable. Approved ConnDOT studies are currently utilized to derive trip generation data for, super food stores and Dunkin' Donuts locations. Other studies will be taken into consideration, but will be subject to approval.

Out parcels contained within retail developments shall utilize the most specific land use code available via ITE or other acceptable study data. For restaurants, indicate whether it is a fast- food or sit-down style service, and if there is a drive-up window proposed.

Trip generation for the Christmas Season, as defined by ITE, is not currently required. Trip generation shall reflect a successful day, not abnormally high-peak periods such as holiday weekends.

For retail developments, Friday afternoon and Saturday midday peak are required study periods. For apartments, condominiums, hotels and motels, the number of 1-, 2- and 3-bedroom units, and the square foot area of each type of unit shall be noted. For hotels and motels, list the number of rooms.

SUBMITTED N/A

E. Capacity Analysis, including all input data, supportive computation sheets and/or charts shall be submitted. The format for the submitted analysis shall be in accordance with Transportation Research Board's Highway Capacity Manual (HCM 2000). Inquiries about the format of the analysis may be directed to the Division of Traffic Engineering (860) 594-2710. Analysis should be provided for intersections, interchanges, or expressways for the following time periods and traffic conditions:

☐ ☐ 1. Background Traffic and Combined Traffic – Analyze same peak hours as shown in the traffic flow diagrams.

☐ ☐ 2. Morning and afternoon peak hour of the generator, if different than the morning and afternoon peak hour of the adjacent highway.

F. Storage / Queue Analysis - The submission of a storage and/or queue analysis supporting the background and combined traffic capacity analysis provided under Sections III-E.1 and III-E.2 is usually necessary under the following conditions:

☐ ☐ 1. When exclusive turning lanes exist, there is potential through lane blockage of turn lane or visa verse.

☐ ☐ 2. When there is a potential for vehicular backups affecting operation of nearby intersections, major drives and/or nearby rail crossings.

☐ ☐ 3. When there is limited stopping sight distance on a signalized approach.

☐ ☐ 4. Off-ramp approaches to signalized intersections.

☐ ☐ 5. Other conditions may be identified during the review by the engineer which would require a storage/queue analysis.

☐ ☐ G. Supply information on the latest available three years of accident experience. A narrative for all existing site drives and off-site impacted locations is required. A table of data or collision diagram may be used to demonstrate the crash history.

IV. Drainage Requirements

For developments not previously certified, that do not have frontage on a state highway or state railroad, no drainage information will be required.

For those that do have frontage on a state highway, the amount of drainage information required will be based on an assessment of the drainage impact to the state highway system associated with the development/expansion/land use change. See attached form " *OSTA Administrative Decision Request – Drainage* " to determine if this project will qualify for an exemption of drainage information or if further drainage information as shown below will be required.

☐ ☐ A. Drainage Report - A well-documented Drainage Report will facilitate the drainage review process. Failure to provide the Drainage Report will delay the review and approval process until the document is received. Inquiries regarding submissions may be directed to the Division of Design Services - Hydraulics and Drainage, (860)594-3238.

SUBMITTED	N/A	
☐	☐	1. Locate the MTG site on an 8.5" x 11" excerpt of a USGS topographic quadrangle map (Scale 1:24,000). Indicate the quadrangle name and number on this plan.
☐	☐	2. Locate the MTG site on the relevant portion of the FEMA Flood Insurance Rate Map (FIRM) and Floodway Map. Indicate the panel number, scale, and effective date of the map(s).
☐	☐	3. A detailed narrative specifically relating the proposed drainage design to existing State drainage facilities, (roadways, railroads, etc.), describing any potential impacts consequent to the proposed construction is required. The narrative must contain a definitive conclusion on whether there is any drainage impact to State facilities. The narrative should also include a discussion of existing and proposed drainage patterns. It is desirable to maintain the existing drainage patterns. Diversions of storm runoff to State drainage facilities are generally not acceptable unless appropriate drainage rights are obtained from all affected downstream owners.
☐	☐	4. Contour plans depicting tributary drainage areas both within and, where applicable, beyond the MTG boundaries are required. In some cases, the entire MTG site may drain away from the State transportation facility. In this instance, the report narrative identified in Item No. 3 above should so indicate. This will negate the requirement for drainage design computations; however, contour plans are still needed to verify the drainage patterns.
☐	☐	5. Submit drainage layout and details of existing and proposed storm sewer as well as hydraulic structure designs and their relationships to any adjacent State drainage facilities. All proposed outlets connecting or discharging to State maintained facilities must be clearly indicated. Further, existing State maintained drainage facilities that are located adjacent to development property and/or are potentially affected by the proposed construction must be shown on the plans. Copies of "as-built" plans showing the location of these State systems are acceptable providing that the appropriate pipe sizes, type of pipe, invert elevations, drainage structure types, and top of frame elevations are obtained for hydraulic computations, where required.
☐	☐	6. Existing and proposed drainage rights and easements of the MTG site and contiguous State properties must be identified on the plans and described in the drainage report narrative. If there are no existing drainage rights or easements recorded for the MTG or contiguous State property, the drainage report narrative must indicate same.
		7. For development sites that: • Connect or discharge to existing State drainage facilities – a. and b. below are required. • Receive discharge from existing State drainage facilities – a. and b. below are required. • Propose pavement widening on State roadways – a., b., and c. below are required.

SUBMITTED	N/A	
☐	☐	a. Supporting computations and electronic data files for gutter flow, storm sewer, hydraulic grade line (water surface profile) and outlet protection, as appropriate for the development.
☐	☐	b. An analysis, including computations and electronic data files for gutter flow, storm sewer, hydraulic grade line (water surface profile) and outlet protection, as appropriate for the State facilities, shall be performed to its terminus or to a distinct hydraulic control to verify its adequacy. This analysis must consider the relative times-to-peak of the site and State maintained drainage systems and is required even if a reduction in peak flows from the site itself is anticipated.
☐	☐	c. A visual inspection of the existing State drainage facilities (pipes and structures) shall be performed to verify its condition and documented. The condition of existing ditches and outlets of the State drainage systems shall also be field inspected to verify their stability, need for cleaning, and to ensure no erosion or sediment problems exist.
☐	☐	8. Design plans and computations (including electronic data files) for any proposed storm water detention (above or below grade), retention or infiltration facilities. These plans must indicate sizes, dimensions, elevations and construction materials for the facility and its proposed outlet. At a minimum, design requirements must meet the standards set forth in the Department's Drainage Manual. Where failure of these facilities could impact adjoining State systems or structures, an Inspection/Maintenance plan must be prepared by the developer. This plan, together with any formal agreements or related documents, are normally filed in the town land records.
☐	☐	9. Indicate the location and type of any features included in the proposed drainage design to treat storm runoff and thereby enhance storm water quality. Treatment shall be accomplished prior to discharging to State drainage systems.
☐	☐	10. For sites which contain regulated floodplain or floodway areas as defined by the relevant Flood Insurance Study documents, within their boundaries, the applicant must depict the limits of same on the development site plan(s). Additionally, any proposed encroachments within these regulated areas must be evaluated, at least in a qualitative sense, for potential impacts upon upstream or downstream State facilities. Ultimately, a detailed hydraulic evaluation of floodplain or floodway encroachments may be required.

V. Planning and / or Zoning Approval

☐	☐	Provide a copy of local Planning and or Zoning approval and date received, or documentation that it is not required. If the Planning and or Zoning approval does not specify the size of the development, land use and parking which has been approved, or does not reference a site plan with the same information, then written confirmation from the Planning and or Zoning Office will also be required specifically indicating what has been approved.

SUBMITTED	N/A	
☐	☐	If approval is required, the town must be in receipt of an appropriate application prior to the submission of the AD request to the OSTA. If the approval has not been granted, a statement indicating the anticipated schedule for obtaining Planning and or Zoning approval must be supplied. Upon approval, a copy thereof must be submitted.

VI. Local Traffic Authority Concurrence

☐	Written confirmation from the Local Traffic Authority indicating concurrence with the assessment of no substantial impact to the state highway system contingent on the Department's agreement with said assessment must be provided.

OFFICE OF THE STATE TRAFFIC ADMINISTRATION (OSTA) - ADMINISTRATIVE DECISION REQUEST - DRAINAGE		
Name of Facility	Town	State Route(s)
Location (complete street address; if none, provide map/block/lot information)		

Stormwater Runoff (*at least one of the following must be checked to qualify):*

- ☐ The proposed project will not increase impervious area at the site.
- ☐ Stormwater runoff from the site does not drain nor is directed to State property or State owned/maintained drainage facilities.

Diversions (*the following must be checked to qualify)*:

- ☐ Proposed drainage patterns on the site are maintained as closely as possible to the existing site conditions. No diversion of stormwater or stream flow is proposed that will potentially affect State or private property.

State Drainage System Modifications (*the following must be checked to qualify)*:

- ☐ There are no new connections or modifications to State owned/maintained drainage systems.
- ☐ There are no modifications to the development drainage system that a State drainage connects or discharges to.

Drainage Rights/Easements (*Check all that apply. Response will be used to determine if new/additional ROW is required*):

- ☐ State drainage facilities are not located on the subject site.
- ☐ Runoff from any adjacent State highway or railroad facility does not discharge onto the subject site.
- ☐ Existing and /or proposed site drainage does not connect to a State owned/maintained drainage facility.
- ☐ Existing site drainage connects to a State owned/ maintained drainage facility. A record of the connection
  A record of the connection - ☐ exists - ☐ does not exist at the DOT District office.
- ☐ Land records were searched and no State drainage rights/easements were found for the subject site.
- ☐ A State " drainage right of way " or " easement " is recorded on the land records for the property.

Description of State drainage right of way or easement (*type & location*)

- ☐ The proposed project will not affect an existing State drainage right of way or easement on the subject property.

Flood History (*the following must be checked to qualify*):

- ☐ The subject site does not have a history of flooding or known drainage problems. The applicant has consulted with the municipality and the DOT District Drainage office regarding any flood history or known drainage problems at the site. A copy of the meeting/telephone report is attached.

Other Approvals

Has the drainage design and stormwater management for the project been approved at the local level? ☐ Yes ☐ No

Professional Engineer Certification

I have conducted a site investigation and reviewed the proposed project plans relative to the information required for this document. Based on my review and reasonable investigation, including my inquiry of those individuals responsible for obtaining the in formation, I hereby certify that the information provided on this document is complete and true.

Name	PE Number	
Signature	Date	Affix P.E. Stamp Here