

**Traffic Assessment or Impact Study
Requirements & Process
Section 3.2D(7), Subdivision Regulations**

Prior to preliminary plat submission, the Subdivider must contact the Planning Commission to determine if a traffic assessment or traffic impact study is required. The Planning Commission, in consultation with its traffic engineering consultant Jordan, Jones, & Goulding, will make the determination. If an assessment or study is required, the Subdivider may employ the Planning Commission's traffic engineering consultant, Jordan, Jones & Goulding (JJG), or his/her engineering firm to conduct the assessment or study. If the Subdivider employs his/her engineering firm to conduct the assessment or study, then the Planning Commission's consultant, Jordan, Jones & Goulding (JJG) will conduct a review of the Subdivider's assessment or study. The Subdivider will be responsible for all fees for the preparation and/or review of the assessment or study.

It is anticipated that the process for completing an assessment or study or review will require additional time; therefore, the Subdivider must consider this preparation/review time into his/her schedule for plat submission.

Below are step-by-step processes for preparation and review of and assessment or study. Traffic assessments and impact studies must comply with Section 3.2D(7) of the Subdivision Regulations.

Traffic Assessment or Impact Study Preparation

If a traffic assessment or impact study is required and the Subdivider decides to employ the Planning Commission's traffic engineering consultant, the following process will be followed:

Step #1: Fee Proposal & Schedule

The Subdivider must submit a copy of the preliminary plat and development description to the Planning Commission. The Planning Commission will forward the information to JJG. In turn, JJG will prepare a fixed fee estimate along with a completion date and will fax or email the estimate to the Planning Commission Director. The Director then will provide the fixed fee proposal and estimated completion date to the developer and request payment of fees for the assessment or study.

Step #2: Notice to Proceed & Fee Payment

If the estimate is accepted, then the Subdivider must submit payment, made payable to JJG, for the assessment or study to the Planning Commission. The Planning Commission will issue a notice of proceed, along with the payment, to JJG.

Step #3: Assessment or Study

Upon receipt of the notice to proceed and payment, JJG will conduct the assessment and study as follows:

- Task #1: Data Collection. JJG will obtain appropriate traffic counts for the study area. This will include a review of traffic counts made by the Kentucky Transportation Cabinet. It may also include a peak hour intersection turning movement count for the study area. The cost of obtaining the appropriate traffic data will be included in the fee proposal.

- Task #2: Traffic Estimation. Based on the proposed development information, JJG will estimate the peak hour traffic generated by the project. JJG will distribute and assign the new traffic to the adjoining street system.
- Task #3: Analysis: JJG will conduct an analysis of the street system to determine the traffic impacts of the proposed development. This analysis will be as required by the Planning Commission.

Step #4: Planning Commission Attendance

JJG will attend the appropriate Planning Commission meeting to present the assessment or study results. If the meeting is rescheduled, then JJG will attend the next scheduled meeting to present the results.

Traffic Assessment or Impact Study Review

The following steps will be taken if the JJG is employed to review a traffic assessment or impact study prepared by other engineering firms:

Step #1: Fee Proposal & Schedule

Prior to preliminary plat submission, the Subdivider must submit a copy of his/her assessment or study to the Planning Commission. The Planning Commission will forward the assessment or study to JJG. JJG will prepare a fixed review fee estimate along with a completion date and will fax or email the estimate to the Planning Commission Director. The Director then will provide the fixed fee proposal and estimated completion date to the developer and request payment of the review fees.

Step #2: Notice to Proceed & Fee Payment

If the review estimate is accepted, then the Subdivider will remit the review fee, made payable to JJG, to the Planning Commission. The Planning Commission will then issue a notice of proceed, along with the payment, to JJG.

Step #3: Review Preparation

JJG will review the submitted assessment or study. The review will include the data collected, trip generation, trip assignment to the road network, and analysis. JJG will summarize the findings in a report, which will be delivered to the Planning Commission.

Step #4: Planning Commission Attendance

JJG will attend the appropriate Planning Commission meeting to present the assessment or study results. If the meeting is rescheduled, then JJG will attend the next scheduled meeting to present the results.