



## GRTA DRI NON-EXPEDITED REVIEW METHODOLOGY CHECKLIST

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This checklist is intended to assist applicants who wish to seek Non-Expedited Review, by listing the specific information that the applicant should bring to a Methodology Meeting and/or Pre-Application Conference. These materials should be prepared **prior to the meeting** and the applicant and/or consultant should be **ready to discuss** and agree on the underlying assumptions and methodologies, in the order provided below.

### CHECKLIST FOR METHODOLOGY MEETING AND/OR PRE-APPLICATION CONFERENCE

All Applicants should bring the following items to a Methodology Meeting or Pre-Application Conference (refer to *GRTA DRI Review Package Technical Guidelines*, available from GRTA and on the Worldwide Web at <<http://www.grta.org/dri/home.htm>>, for specific explanations):

- Map and narrative describing the proposed project's location, size, and character.
- Phasing and build-out schedule.
- Description of the existing and proposed zoning and land use category.
- Site plan that clearly illustrates the uses, intensities of use, internal vehicular and pedestrian circulation, parking areas (including ingress and egress points), and access points (vehicular and pedestrian) to adjacent public roadways and to adjacent land uses. A designation of each land use should be clearly delineated as "pods" on the plan—these should exactly match the land use categories used in the trip generation analyses.
- Description of parking requirements (ratios and total numbers), proposed parking, location, and proposals for shared parking.
- Description of the location of driveways, any plans for shared driveways, and the identification of the permitting agency for driveway access.
- Description of adjacent land uses (desired to be shown using a combination of an aerial photograph and local land use plan).
- Listing of peak periods (PM, AM, Saturday Peak, Friday evening, peak hour of generator) and project phase years to be analyzed.
- LOS standards, rural/urban designation, and functional classification for the area roadways (provide documentation from local government).
- Trip generation data sources, including all variables and assumptions used to calculate the proposed trip generation (including reductions):
  - Table of mixed-use reductions **and** the justification (provision of bike/pedestrian facilities and distance between uses) shown on the site plan;
  - Table of pass-by trip reductions and application of limits test;

- Alternative mode split assumptions, including justification as to how they were reached (includes transit, external bike and pedestrian); description of existing and proposed transit service (routing and stop locations, plus distance from each use); description of transit amenities provided on the site plan; discussion of parking supply and effect on competition of alternative modes.
- Proposed methodology to be used for traffic distribution and assignment.
- Proposed methodology to be used for calculating future year background traffic.
- Proposed assumptions related to use of TIP, STIP, GDOT's Construction Work Program, or RTP projects as part of existing or future conditions analysis. Open-to-traffic years and project sponsors for projects in the study network are necessary for this discussion, especially if the improvement will be "used" in the future year analyses.
- Proposed capacity analysis procedures for: (1) detailed intersection, (2) detailed segment, and (3) planning-levels segment. Provide the name and version of software to be used.
- Study Network determination utilizing the 7% rule (provide the following information for every link on both a map and spreadsheet: LOS standard, 24-hour two-way site traffic, description of road link, service volume threshold, percent consumption, and percent of total trip generation)
- Recommended locations within the study network for detailed intersection analyses, detailed segment analyses, and planning-level segment analyses (applicant and GRTA will agree on these assumptions at the methodology meeting)
- Sources of data (turning movement counts [may be up to 12 months old] and 24-hour two-way counts [may be up to 24 months old]) to be used and assumptions related to the collection and analysis of that data. Note: at least one 24-hour two-way count *per* functional classification type must provide both directional (for D-factor) and hourly (for K-factor) reporting. Methodology of processing existing conditions derived from observed data: balancing (between close intersections), growing (from older counts to "existing"), and rounding (to nearest 5 *AFTER* balancing and rounding).
- Methodology, assumptions, and data sources used in preparing an Area of Influence (**this is not the study network**).
- Any other pertinent information that the Applicant believes will be relevant to the evaluation of the proposed DRI's impacts on regional mobility and air quality.

## METHODOLOGY MEETINGS ARE STRONGLY ENCOURAGED

A Methodology Meeting is a preliminary informal meeting between the Applicant and GRTA Staff to discuss how the Applicant's project will be reviewed, and what data and analysis will be required. The Pre-Application Conference is where the Applicant, GRTA, the RDC, the local government, and other affected entities agree to what data and analysis will be required for DRI review. The Pre-Application conference is scheduled within ten (10) days after DCA Form 1 (the Initial DRI Information Form) is submitted to the RDC and GRTA.

DCA Form 1 is submitted by the local government to the RDC and GRTA when a developer applies for a local government approval that is related to a Development of Regional Impact. To avoid delays during the formal process by being prepared to submit an application package and DCA Form 2 **at** the pre-application, **GRTA strongly recommends that before applying for development approval from a local government, the Applicant and their consultant should schedule a “Methodology Meeting” with GRTA’s Professional Staff to discuss how their proposed DRI Plan of Development will be reviewed.**

## SCHEDULING A MEETING WITH GRTA STAFF

**Methodology Meetings.** GRTA Staff is available to meet with you to discuss your application. Please contact GRTA Staff at: 245 Peachtree Center Avenue, NE, Suite 900, Atlanta, Georgia 30303-1223, by telephone at (404) 463-3000, by fax at (404) 463-3060, or by e-mail at [dri@grta.org](mailto:dri@grta.org) to schedule a meeting at your convenience.

**Pre-Application Conferences.** A representative of the RDC or GRTA will contact you to schedule a Pre-Application Conference within ten (10) days of the date the local government submits DCA Form 1. If you have any questions regarding the Pre-Application Conference, please contact GRTA Staff at: 245 Peachtree Center Avenue, NE, Suite 900, Atlanta, Georgia 30303-1223, by telephone at (404) 463-3000, by fax at (404) 463-3060, or by e-mail at [dri@grta.org](mailto:dri@grta.org).

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