

## **Comprehensive Plan or Plan Amendment Package Checklist** **Traffic Impact Analysis Regulations: 24VAC30-155-50**

### **For a comprehensive plan or a transportation plan, the locality shall provide:**

- A COVER SHEET**, containing:
  - CONTACT INFORMATION** for the locality, and
  - SUMMARY OF MAJOR CHANGES** made to the comprehensive plan or transportation plan;
  
- THE PROPOSED COMPREHENSIVE PLAN OR TRANSPORTATION PLAN** and the following elements:
  - INVENTORY** – An inventory (written or graphic) of the existing transportation network, which shall include at a minimum all roadways within the Federal Aid system (any roadway classified as a Major or Urban Collector or higher functional classification or is included within the Federal Highway Administration’s [National Highway System](#)). VDOT District staff can provide assistance regarding which roadways must be included in the inventory.
  
  - ASSUMPTIONS** – Planning assumptions directly influence the demand placed on the transportation system. Details on the planning assumptions shall include, but need not be limited to population growth, employment growth, and location of critical infrastructure such as water and sewer facilities.
  
  - NEEDS ASSESSMENT** – Written or graphic evaluation of the transportation systems current and projected performance and conditions. This evaluation should compare the existing transportation system with the future land use policies and maps in order to determine how future growth will affect the transportation system.

The needs assessment will identify specific deficiencies based on current conditions as well as future improvements to serve the quantity, type, location, and density of anticipated development based on the future land use policies and maps.

It is not necessary to have the identification of specific deficiencies prepared by a transportation professional. It could be a list of transportation facilities that, in the experience of the citizens, Planning Commission, or governing board, are deficient.
  
  - RECOMMENDATIONS** – Proposed improvements or additions to transportation infrastructure.

Recommendations should be specific so that the need, location and nature of the proposed improvements are clear and understandable. The recommendations should address some or all of the needs identified in the needs assessment step, above.

Proposed transportation additions/improvements consistent with the future land use policies and map.

Localities are encouraged to include pedestrian, bicycle, transit, rail and other multi-modal recommendations as they deem appropriate.
  
  - MAP** - The transportation plan shall include a map showing road and transportation improvements, taking into account the current and future needs of residents in the locality while considering the current and future needs of the planning district within which the locality is situated.
  
  - COST ESTIMATES** - Recommended improvements shall include any VDOT cost estimates.
  
- FEES (SEE BELOW)**

**For an amendment to a comprehensive plan or transportation plan, the locality shall provide:**

- A COVER SHEET**, containing:
  - CONTACT INFORMATION** for the locality;
  - SUMMARY OF PROPOSED AMENDMENT** or amendments to the comprehensive plan or transportation plan; and
  - OVERVIEW** of reasoning and purpose for amendments.
- APPLICATION FORMS** and documentation presented to or prepared by the local jurisdiction,
- ASSOCIATED MAPS OR NARRATIVES** that depict and detail the amendment under consideration,
- ANY CHANGES** to the planning assumptions associated with the amendment, and
- LOCAL ASSESSMENT** of the potential impact it may have on the transportation system.
- ELEMENTS IDENTIFIED ABOVE** (4<sup>th</sup> checkbox) that VDOT determines are needed in order to review and comment on impacts to state-controlled highways.
- FEES (SEE BELOW)**

**For a small area plan amendment to a comprehensive plan, the locality shall provide:**

- A COVER SHEET**, containing:
  - CONTACT INFORMATION** for the locality;
  - SMALL AREA PLAN DETAILS:**
    - LOCATION;**
    - HIGHWAYS and TRANSIT FACILITIES** adjacent to the site;
    - PARCEL NUMBER** or NUMBERS; and
    - PROPOSAL SUMMARY** with development names, size, and proposed zoning.
- A TRAFFIC IMPACT STATEMENT** prepared in accordance with 24VAC30-155-60.
- A PLAN OF DEVELOPMENT** for the area encompassed by the small area plan.

**Fees**

- A \$1,000 FEE paid by the applicant for the initial or second review of a comprehensive plan, an amendment to the plan, or a small area plan amendment to the comprehensive plan.
- A \$1,000 FEE paid for a third or subsequent submission of a comprehensive plan, plan, or a small area plan amendment that is requested by VDOT on the basis of the failure of the applicant to address deficiencies previously identified by VDOT.

**NOTE:** NO FEE is charged by VDOT if the comprehensive plan, plan amendment, or **small area plan** amendment is initiated by a locality or public agency.

NO FEE is charged by VDOT to a citizens' organization or neighborhood association that proposes comprehensive plan amendments through its local planning commission or local governing body.