STATE OF CONNECTICUT

OFFICE OF THE STATE TRAFFIC ADMINISTRATION
DEPARTMENT OF TRANSPORTATION
2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CT 06131-7546
Email: DOT.OSTA@ct.gov

MAJOR TRAFFIC GENERATOR
ADMINISTRATIVE DECISION CHECKLIST
(To be used where no State highway or State railroad right-of-way mitigation/safety measures are proposed)

(PLEASE FILL OUT COMPLETELY)

Date: _____

DEVELOPMENT INFORMATION

Name of Facility: _____
Street Address; if none, provide map/block/lot info.): _____
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 ADA Accessible Parking Spaces: _____

CONSULTANT INFORMATION

Firm: _____
Name: _____
Address: _____
Town, State and Zip Code: _____
Phone: _____
E-Mail: _____

LAND OWNER INFORMATION

Corporate Name**: _____
Contact for Written Correspondence: _____
Address: _____
Town, State & Zip Code: _____
Phone: _____
E-Mail: _____

Land Owner's Signature: _____

By signing this form, the land owner acknowledges that the subject development is a Major Traffic Generator (MTG), as defined under Connecticut General Statutes (CGS) Section 14-311, and that, until OSTA approval has been issued, no building and foundation permits for the development shall be issued by the municipality. Noncompliance with CGS Section 14-311, including construction without prior OSTA approval, may result in penalties pursuant to CGS Section 14-314.

* Note, for developments with property boundaries within multiple municipalities, please list all towns/cities.
** As noted in the municipal land records. If there is more than one land owner within the Administrative Decision Review Area, a separate form shall be provided for each land owner.

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 or a railroad crossing within the State railroad right-of-way (i.e., mitigation or safety measures regarding State highways or a railroad crossing within the State railroad right-of-way are not necessary to accommodate traffic generated by the new major traffic generator). **The following items must be submitted with the initial application in order for the OSTA to begin the Administrative Decision review process:**
    - Site and/or Roadway Plans
    - Traffic Information
    - Complete Streets Information
    - Drainage Information
    - Planning and/or Zoning Approval (either approval or proof of submission will suffice)
    - Building Official Correspondence

  Failure to provide the appropriate information as part of the initial application will delay the review and approval process until the document(s) is/are received.

- 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.

- The OSTA considers all lots created from the subdivision of a single larger lot as being used for a single development purpose, and thus the subdivision will be subject to OSTA regulation under 14-311c if the sum of the full build development on all the lots will equal or exceed the OSTA MTG square footage or parking triggers. If P&Z approval is not granted for a full build development, then the municipal planner must be consulted to determine what a reasonable full build out is for the vacant lots. In lieu of P&Z approval for the vacant lots, the municipal planner will need to confirm that what is submitted to OSTA represents a reasonable full build. The traffic impact study must be based on this full build for the subdivision.

If improvements or changes to the State highway system or a railroad crossing within the State railroad right-of-way 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.

An electronic copy of the information checked-off below plus any additional information deemed appropriate to the development shall be submitted to the "**DOT OSTA Major Traffic Generator Submission"** SharePoint page. All required information shall be electronically submitted in PDF format, and if applicable, any traffic/drainage related files should be provided in the original analysis data format. Electronic submissions should follow OSTA filing naming conventions provided at the end of the document. An additional set of submittals should be forwarded by the developer to the Local Traffic Authority of each involved municipality.

Consultant engineers may request access to the SharePoint page by e-mailing DOT.OSTA@ct.gov.

The request will not be considered complete, and the review of the proposed development will not begin until all applicable information is received.

SUBMITTED N/A

☐ I. Site and Roadway Plans - An overall site plan showing the entire OSTA Certifiable Area, including the Administrative Decision (AD) 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);
- Identification & condition of non-access fencing with State highway or State/private railroad right-of-way;
- A Building and Parking Summary Table that summarizes the land use, square footage, and parking of the following:
    - The existing development within the OSTA Certifiable Area;
    - The allowable development that was most recently approved by the OSTA (if applicable);
    - The proposed development under the Administrative Decision, showing the change from the existing development or previously approved development; and,
    - The total allowable development of the OSTA Certifiable Area following the approval of the Administrative Decision.
- 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 website to view sample overall site plans.

☐ Where a new driveway onto a State highway is proposed or an existing driveway onto a State highway is being modified or vetted by the OSTA for the first time, a 1" = 40" scale Roadway Plan, sized to fit on a single 2' x 3' plan sheet, must be provided. The Roadway Plan must include the following:

- The geometry, curb radii, signing, lane widths, and pavement marking details for the proposed, existing, or modified driveway;
- Intersection Sight Distances (ISD) that will be provided and maintained for any existing, proposed, or modified driveways onto a State highway that were not part of a previous OSTA Certificate or AD. The ISD shall be shown directly on the driveways, drawn out to its full extent on the State highway; and,
- Turning templates for the largest design vehicle anticipated to access the site. The design vehicle cannot be smaller than an SU-30 truck. If the site driveway is restricted to passenger vehicle access only, then provide turning templates to show that an SU-30 truck cannot use the proposed access.

☐ If any State highway driveway ISD encroaches on property not owned by the AD developer, provide written confirmation from the adjacent property owner that they are willing to grant an easement. The AD will contain a stipulation that no building or foundation permit shall be granted until the sightline easement has been granted.

☐ II. Site Location Plan - Show State highways, municipal roads, transit networks (include train stations, bus stops), and any bicycle or pedestrian facilities/routes in the vicinity of the site.

SUBMITTED N/A

☐ ☐ **III. Traffic Information** – All Automated Traffic Recorder (ATR) counts and Turning Count Movements (TCM) shall be conducted at locations and time periods as needed. Data taken from other sources shall be no older than **two** years from the submittal date of the subject MTG AD application, unless prior approval from the CTDOT Trip and Traffic Analysis Unit is provided.

Contact the CTDOT Trip Analysis Unit at Gary.Sojka@ct.gov with any questions regarding trip generation or distribution. The amount of information required will be based on the expected number of new trips associated with the development / expansion / land use change. Please refer to the *"OSTA Major Traffic Generator Trip Generation Guidelines"* for guidance on establishing appropriate trip generation estimates for MTG AD applications. Alternative trip generation rates will be considered on a case-by-case basis.

☐ ☐ If less than 100 new trips are anticipated on the State highway network, submit only information noted under Item C and Item D-1 & D-2 below.

☐ ☐ If approximately 100 or more new trips or 50 or more new trips to an individual intersection left turn Movement are anticipated on the State highway network, 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 or 50 or more new trips to an individual intersection left turn movement are being added to the State highway network.

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 count.

☐ ☐ 2. Identify the hours of the day, day of week and how the peak hours were determined in relation to the proposed development.

- The weekday morning / afternoon 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 theater – 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 (i.e. theaters, sporting events, concerts, etc.) 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.

SUBMITTED	N/A	
		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.
☐	☐	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 recently 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 trip generation table and traffic 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. Where applicable a discussion of internal trips, pass-by-trips, and diverted trips discussion should be provided.
		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.

SUBMITTED	N/A	

E. Capacity Analysis

Submit all Synchro (Trafficware) files, input data, supportive computation sheets and/or charts. The format for the submitted analysis shall be in accordance with Transportation Research Board's Highway Capacity Manual (HCM 2016 or later). Failure to provide Synchro files will delay the review and approval process until the document is received. Inquiries about the format of the analysis may be directed to the Division of Traffic Engineering at DOT.TrafficEngineering@ct.gov. 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. Crash Data

☐	☐	Provide UConn Crash Data Repository and/or local police department information on the latest available three years of crash experience. A narrative for all existing site drives and off-site impacted locations on State highways, identifying any potential crash patterns, is required. A table of data or collision diagram may be used to show the crash history.

SUBMITTED N/A

IV. Complete Streets Information (Review of Pedestrian & Non-Motorized Road User Facilities)

☐ The following items shall be submitted for review:

1. The anticipated pedestrian and/or bicycle travel generation to/from the proposed development. If multi-modal trip generation is proposed, the trip generation section should include estimates of trips by mode. These estimates should be informed by the availability of public transit, walking, and bicycling infrastructure and/or services and should be based on recognized data sources such as US Census data, regional traffic data, transportation survey data, transit ridership data, etc.

2. A description of all pedestrian and bicycle accommodation features proposed. If no features are proposed, an explanation as to what features were considered and why they are not being pursued shall be provided.

3. Information on existing sidewalks and paths in the area and information on any sidewalk requirements.

☐ For all public and private developments: Does the financing include State/Federal funding?

☐ Yes
☐ No

If "Yes", then the Connecticut Department of Transportation Bicycle and Pedestrian Travel Needs Assessment Form (BPTNA) shall be completed and submitted.

V. Drainage Information

For developments 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 or State railroad, the amount of information required will be based on an assessment of the drainage impact to the State system associated with the development / expansion / land use change. See attached form "*Office of the State Traffic Administration (OSTA) - Drainage Exemption Form*" to determine if this project will qualify for an exemption or if further drainage information as shown below will be required.

☐ ☐ A. Drainage Exemption Form - A completed, signed, and stamped Drainage Exemption Form. Drainage and grading plans must be submitted along with the form to demonstrate that the project qualifies for an exemption.

☐ ☐ B. Drainage Report - A well-documented Drainage Report will facilitate the drainage review process. Inquiries regarding submissions may be directed to the Division of Bridges - Hydraulics and Drainage, at Michael.Hogan@ct.gov.

☐ ☐ 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.

SUBMITTED	N/A	
☐	☐	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. Furthermore, 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 shown, 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.

SUBMITTED	N/A	
☐	☐	7. For development sites that: • connect or discharge to existing State drainage facilities – a., b., and c. below are required. • receive discharge from existing State drainage facilities – a. and b. below are required.
☐	☐	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. • Emergency overflows shall not be directed towards State infrastructures. • 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 municipal 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.

SUBMITTED	N/A	

VI. 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 (e-mail will suffice) from the Planning and/or Zoning Office will also be required, specifically indicating what has been approved.**

☐ ☐ If approval is required, the municipality 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 (e-mail will suffice).

VII. Building Official Correspondence

☐ Written correspondence by the property owner to the local Building Official(s), acknowledging that the subject development is a Major Traffic Generator (MTG), as defined under Connecticut General Statutes Section 14-311, and that no building and foundation permits for the development shall be issued by the municipality until OSTA approval is given (e-mail will suffice).

VIII. 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 (e-mail will suffice).

OFFICE OF THE STATE TRAFFIC ADMINISTRATION (OSTA)
DRAINAGE EXEMPTION FORM

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. **Drainage and grading plans demonstrating this assessment must be submitted for confirmation of exemption.**

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. **Drainage and grading plans demonstrating this assessment must be submitted for confirmation of exemption.**

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 ☐ 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. Copies of the meeting/telephone reports are 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 information, I hereby certify that the information provided on this document is complete and true.

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

STATE OF CONNECTICUT

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DEPARTMENT OF TRANSPORTATION
2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CT 06131-7546
Email: DOT.OSTA@ct.gov

OSTA SUBMISSION FILE NAMING CONVENTION GUIDE FOR CONSULTANTS

Upload materials to the OSTA MTG Submission SharePoint Page.

- Submissions that do not follow this guide will not be accepted.

Submit one main folder with the following naming convention:

1. AD – Name of Development
2. AD – Name of Development – Response to Comments
3. Step 1 – Name of Development
4. Step 1 – Name of Development – Response to Comments
5. Step 2 – Name of Development
6. Step 2 – Name of Development – Response to Comments
7. Step 3 – Name of Development

Inside the main folder, place the following standalone documents with this naming convention:

1. Transmittal Letter
2. Application
3. Planning and Zoning Approval
4. LTA Concurrence
5. Building Official Concurrence
6. Overall Site Plan*
7. Roadway Plans-State Highway*
8. Turning Movement Demonstration Plans*

* If there is more than one Overall Site Plan, name the plans Overall Site Plan 1, Overall Site Plan 2, etc. Same for Roadway Site Plans and Turning Movement Demonstration Plans.

9. Traffic Information

<100 New Peak Hour Trips	>100 OR >50 New Peak Hour Left Turns
Trip Gen Narrative & Table	Trip Gen Narrative & Table
Flow Diagrams	Flow Diagrams
	Traffic Impact Study
	Synchro Analysis and Data Files – zip**

10. Drainage

Drainage Exemption Information	OR	Detailed Drainage Information
Completed Drainage Exemption Signoff Form		Drainage Report
Signoff from District Drainage Engineer		Analysis
Signoff from Town/City Engineer		Analysis data files – zip**
Drainage Design Plans 1. On and Off Site – Proposed 2. On and Off Site - Existing		Drainage Design Plans 1. On and Off Site – Proposed 2. On and Off Site - Existing
Grading Plan		Grading Plan
		Signoff from District Drainage Engineer
		Signoff from Town/City Engineer

****Zip folders**

Drainage, Synchro, and any other Data Analysis Files should be in zip format and named accordingly. These zip folders should be the *only subfolders* in the main folder.