TRAFFIC MEMORANDUM CHECKLIST

- INTRODUCTION AND SUMMARY
  - Purpose of Report and Study Objectives
  - Executive Summary
  - Site Location and Study Area
  - Development Description
  - Principal Findings
  - Conclusions/Recommendations
- PROPOSED DEVELOPMENT (SITE & NEARBY)
  - Site Location
  - Land Use and Intensity
  - Site Plan (must be legible)
  - Access Geometrics
  - Development Phasing and Timing
- STUDY AREA CONDITIONS
  - Study Area and Horizon Year
  - Land Use (existing and anticipated)
  - Site Accessibility
    - Existing and future area roadway system
    - Site Circulation
- EXISTING AND FUTURE CONDITIONS
  - Physical Characteristics
    - Roadway Characteristics
    - Traffic Control Devices
    - Transit Service (if applicable)
    - Multi-Modal Impacts/Facilities
    - Sight Distance/Topography
    - Connectivity
- EXISTING & PROJECTED TRAFFIC (DAILY, PEAK PERIODS)
  - Site Traffic Forecasting
  - Trip Generation
  - Mode Split (if applicable)
  - Pass-By Traffic (if applicable)
  - Trip Distribution & Assignment
  - Non-Site Traffic Forecasting
  - Auxiliary Lane Warrants
  - Safety Impacts Analysis
  - CONCLUSION
  - Recommendations
  - Roadway Improvements/Modifications
    - Access Control
    - Capacity Mitigations
    - Safety Mitigations
    - Future Conditions