



## 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