

FORM 8-C

WORKSHEET FOR A MINOR TRAFFIC REVIEW

Note 1: Developments generating more than 150 but less than or equal to 1000 average daily trips will be required to submit two copies of a Minor Traffic Review plus an electronic copy, prepared by a Professional Engineer, at the time of application for Concurrency Clearance pursuant to the requirements of Traffic Impact Study Procedures of the Highlands County Land Development Code.

Note 2: All references used to prepare this form shall be listed.

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1. **Project Name:** \_\_\_\_\_

2. **Description and Location of the Project:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **Identify the Directly Accessed Segment from the proposed project onto the Concurrency Determination Network. Additional impacted segments may be added by the County Engineer in order to maintain the adopted level of service standards.**

\_\_\_\_\_  
(Segment #)

\_\_\_\_\_  
(Description - On Street, From Street, To Street)

4. **Identify each land development activity, land use code, independent variable and the number of units in each land development activity for the proposed development.**

Land Development Activity & Land Use Code: \_\_\_\_\_

Independent Variable: \_\_\_\_\_ Number of Units: \_\_\_\_\_

5. **Estimate the number of daily and peak hour trips generated (using the appropriate ITE tables or charts for the weekday or weekend rate generating the largest number of trips).**

a. Using the trip generation rate:

Number of Project Units \_\_\_\_\_ X Peak Hour Trip Rate \_\_\_\_\_

= \_\_\_\_\_ Peak Hour Trips

Number of Project Units \_\_\_\_\_ X Daily Trip Rate \_\_\_\_\_

= \_\_\_\_\_ Daily Trips

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- b. Using the regression equation:

Number of Project Units (X) = \_\_\_\_\_

Substitute X into the regression equation and solve for the peak hour trips or daily trips (T)

\_\_\_\_\_ Peak Hour Trips and \_\_\_\_\_ Daily Trips

**6. Indicate the Generalized Peak Hour/Peak Direction Planning Capacity at the adopted Level of Service of the Directly Accessed Segment and percent of capacity consumed by the project traffic.**

- a. Adopted LOS Capacity (peak hour/peak direction): \_\_\_\_\_

- b. To calculate the percent of capacity consumed by the project traffic, divide the number of peak hour trips (from Step 5) by the answer from Step 6a:

Peak Hour Trips \_\_\_\_ ÷ Adopted LOS Capacity (peak hour/peak direction)

\_\_\_\_\_

= \_\_\_\_\_ X 100

= \_\_\_\_\_ % Percent of Capacity Consumed

**7. Determine the number of net external peak hour trips that will impact each Directly Accessed Segment for both the peak and off-peak directions (e.g., after passerby trips and/or internal capture is considered).**

- a. Determine the direction factor for each link on the Directly Accessed Segment.

\_\_\_\_\_  
(Link #)

\_\_\_\_\_  
(Direction Factor)

\_\_\_\_\_  
(Link #)

\_\_\_\_\_  
(Direction Factor)

- b. Determine net/new peak hour trips by accounting for the passerby trips by multiplying the total peak hour trips generated with the percent new trips factor (from ITE publication).

\_\_\_\_\_ Peak Hour Trips (calculated in Step 5) X

Percent New Trips Factor \_\_\_\_\_

= \_\_\_\_\_ Peak Hour Trips ("New Trips")

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c. Identify the greater of the two: the number of new vehicle trips entering or exiting the site during the peak hour (from ITE publication).

(%) of trips exiting the site: \_\_\_\_\_

(%) of trips entering the site: \_\_\_\_\_

Greater Percentage \_\_\_\_\_ X \_\_\_\_\_ Peak Hour "New" Trips (Step 7b)

= \_\_\_\_\_ Peak Hour Trips (always round up)

d. Identify the peak hour trips the project will add to each directional link on the Directly Accessed Segment.

Link # \_\_\_\_\_ :

\_\_\_\_\_ Direction Factor (Step 7a) X \_\_\_\_\_ Peak Hour Trips (Step 7c)

= \_\_\_\_\_ Peak Hour Trips by Direction (round to nearest whole number)

Link # \_\_\_\_\_ :

\_\_\_\_\_ Direction Factor (Step 7a) X \_\_\_\_\_ Peak Hour Trips (Step 7c)

= \_\_\_\_\_ Peak Hour Trips by Direction (round to nearest whole number)

**8. The impact of project traffic on the first Directly Accessed Segment on the Concurrency Determination Network shall be evaluated relative to its adopted level of service.**

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