

**Attachment A**  
**TRAFFIC IMPACT STUDY – SCOPE APPROVAL FORM**

Prior to starting a traffic impact study, a Scope Approval Form must be submitted for review and signed by the City Public Works Director. It shall be included in every traffic study submittal as Attachment A. This Scope Approval Form is for City requirements only. Consultants must contact CDOT to determine requirements related to access permits and work in CDOT right-of-way.

**Project Information**

Project Name:	
Project Location:	
Developer Name/ Contact:	
Traffic Engineer Name/ Contact:	

**Study Parameters**

**Type of Study Required:**      ☐ Trip Generation Letter      ☐ Long-term Traffic Study  
   ☐ Short-term Traffic Study      ☐ Trip Evaluation Letter

**Traffic Counts**

☐ Winter Zone                      ☐ Summer Zone

☐ Counts w/in last 2 years are available By:\_\_\_\_\_ Date conducted:\_\_\_\_\_

☐ New counts will be collected on \_\_\_\_\_

☐ Existing counts will be estimated based on:\_\_\_\_\_

% growth rate: \_\_\_\_\_

Seasonal Adjustment Factor applied (ratio): \_\_\_\_\_

☐ Future counts will be estimated based on a \_\_\_\_\_% growth rate.

**Peak Hours Analyzed**

☐ AM Peak Hour                      ☐ PM peak hour                      ☐ Other \_\_\_\_\_

**Trip Generation Rates**

☐ From ITE                      ☐ Other (cite)\_\_\_\_\_

☐ No passby or mode split (typical)

☐ Passby or mode split (describe)\_\_\_\_\_

**Trip Distribution – Attach sketch A-1**

Study Parameters

List of Study Area Intersections

1.		
2.		
3.		
4.		
5.		
6.		
7.		

Key Analysis items

- ☐ Existing + site traffic at study intersections
- ☐ Peak Hour LOS at study intersections
- ☐ CDOT Access Permit Required (consult with CDOT prior to approval of scope)
- ☐ % Site contribution to intersection/road segment at \_\_\_\_\_
- ☐ Auxiliary lane evaluation at\_\_\_\_\_
- ☐ Traffic signal warrants at \_\_\_\_\_
- ☐ Four-way stop sign warrants at\_\_\_\_\_
- ☐ Queuing Analysis at \_\_\_\_\_
- ☐ Other \_\_\_\_\_

Approvals

Prepared By:      

Approved By  
City Engineering  
03/25/2024

      Date

Please note that the approval of this scope approval form shall not be construed as an approval of the proposed use, but rather a methodology for evaluation of the proposed use. During the city development review process, the proposed use will be reviewed by city staff for compliance with code, standards, and community planning documents.